

**AGENDA FOR COUNCIL MEETING**  
**CITY OF NEW RICHMOND, WISCONSIN**  
**MONDAY, NOVEMBER 9, 2015 - 7:00 P.M.**

**AGENDA:**

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda

**PUBLIC COMMENT**

**CONSENT AGENDA:**

1. Approval of the Minutes from the Previous Regular Council Meeting, October 12, 2015, Special Council Meetings, October 5, 2015 and October 26, 2015
2. Application for License to Serve from Kirsten C. Konder, Glenwood City; Kyle J. Wettig, New Richmond; and Amy L. Kahler, Emerald
3. Payment of VO#58633 through VO#58710 totaling \$233,690.78 plus electronic fund transfers of \$611,106.24 for a grand total of \$844,797.02

**DEPARTMENT REPORTS:**

Administration  
Public Works  
Community Development  
Library  
Police  
Fire

**UNFINISHED BUSINESS:**

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

**NEW BUSINESS:**

(Action on newly introduced motions, ordinances, resolutions or other matters)

1. **Plan Commission Recommendation:**
  - a. Ordinance #480 Text Amendments to Zoning Code
2. **Finance Committee Recommendations:**
  - a. 2016 Property Insurance
3. **Public Works Committee Recommendations:**
  - a. Evergreen Valley Stormwater Outlot
  - b. Ordinance Amendment – Section 70-3 Sidewalk Construction/Repair
  - c. Tandem Axle Plow Truck Bids
  - d. Paperjack Drive Open House Review/Design Recommendations

4. **Park Board Recommendation:**
  - a. Skate Park – Donations
5. Bike & Pedestrian Master Plan
6. 2016 Budget Update
7. Council Work Session on November 23, 2015
8. Communications & Miscellaneous
9. Closed Session per State Statute 19.85 (1)(c)(f) – “Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.
10. Open Session – Action on Closed Session Agenda
11. Adjournment

Frederick Horne, Mayor

***(THE ABOVE AGENDA IS NOT NECESSARILY IN ORDER OF PRESENTATION)***

\*\*Late Changes and Additions

***Posted: Civic Center and Friday Memorial Library and City Website***

Mailed: Council Members, City Attorney, Utility Commission Members, NR County Board Members, New Richmond News, Northwest Community Communications, City Website and New Richmond Chamber of Commerce.

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

REGULAR COUNCIL MEETING OCTOBER 12, 2015 7:00 P.M.

The meeting was opened by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Kittel, Ard, Jackson, Hansen, Volkert  
Zajkowski, Student Representatives Victoria Johnson and Jesse Stenske

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented, seconded by Alderman Hansen and carried.

**Public Comment**

Danielle Campeau, Director of the Center of Innovation and Business Development at the University of River Falls, introduced students Bryan Heth and Brendan Weise. These students will be working on business and housing market analysis and the affects the bridge will have on the community in the next five to fifteen years. The comprehensive study will be done in December.

**Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, September 14, 2015, Special Council Meetings, September 17, 2015 and September 28, 2015
2. Run/Walk Permit from New Richmond Area Centre at 9:00 a.m. on the following dates: November 14, 2015; December 12, 2015; January 23, 2016; February 27, 2016; March 26, 2016; and April 16, 2016
3. Payment of VO#58558 through VO#58632 totaling \$200,698.42 plus electronic fund transfers of \$4,907,967.46 for a grand total of \$5,108,665.88

General Fund	\$ 674,994.53
Impact Fees Fund	51,233.64
Debt Service Fund	4,336,001.98
Capital Projects	18,989.86
Landfill Cleanup Fund	6,331.34
TIF District #6	2,869.83
Storm Water Utility	16,266.34
Park Land Trust Fund	1,940.65
Library Trust Fund	37.71

Alderman Hansen moved to approve the consent agenda, seconded by Alderman Ard and carried.

**Department Reports**

Administration- Mike Darrow stated that today was the Solar Garden groundbreaking. Thanks to the New Richmond Band for playing "Here Comes the Sun". Mike also thanked WPPI, New Richmond City Council and the Utility Commission. Anyone interested in learning about the benefits of solar energy or in signing up should call the utility office. Noah Wiedenfeldt introduced

our new Student Representatives for City Council, Jesse Stenske and Victoria Johnson. There were seven other students that interviewed for the Student Representative position and they will be contacted about serving on other boards and commissions.

Public Works – Jeremiah Wendt stated that Richmond Township has received a grant for the trail on 140<sup>th</sup> Street from the DNR. A committee will be reviewing the Bike and Pedestrian Comprehensive Plan. The City received a grant from the Natural Resources Foundation for a project with the New Richmond High School to make bluebird houses, bat houses and a rain garden in Freedom Park and Hatfield Park. Jeremiah also showed pictures of the street construction projects in progress. There will be a groundbreaking for the Skate Park in Hatfield Park at 4:00 p.m. on Wednesday. There will also be an open house on October 22, 2015 from 5:30 to 6:30 p.m. for Paperjack Drive reconstruction.

Community Development – Beth Thompson reported that north of the Dollar Tree they are working on the Goodwill project. Also, there was an open house and official ribbon cutting for Shoots and Stems today.

Library – Kim Hennings explained that tomorrow night Chad Lewis is speaking at the High School Auditorium about the bizarre history in Wisconsin. Also, an antique appraiser will be at the library.

Police Department – Mark Samelstad stated that a new police officer started today named Jared McClain.

### **WPPI Presentation**

Mike Peters, from WPPI, gave a presentation on the history of WPPI and the need to have member communities sign new agreements extending out to 2055. Agreements will be reviewed by Nick Vivian prior to Council approval in 2016.

### **Resolution #101501 – Celebrating 35 Years**

Alderman Hansen offered the following resolution and moved for its adoption:

#### RESOLUTION #101501

#### A RESOLUTION CELEBRATING 35 YEARS OF MUNICIPAL JOINT ACTION FOR PUBLIC POWER UTILITIES

WHEREAS, for more than 125 years, municipally owned, not-for profit New Richmond Utilities has provided the City of New Richmond with reliable, affordable electric power; customer-focused hometown service; significant local tax contributions; local jobs; local ownership; and local control of our community's energy future; and

WHEREAS, not-for-profit, member-owned, joint-action wholesale power supplier WPPI Energy was formed in 1980 to preserve and enhance the value of public power utilities such as New Richmond Utilities; and

WHEREAS, together, WPPI Energy member communities have built a diverse, flexible, cost-effective long-term power supply portfolio; an array of more than 75 best-in-class utility and customer programs and services; and a proven track record of energy policy advocacy for the benefit of WPPI Energy member communities and their electric utility customers;

WHEREAS, the City of New Richmond has been a member-owner of WPPI Energy since 1980; and

WHEREAS, together, the 51 member utilities of WPPI Energy serve more than 200,000 local homes and businesses in Wisconsin, Michigan and Iowa; and

WHEREAS, WPPI Energy members enjoy shared strength by pooling their needs and expertise for a reliable, affordable power supply, access to technology, and cost-effective programs and services that would be difficult and expensive for any one community to accomplish alone;

NOW, THEREFORE, BE IT RESOLVED that the City of New Richmond, St. Croix County, Wisconsin recognizes and celebrates the thirty-fifth anniversary of the creation of WPPI Energy, our community's member-owned, joint-action municipal power supplier; and

BE IT FURTHER RESOLVED that the City of New Richmond will continue working to bring the benefits of joint action to local homes and businesses, just as it has since 1980, the year our community became a member-owner of WPPI Energy. Motion was seconded by Alderman Ard and carried.

**Water & Sanitary GIS Update and Demonstration**

Andrew Lammers, IT/GIS Analyst, gave a presentation on interactive maps for the utilities. He presented a map and showed how you can click on a manhole or fire hydrant and get all of the technical details on that specific item. Also, they linked the video from televising underground pipes so that employees can click on a specific area and view the video of the pipes in that location. There are many applications for this software, Andrew is just getting started. Alderman Ard thanked Andrew for bringing us into the 21<sup>st</sup> century.

**Ordinance #479 Shoreland Wetland**

This ordinance was tabled at the last Council meeting and staff made the changes requested. Alderman Hansen moved to suspend the rules and adopt Ordinance #479, seconded by Alderman Ard and carried.

**Agreement for Special Assessments**

New Richmond Utilities provides services for some citizens in Richmond and Star Prairie townships. Previously, if bills were not paid, there were few actions that could be taken to collect the money due. This agreement will allow the City to place the delinquent amounts on tax roll. Alderman Ard moved to approve these agreements, seconded by Alderman Zajkowski and carried.

**Assessor Contract**

Beth Thompson explained that the City received five proposals for Assessor services and the three lowest were given phone interviews. Following staff review, the recommendation is to proceed with Owen Assessing for 2016 – 2018 for \$24,800 each year. The amount budgeted previously was \$25,000 and this proposal is under that amount. Alderman Hansen moved to accept the proposal from Owen Assessing for 2016-2018, seconded by Alderman Ard and carried.

**Resolution #101502 – Administrative Permit Fee & Escrow**

The Finance Committee recommended approving the following resolution:

RESOLUTION #101502

RESOLUTION AMENDING THE SCHEDULE OF FEES

WHEREAS, the City of New Richmond hereby adopts the following Amendment to the Schedule of Fees:

Miscellaneous Clerk's Fees	Amount
Administrative Permit Fee	\$100.00
Administrative Permit Escrow	\$1,000.00

Alderman Zajkowski moved to approve this resolution and the administrative permit application, seconded by Alderman Ard and carried.

**Agreements with Paychex**

The Finance Committee recommended approving the agreements with Paychex, our new payroll vendor. Alderman Hansen moved to approve the agreements with Paychex, seconded by Alderman Ard and carried.

**Police Vehicle Bids**

The following bids were received for Police Department vehicles:

<b>Bernard's</b>	
2016 Dodge Caravan Minivan	\$22,295.00
Minus Trade-in	<u>1,600.00</u>

<b>Total</b>	<b>20,695.00</b>	
2 – 2015 Dodge Durango AWD SUV	34,875.00 (Each)	69,750.00 Total (2)
Minus trade- in of 2012 Durango	10,500.00	
Minus trade-in of 2014 Durango	12,500.00	
<b>Total</b>		<b>46,750.00 Total (2)</b>
2-2016 Dodge Durango AWD SUV	35,185.00(each)	70,370.00 Total (2)
Minus trade-in of 2012 Durango	10,000.00	
Minus Trade-in of 2014 Durango	12,000.00	
<b>Total</b>		<b>48,370.00 Total (2)</b>

**Cox Motors**

2 – 2016 Ford Explorers	36,959.00 (Each)	73,918.00 Total (2)
Minus Trade-in 2012 Durango	10,000.00	
Minus Trade-in 2014 Durango	11,000.00	
<b>Total</b>		<b>52,910.00 Total (2)</b>

Alderman Volkert moved to accept the bid from Bernard’s for a 2016 Dodge Caravan at \$20,695 and two 2016 Dodge Durangos for a total cost of \$48,370.00, seconded by Alderman Kittel and carried.

**Resolution #101503 – Transportation Aids Campaign**

Alderman Hansen offered the following resolution and moved for its adoption:

RESOLUTION #101503

TRANSPORTATION INVESTMENT COALITON RESOLUTION

WHEREAS, local government in Wisconsin is responsible for about 90% of the road miles in the state; and

WHEREAS, Wisconsin’s diverse economy is dependent upon county and town roads as well as city and village streets and transit systems across the state; and

WHEREAS, according to “Filling Potholes: A New Look at Funding Local Transportation in Wisconsin,” commissioned by the Local Government Institute of Wisconsin (LGI) the condition of Wisconsin’s highways is now in the bottom third of the country; and

WHEREAS, state funding for local roads in Wisconsin has failed to keep up with costs over the past several decades which has adversely affected local transportation finances. According to “Filling Potholes,” municipal transportation spending has declined from \$275 per capita in 2000 to \$227 in 2012; and

WHEREAS, levy limits do not allow local government to make up for the deterioration of state funding; and

WHEREAS, Wisconsin’s over-reliance on borrowing eats away at the state’s segregated funding sources – the state gas tax and vehicle registration fees – which increasingly pay debt service rather than fund transportation needs; and

WHEREAS, safety is a primary concern and responsibility of local governments across Wisconsin. Unfortunately, according to TRIP, a national non-profit transportation research group, Wisconsin had 347 non-interstate, rural road fatalities in 2013; and

WHEREAS, the New Richmond City Council recognizes that our state highway and interstate system is the backbone of our surface transportation system and plays a vital role in the economy of Wisconsin. Both local *and* state roads need to be properly maintained in order for our economy to grow; and

WHEREAS, from a competitive standpoint Wisconsin motorists pay significantly less than any of our neighbors when you combine the annual cost of the state gas tax and vehicle registration fees; and

WHEREAS, the Transportation Finance and Policy Commission, appointed by the Governor and Legislature clearly found that if Wisconsin does not adjust its user fees, the condition of both our state and local roads will deteriorate significantly over the next decade.

NOW, THEREFORE, BE IT RESOLVED by the New Richmond City Council, to urge the Governor and Legislature to #JustFixItWI and agree upon a sustainable solution: one that includes a responsible level of bonding and adjusts our user fees to adequately and sustainably fund Wisconsin's transportation system. Furthermore, the New Richmond City Council directs the City Clerk to send a copy of this resolution to our State Legislators and to Governor Scott Walker. Motion was seconded by Alderman Jackson and carried.

**Employee Benefits**

Mike Darrow explained that the Council began reviewing the employee handbook in January of 2015. They have been reviewing the benefits as it relates to sick and vacation time. The Council put together a proposal in August and last week the Council invited employees to discuss the proposal. Beth Thompson and Jeremiah Wendt gave an overview of comparing the proposal to other municipalities in the area, those of similar size and the counties nearby. Mayor Horne stated that his concern was with the unfunded liability. The first proposal was to cap those hours at 500. Mike Darrow presented an alternate proposal with a cap of 600 hours. The proposal also converts the current sick and vacation time to paid time off and reduces the number of days for employees based on a schedule. Below is a comparison of the existing to the original proposed and the alternative proposal:

EXISTING			PROPOSED		ALTERNATIVE	
SERVICE	VACATION	SICK	SERVICE	PTO ACCRUAL	SERVICE	PTO ACCRUAL
1 YR	5 DAYS	12 DAYS	1 YR	10 DAYS	1 YR	15 DAYS
2-4 YRS	10 DAYS	12 DAYS	2-4 YRS	15 DAYS	2-4 YRS	20 DAYS
5-9 YRS	15 DAYS	12 DAYS	5-9 YRS	20 DAYS	5-9 YRS	24 DAYS
10-21 YRS	20 DAYS	12 DAYS	10-21 YRS	25 DAYS	10-24 YRS	27 DAYS
22-23 YRS	21 DAYS	12 DAYS	22-23 YRS	26 DAYS	25-29 YRS	29 DAYS
24-25 YRS	22 DAYS	12 DAYS	24-25 YRS	27 DAYS	30+ YRS	30 DAYS
26-27 YRS	23 DAYS	12 DAYS	26-27 YRS	28 DAYS		
28-29 YRS	24 DAYS	12 DAYS	28-29 YRS	29 DAYS		
30+ YRS	25 DAYS	12 DAYS	30+ YRS	30 DAYS		

Alderman Hansen moved to accept the alternative plan and to raise sick bank hours to a maximum of 660 hours with current sick bank hours to be frozen January 1, 2016 with 100 % of the sick hours to be paid out at the time of retirement and any new accumulation after January 1, 2106 up to the 660 limit would be paid out at retirement at 50%, seconded by Alderman Volkert and carried. Alderman Kittel, Ard and Jackson voted no. Alderman Hansen, Volkert and Zajkowski voted yes. Mayor Horne voted yes to break the tie vote. Motion carried.

**2016 Employee Health Insurance Plan**

Kari Kraft, Human Resource Manager, explained the changes proposed to the employee health insurance plan for 2016. The percentage employees will pay towards the premium will increase from 10% of the premium to 13%, the deductible will increase from \$350 for single to \$750 and from \$700 for family to \$1,500. Office visit copays will increase from \$15 to \$25. The changes outlined will save the City \$66,148 in insurance premiums. Another health insurance plan will also be offered with a higher deductible and will change from an HRA to a HSA. The premium will be significantly less for this plan, but the employee will pay from the first dollar up to the

deductible. Alderman Ard moved to approve the changes outlined, seconded by Alderman Jackson and carried.

**Council Work Session – October 27, 2015 at 5:00 p.m.**

Agenda items should be submitted to staff.

**Communications and Miscellaneous**

None

**Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(g) Airport Litigation, seconded by Alderman Zajkowski and carried.

**Open Session**

No action was taken.

Alderman Ard moved to adjourn the meeting, seconded by Alderman Kittel and carried.

Meeting adjourned at 8:50 p.m.

Tanya Reigel  
City Clerk

SPECIAL COUNCIL MEETING  
OCTOBER 5, 2015 AT 5:00 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Zajkowski, Volkert, Hansen, Kittel, Ard, and Jackson.

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Hansen and carried.

**Employee Benefits**

Mike Darrow stated that the discussion was not to be a negotiation. This is an opportunity for questions to be asked. Mayor Horne gave an overview of the current City Council proposal for employee benefits. The council began looking at changes to be fair and equitable to the employees and to the taxpayers. The proposal includes changing from separate sick and vacation hours to paid time off. The change would be in place as of January 1, 2016. The maximum hours able to be accrued for sick would be 500 hours rather than the current amount of 1,600 hours. The annual cap of hours able to be converted to a sick bank would be 40 hours. Any sick hour balance prior to January 1, 2016 would be frozen and will be paid out at 100% at the time of retirement if not used before. Hours accrued after that date would be paid out at 50%. There have been three meetings with staff to discuss this proposal.

Jeremiah Wendt and Beth Thompson gave a presentation regarding the proposal as well. Several members of the staff have chosen to make this a career rather than a stepping stone. Many employees have licenses, certifications, or specialized schooling for their jobs. Several work in high hazard environments and are available 24 hours a day. These things are not typical of the private sector. The employees take pride in their jobs and are very generous. The goal of the presentation is to compare New Richmond with other communities in the region and to point out the benefits or detriments of the proposal from the Council. We need to be sure we are competitive so that we can attract and maintain quality employees. The average number of hours that other communities can bank for sick time is 904 and the proposal is significantly below that at 500 hours. Not all of the current employees will retire from the City, so many won't ever get to the maximum of 1,600 hours. Only 33% of the employees who have retired in the past 15 years have been at that maximum.

With the conversion to paid time off, the employees will each lose seven days off. When comparing other municipalities to New Richmond, their average is the same as the current vacation and sick hours for City employees. The proposal from the City Council is not competitive with other communities. Considerable discussion followed.

Mike Darrow stated that the Council will discuss this at the October 12, 2015 meeting.

**Communications and Miscellaneous**

None

Alderman Ard moved to adjourn the meeting, seconded by Alderman Hansen and carried.

Meeting adjourned at 5:50 p.m.

Tanya Reigel  
City Clerk

SPECIAL COUNCIL MEETING  
OCTOBER 26, 2015 AT 5:00 PM

Mayor Horne opened the meeting by announcing that this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, the New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Alderman Volkert, Hansen, Kittel, Ard, and Jackson.

Members Absent: Alderman Zajkowski

The Pledge of Allegiance was recited.

Alderman Hansen moved to adopt the agenda moving the 2016 Budget discussion after the Police Lieutenant Discussion and City Library and Commons Site Discussion, seconded by Alderman Ard and carried.

**Police Lieutenant Discussion & Recommendation**

Mike Darrow explained that he and Kari Kraft completed an analysis of keeping the lieutenant position as it currently is versus having a sergeant/detective position. Their recommendation was if the Council chooses to substantially change the job description, a formal evaluation process is followed including a human resource review, group evaluation, Finance Committee approval and Council approval. Considerable discussion followed. Marty Jensen, Hudson Police Chief, stated that due to budget cuts a few years ago he lost his lieutenant position and has been trying to get the position back ever since. The Hudson City Council is considering adding that position right now. Craig Yehlik stated that he currently is a detective and has been filling in for the lieutenant position and it is very difficult to do both the duties of the lieutenant and the duties of a detective. Alderman Hansen moved to fill the lieutenant position at \$32.99 per hour, seconded by Alderman Kittel. After more discussion, Alderman Volkert moved to table this issue. The motion failed for lack of a second. On voting on the main motion, Alderman Volkert, Ard and Jackson voted no and Alderman Hansen and Kittel voted yes. Alderman Ard moved to approve the lieutenant position at \$34.80 per hour pending review of the job description, seconded by Alderman Kittel. Alderman Hansen, Jackson, and Volkert voted no. Alderman Ard and Kittel voted yes. Alderman Kittel moved to approve the lieutenant position at \$33.90 per hour. Motion failed for lack of a second. Alderman Hansen moved to hire the lieutenant at 33.90 pending job description rewrite, seconded by Alderman Kittel. Alderman Hansen and Kittel voted yes. Alderman Ard, Jackson, and Volkert voted no. Alderman Hansen moved to table discussion until the work session on November 30, 2015, seconded by Alderman Ard. Alderman Ard, Jackson, Volkert, and Hansen voted yes. Alderman Kittel voted no.

**City Library and Commons Site Discussion**

Kim Hennings, Library Director, explained that staff was directed to brainstorm other library sites. The School Board has a meeting on November 16 and is supposed to make a decision on the commons site. Staff looked at all City owned land and came up with three locations: the current location on East First Street, the land at GG and 140<sup>th</sup> Street, or a lot on Richmond Way that is owned by the City. If the commons site falls through, we need to decide where to put the library. There is \$140,000 in impact fees that has to be used by July of 2015. The Library Board still endorses the current site. This item will be on the November work session for further discussion.

**2016 Budget – Draft 1 Review**

Mike Darrow gave a review of the first draft of the budget. Sean Lentz explained where the City is at as far as levy limits. Currently the City has some flexibility. The first draft includes a 3% increase in the levy. Considerable discussion followed. The assessed value of the City increased by .79% in the past year

so Mayor Horne would like to keep any increase in the budget to that .79% so the City millrate would remain the same as last year. The Finance Committee will review the budget on November 2, 2015; a second draft will be available on November 9, 2015 for Council to review; a third draft will be ready for November 23, 2015; and the week of December 7, 2015 will be the budget hearing.

**Community Farm Discussion**

The City now owns 20 acres just outside of town on Wall Street. There are heavy restrictions on the property for what it can be used for. One idea would be to use it as a community farm. It could be a community project. This could be a cooperative plan with the School District. This item will be discussed again at the work session in November.

**Loyalty Day Discussion**

We hosted the Loyalty Day Parade in April of 2016. Alderman Ard requested permission to apply to have the parade in New Richmond again in 2016. Alderman Ard moved to begin the process to have the Loyalty Day Parade in New Richmond again in 2016, seconded by Jackson and carried.

**Communications and Miscellaneous**

Jim Vanderwyst told the Council about a used fire truck he has been looking at. This will be discussed at the Fire Board meeting at 7:30 p.m. tonight.

Craig Yehlik stated that there will be an event at the New Richmond High School for parents of kids ages pre-k through fifth grade on October 27, 2010 at 6:30 p.m.. The police department and Sherriff's department are hosting the event that will include a speaker talking about sensitive issues and how to talk to your kids about those issues. There will also be a K-9 demonstration and other fun activities.

**Closed Session**

Alderman Ard moved to go into Closed Session for Consideration of moving into closed session pursuant to sec. 19.85(1)(c) and (f), Stats., to consider employment, promotion, compensation or performance evaluation data and the preliminary consideration of specific personnel problems of an employee over which the City has jurisdiction and the discussion in public would likely have a substantial adverse effect upon the reputation of that employee and deliberating or negotiating and/or conducting other specified public business, whenever competitive or bargaining reasons require a closed session, seconded by Alderman Jackson and carried.

**Open Session**

No action taken

Alderman Ard moved to adjourn the meeting, seconded by Alderman Hansen and carried.

Meeting adjourned at 8:45 p.m.

Tanya Reigel  
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL NOVEMBER 9, 2015

VO #	PAYMENT TO:	AMOUNT
58611	VOID	(426.21)
58633	CITY OF NR - REVOLVING FUND	174.76
58634	ARD, SCOTTIE	50.00
58635	BENEFIT EXTRAS, INC	370.00
58636	CEDAR CORPORATION	17,674.64
58637	ECKBERG LAMMERS BRIGGS WOLFF & VIERLING	93.48
58638	FRONTIER COMMUNICATIONS	768.94
58639	JACKSON, JAMES	50.00
58640	KITTEL, CRAIG	50.00
58641	KWIK TRIP	72.68
58642	MARTIN-MCALLISTER	900.00
58643	MOTHER GOOSE ON THE LOOSE, LLC	3,200.00
58644	SAFETY SIGNS	3,000.00
58645	STEPHENS SANITATION - REFUSE	487.15
58646	WAL-MART (OTHER PMTS)	5.43
58647	WENDT, JEREMIAH	173.00
58648	WI DEPT OF JUSTICE - CRIME INFO BUREAU	21.00
58649	WILLIAMSON & SILER, S.C.	2,770.48
58650	BAYCOM INC	2,230.00
58651	E O JOHNSON COMPANY	236.00
58652	ST CROIX COUNTY HIGHWAY DEPT	442.44
58653	ST CROIX FALLS MUNICIPAL COURT	98.80
58654	WI PROFESSIONAL POLICE ASSN INC	529.75
58655	BOARDMAN & CLARK LLP	684.00
58656	CITY UTILITIES - 2ND BILLING	28,688.32
58657	CONFIDENTIAL RECORDS, INC	80.00
58658	EMC INSURANCE COMPANIES	241.00
58659	FRONTIER COMMUNICATIONS (2)	40.77
58660	DARROW, MIKE	288.00
58661	OLSON, RUTH	3,045.00
58662	CITY OF NR - REVOLVING FUND	142.40
58663	AMAZON (CITY)	368.17
58664	AMAZON (LIBRARY)	1,885.40
58665	BAKER & TAYLOR BOOKS	268.14
58666	BALDWIN TELECOM, INC	556.68
58667	BOND TRUST SERVICES CORPORATION	350.00
58668	BOWMAR APPRAISAL INC	6,250.00
58669	CDW GOVERNMENT, INC	224.64
58670	CITY EMPLOYEE FUND	1,400.00
58671	CITY UTILITIES - 1ST BILLING	888.69
58672	CITY UTILITIES - LANDFILL	989.33
58673	CITY UTILITIES - OTHER	86,057.45
58674	CITY UTILITIES - OTHER	23.00
58675	CITY UTILITIES - SAC CHARGES	4,000.00
58676	CITY UTILITIES - SALES TAX	81.61
58677	CITY UTILITIES - WATER IMPACT FEES	4,000.00
58678	DOUVILLE'S BAKERY, INC	591.25
58679	DRISCOLL, DEVON	1,250.00
58680	FLANUM, NICOLE	60.00
58681	FLEET ONE LLC	2,004.05
58682	FLEX-O-SWEEP	32.00
58683	FRONTIER COMMUNICATIONS (3)	52.23
	SUB - TOTAL	177,514.47

	SUB - TOTAL CARRIED FORWARD	177,514.47
58684	G & K SERVICES, INC	120.86
58685	GHD SERVICES INC	11,628.18
58686	INDIANHEAD FEDERATED LIBRARY	796.00
58687	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.40
58688	KWIK TRIP / KWIK STAR STORES	1,140.83
58689	MICHAEL BEST & FRIEDRICH LLP	495.00
58690	MINNESOTA LIFE INSURANCE CO	2,191.33
58691	MOORE MEDICAL, LLC	398.47
58692	MSA PROFESSIONAL SERVICES INC	4,988.00
58693	NORTH SHORE BANK	5,863.80
58694	PEDERSON, JOEL	975.00
58695	REGISTER OF DEEDS	90.00
58696	RICE, CYNTHIA	900.00
58697	RIVERTOWN MULTIMEDIA	831.67
58698	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	176.38
58699	ST CROIX COUNTY ABSTRACT & TITLE	75.00
58700	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	613.80
58701	ST CROIX FALLS PUBLIC LIBRARY	5.00
58702	STATE OF WI - COURT FINES & ASSESSMENTS	1,519.31
58703	STEPHENS SANITATION - RECYCLING	3,991.00
58704	TENNIS COURT DOCTOR	13,935.00
58705	THE PLANNING COMPANY LLC	1,762.50
58706	UNIFORMS UNLIMITED	1,847.45
58707	UP-RITE DOOR CO	136.00
58708	WASHINGTON NATIONAL INS CO	390.50
58709	WI PROFESSIONAL POLICE ASSN INC	611.25
58710	XCEL ENERGY	649.58

SUB - TOTAL

233,690.78

SUB - TOTAL CARRIED FORWARD 233,690.78

**TOTAL VOUCHERS 233,690.78**

**ELECTRONIC FUND TRANSFERS**

PAYROLL (10/16, 10/30)	218,711.26
DEFERRED COMP	13,345.00
ROTH - WI	300.00
FEDERAL W/H	128,198.96
STATE W/H	15,892.93
POSTAGE	-
LT DISABILITY PREMIUMS	1,423.01
MEDICAL PREMIUMS	87,250.90
RETIREMENT	49,573.43
VISA P-CARDS	32,382.28
HRA	-
WI - SCTF	2,706.84
FLEX SPENDING	4,635.63
EMPLOYEE FUND	340.00
FIREMEN DUES DEDUCTIONS	370.00
INVESTMENT TRANSFER	-
AFLAC	1,564.03
ASM TRANSFER	-
IMPACT FEE TRANSFERS	7,500.00
SPORTS CENTER LEASE	-
MISC - BILLINGS	-
MISC - RESTITUTIONS	170.00
TID FEES	-
WPPI LOAN PMTS	1,363.47
DEBT PAYMENTS/LEASE PMTS	45,378.50

**TOTAL ELECTRONIC FUNDS 611,106.24**

**GRAND TOTAL 844,797.02**

CHAIRMAN OF FINANCE COMMITTEE  
11/9/2015

---



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: 4 November 2015

RE: New Richmond – Zoning Ordinance

TPC FILE: 164.01

## BACKGROUND

The City of New Richmond adopted comprehensive updates to the Zoning Ordinance and Subdivision Ordinance effective 1 January 2015. City staff was directed to initiate discussion of possible amendments to the Zoning Ordinance and Subdivision Ordinance identified in the course of on-going, day-to-day administration of the development regulations and review of development proposals every six months. An update process was recently completed with the City Council adopting amendments at their meeting on 20 August 2015. City staff is bringing forward additional amendments based on issues identified through review of recent development applications that requires action. A public hearing to consider these amendments was held by the Plan Commission at their meeting on 3 November 2015.

### Exhibits:

- A. Draft amendments

## ANALYSIS

**Easements.** The updated Subdivision Ordinance changed the minimum width of drainage and utility easements to be dedicated at the perimeter of new lots from 10 feet to 12 feet. The increased area is not needed for typical public utility or drainage purposes and the change in the requirement has caused inconsistencies between platted lots within the same development. As such, City staff recommends revising Section 117-41.C.1 of the Subdivision

Ordinance to revert to the requirement for 10 foot wide drainage and utility easements, which may overlay side or rear lot line or which may be increased in width on a case-by-case basis as determined necessary by the Public Works Director.

**Parking Setbacks.** Tables 6 and 10 establish setbacks for off-street parking areas within the Z3 and Z7 Districts as being the same as applicable to accessory structures, which is not functional for commercial and industrial uses allowed, respectively, within these zoning districts. City staff has drafted amendments to Tables 6 and 10 that establish separate setback requirements for off-street parking areas for multiple family, commercial or industrial uses as allowed within the Z3 and Z7 Districts to allow for functional site plans to be developed.

**Antenna Height.** Section 121-47 of the Zoning Ordinance has been written to encourage location of telecommunications equipment upon City water towers to avoid the need for additional towers of similar height within the City for aesthetic and compatibility reasons. However, Table 12 of the Zoning Ordinance limits the height an antenna may extend above the water tower to 15 feet. The Board of Appeals recently approved a variance application for St. Croix County to mount public safety communication system antennas upon the City's south water tower to be 23 feet above the height of the structure based on the system coverage and connectivity requirements. Consistent with the intent of the Zoning Ordinance to encourage location of additional telecommunications equipment upon City water towers, City staff recommends removing the 15 foot height limit applicable to water towers. The City has adequate ability through the lease required to place telecommunications equipment upon the tower to address structural, aesthetic and compatibility issues with such equipment. The Plan Commission also noted that the Airport Overlay District regulations will remain in effect for antennas mounted on City water towers.

**Downtown Parking.** Table 14 of the Zoning Ordinance requires provision of a minimum number of off-street parking stalls related to the type of land use. For uses within the downtown area, Table 14 requires fewer parking stalls for service or business uses than in other zoning districts. However, given the intended character of development within the downtown area (and as outlined by the Downtown Design Guidelines) provision of even a minimal number of off-street parking stalls can be problematic in terms of building architecture and size, site design, and access. Typically downtown areas will provide for an exemption from required parking or use of on-street parking and public parking areas to meet parking demands of the uses in the area. City staff has drafted language to be added to Section 121-52.A.4 of the Zoning Ordinance that would allow for use of on-street parking stalls adjacent to a property to be used to comply with the off-street parking requirements for individual businesses.

**Landscape Maintenance.** Section 121-55.I of the Zoning Ordinance establishes provisions requiring landscaping be maintained in perpetuity as healthy and free of invasive weeds, which would be in addition to property maintenance provisions included in Section 90 of the City Code. However, Section 121-55.K.1.a of the Zoning Ordinance dealing with natural landscapes includes a statement that implementation of a natural landscape plan may include waiver of irrigation requirements. The Zoning Ordinance update effective 1 January 2015 does not

require provision of irrigation (although it may in fact be necessary to maintain healthy grass, plants and trees) nor was irrigation required by the Zoning Ordinance prior to the update. City staff proposes to delete the reference to a waiver of irrigation requirements within the natural landscaping provisions so as not to imply irrigation is required or cause confusion.

## RECOMMENDATION

The Design Review Committee reviewed the proposed Subdivision and Zoning Ordinance amendments at their meeting on 15 October 2015 and recommends approval of the draft ordinance amendments. There were no public comments at the Plan Commission meeting on 3 November 2015. The Plan Commission closed the public hearing and voted to recommend approval of the draft ordinance amendments as presented.

## POSSIBLE ACTIONS

- A. Motion to recommend **adoption** of an Ordinance amending the Subdivision Ordinance and Subdivision Ordinance as recommended by the Development Review Committee and Plan Commission.
  
- B. Motion to **table** for further discussion or additional information.
  
- c. Mike Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney  
Tanya Reigel, City Clerk

ORDINANCE # \_\_\_\_\_

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

**Section 1.** Section 117-41.C.1 of the Subdivision Ordinance (Easement Locations) is hereby amended to read as follows:

1. Utility easements shall be at least 12 feet wide, or wider where recommended by the Director of Public Works, and may be run across lots or alongside rear lot lines. Such easements should preferably be located along rear lot lines. Evidence shall be furnished the Plan Commission that easements and any easement provisions to be incorporated in the plat or in deeds have been reviewed by the individual utility companies or the organization responsible for furnishing the services involved. An easement for drainage and utilities at least 10 feet wide along front and rear lot lines and 5 feet wide along all abutting side lot lines shall be provided. An easement for drainage and utilities not less than 10 feet wide shall be provided adjacent to all plat boundaries. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots as approved by the Public Works Director.

**Section 2.** Table 3.g of the Zoning Ordinance (Industrial) is hereby amended to add "Breweries/Distilleries; including tap room/tasting room as an accessory use" as an allowed use within the Z7 Districts as a permitted use (A).

**Section 3.** Table 3.g of the Zoning Ordinance (Industrial) is hereby amended to add "Breweries/Distilleries; including tap room/tasting room with a moderate restaurant license or catered food service" as an allowed use within the Z7 Districts as a conditional use (C).

**Section 4.** Table 6.d of the Zoning Ordinance (Z3 District – Setbacks Accessory Structure) is hereby amended to read as follows:

- d. Setbacks Accessory Structure

Accessory buildings, ~~off street parking & and~~ trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 25ft. min.
- d.2 Secondary Front Setback, 20ft. min.
- d.3 Side Setback, 5ft. min.
- d.4 Rear Setback, 20ft. min.

**Section 5.** Table 6 of the Zoning Ordinance (Z3 District) is hereby amended to add the following provisions:

e. Off-Street Parking Setbacks:

Off-street parking areas for uses other than single family, two family or townhouse dwellings shall be distanced from the lot lines as follows:

- e.1. Principal Front Setback, 15ft. min.
- e.2. Secondary Front Setback, 10ft. min.
- e.3. Side Setback, 5ft. min.
- e.4. Rear Setback, 5ft. min.
- e.5. Abutting residential use, 10ft. min.

**Section 6.** Table 10.d of the Zoning Ordinance (Z7 District – Setbacks Accessory Structure) is hereby amended to read as follows:

d. Setbacks Accessory Structure

Accessory buildings, ~~off-street parking &~~ and trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 25ft. min.
- d.2 Secondary Front Setback, 20ft. min.
- d.3 Side Setback, 5ft. min.
- d.4 Rear Setback, 20ft. min.

**Section 7.** Table 10 of the Zoning Ordinance (Z7 District) is hereby amended to add the following provisions:

e. Off-Street Parking Setbacks:

Off-street parking areas shall be distanced from the lot lines as follows:

- e.1. Principal Front Setback, 15ft. min.
- e.2. Secondary Front Setback, 10ft. min.
- e.3. Side Setback, 5ft. min.

e.4 Rear Setback, 5ft. min.

e.5 Abutting residential use, 20ft. min.

**Section 8.** The cell defined as row "All" and column "Height Limitation" within Table 12 of the Zoning Ordinance (Telecommunications Towers and Antennas – Height Limitations By Zoning District) is hereby amended to read as follows:

Antennas shall be collocated pursuant to Subsection E of this section; provided, that the antenna shall not exceed 15 feet above the height of a ~~water tower, church steeple, bell tower, smokestack, radio tower, telecommunications tower, or utility pole~~ and shall not exceed 15 feet above the height of a municipal utility, commercial, residential, hospital or school building, as the term height of building is defined in Section 121-15. Antennas mounted upon a municipal water tower shall be exempt from any height limit above the structure.

**Section 9.** Section 121-49.F of the Zoning Ordinance (Additional Building and Lot Regulations) is hereby amended to read as follows:

- F. When new development is proposed on an existing lot of record, the developer shall be required to construct trail and sidewalk improvements in the public right-of-way when needed to extend or complete a sidewalk connection, as determined by the Development Review Committee to implement the Comprehensive Plan. Such improvements shall be completed at the developer's cost and plans must be approved by the Director of Public Works.

**Section 10.** Section 121-52.A.4 of the Zoning Ordinance (Parking Location Standards) is hereby amended to add the following provisions:

- d. On street parking stalls directly abutting a parcel within the Z6 District may be counted in satisfaction of the number of spaces required by Table 14.

**Section 11.** Section 121-55.K.1.a of the Zoning Ordinance (Landscape Standards – alternative landscapes) is hereby amended to read as follows:

- a. Alternatives to mowed turf lawns are allowed with proper maintenance per landscape maintenance requirements above. ~~With proper implementation of alternative landscapes, and after the establishment period, irrigation requirements may be waived.~~

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

## ORDINANCE #480

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

**Section 1.** Section 117-41.C.1 of the Subdivision Ordinance (Easement Locations) is hereby amended to read as follows:

1. An easement for drainage and utilities at least 10 feet wide along front and rear lot lines and 5 feet wide along all abutting side lot lines shall be provided. An easement for drainage and utilities not less than 10 feet wide shall be provided adjacent to all plat boundaries. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots as approved by the Public Works Director.

**Section 2.** Table 6.d of the Zoning Ordinance (Z3 District – Setbacks Accessory Structure) is hereby amended to read as follows:

d. Setbacks Accessory Structure

Accessory buildings, and trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 25ft. min.
- d.2 Secondary Front Setback, 20ft. min.
- d.3 Side Setback, 5ft. min.
- d.4 Rear Setback, 20ft. min.

**Section 3.** Table 6 of the Zoning Ordinance (Z3 District) is hereby amended to add the following provisions:

e. Off-Street Parking Setbacks:

Off-street parking areas for uses other than single family, two family or townhouse dwellings shall be distanced from the lot lines as follows:

- e.1 Principal Front Setback, 15ft. min.
- e.2 Secondary Front Setback, 10ft. min.
- e.3 Side Setback, 5ft. min.
- e.4 Rear Setback, 5ft. min.

- e.5 Abutting residential use, 10ft. min.

**Section 4.** Table 10.d of the Zoning Ordinance (Z7 District – Setbacks Accessory Structure) is hereby amended to read as follows:

d. Setbacks Accessory Structure

Accessory buildings, and trash/refuse containers shall be distanced from the lot lines as shaded.

- d.1 Principal Front Setback, 25ft. min.
- d.2 Secondary Front Setback, 20ft. min.
- d.3 Side Setback, 5ft. min.
- d.4 Rear Setback, 20ft. min.

**Section 5.** Table 10 of the Zoning Ordinance (Z7 District) is hereby amended to add the following provisions:

e. Off-Street Parking Setbacks:

Off-street parking areas shall be distanced from the lot lines as follows:

- e.1. Principal Front Setback, 15ft. min.
- e.2. Secondary Front Setback, 10ft. min.
- e.3. Side Setback, 5ft. min.
- e.4. Rear Setback, 5ft. min.
- e.5. Abutting residential use, 20ft. min.

**Section 6.** The cell defined as row “All” and column “Height Limitation” within Table 12 of the Zoning Ordinance (Telecommunications Towers and Antennas – Height Limitations By Zoning District) is hereby amended to read as follows:

Antennas shall be collocated pursuant to Subsection E of this section; provided, that the antenna shall not exceed 15 feet above the height of a church steeple, bell tower, smokestack, radio tower, telecommunications tower, or utility pole and shall not exceed 15 feet above the height of a municipal utility, commercial, residential, hospital or school building, as the term height of building is defined in Section 121-15. Antennas mounted upon a municipal water tower shall be exempt from any height limit above the structure.

**Section 7.** Section 121-52.A.4 of the Zoning Ordinance (Parking Location Standards) is hereby amended to add the following provisions:

- d. On street parking stalls directly abutting a parcel within the Z6 District may be counted in satisfaction of the number of spaces required by Table 14.

**Section 8.** Section 121-55.K.1.a of the Zoning Ordinance (Landscape Standards – alternative landscapes) is hereby amended to read as follows:

- a. Alternatives to mowed turf lawns are allowed with proper maintenance per landscape maintenance requirements above.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

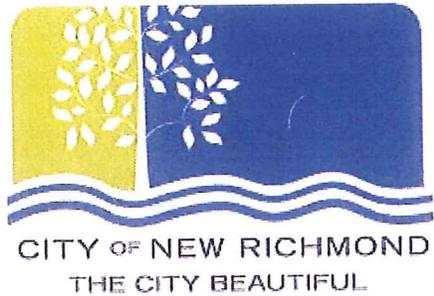
Passed and approved: November 9, 2015

Published and effective: November 19, 2015

**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)

**TO:** Mayor and City Council

**FROM:** Tanya Reigel, City Clerk

**DATE:** October 30, 2015

**RE:** Property Insurance

**Background**

As predicted earlier this year, the Local Government Property Insurance Fund is increasing their premiums for 2016. The cost for 2016 will be \$73,746, which is 85.5% higher than 2015. Municipal Property Insurance Company, which was newly established in early 2015, has given us a quote of \$50,201 for 2016 for property insurance only. This company mirrored the LGPIF policy. Both quotes are attached. If we would like to withdraw from the LGPIF, the council has to formally vote to do so.

**Recommendation**

Staff is recommending changing to Municipal Property Insurance Company for the City's property insurance beginning in 2016.

STATE OF WISCONSIN/OFFICE OF THE COMMISSIONER OF INSURANCE  
**LOCAL GOVERNMENT PROPERTY INSURANCE FUND**  
2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (877) 229-0009

**RENEWAL POLICY -- Policy Quotation: 24532**

**Term:** 12:01am 1/1/2016 to 1/1/2017

**Transaction Effective:** 1/1/2016

**Named** City of New Richmond

**Phone** (715) 243-0404

**Insured** Tanya Reigel  
156 East First Street

**County**

New Richmond, WI 54017

---

**Quotation - Valuation Policy**

Coverage	Agg	Deductible	Coverage	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	N	1,000	48,641,536	0.154	74,908
Contractors Equipment (Actual Cash Value)	N	500	1,097,358	0.179	1,964
Pier And Wharf Additional Covered Causes of Loss	N	1,000	9,758	0.051	5
Alarm Credit 10%	N		3,599,877	0.014	(504)
Alarm Credit 15%	N		12,508,930	0.021	(2,627)

**Total Annual Premium** \$73,746

---

**Comments**

This quote is your estimated renewal policy premium amount with coverages and coverage amounts as shown.

**This quote becomes null and void within 30 days of transaction effective date.**



**MUNICIPAL PROPERTY INSURANCE COMPANY**  
 2801 Crossroads Drive, Suite 2200, Madison, WI 53718 -- (800) 968-4670

**NEW POLICY -- Policy Quotation: 794**

**Policy:**  
**Term:** 12:01am 1/1/2016 to 1/1/2017

**Agent:**

**Named** City of New Richmond  
**Insured:** Tanya Reigel  
 156 East First Street  
 New Richmond, WI 54017

**Phone:** (715) 243-0404  
**County:**

Coverage	Deductible	Coverage	Rate	Annual Premium
Buildings, Personal Property & Property in the Open	1,000	49,985,789	0.096	47,986
Contractors Equipment (Replacement Cost)	500	1,234,616	0.179	2,210
Pier And Wharf Additional Covered Causes of Loss	1,000	9,397	0.051	5
<b>Total Annual Premium</b>				<b>\$50,201</b>

**Comments**

This quote is your estimated new policy premium amount with coverages and coverage amounts as shown.

This quote becomes null and void within 30 days of transaction effective date.



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:** Jeremiah Wendt, Public Works Director  
**DATE:** November 2, 2015  
**RE:** Evergreen Valley Stormwater Outlot

#### **Background**

Evergreen Valley 3<sup>rd</sup> Addition, Outlot 15 (shown on the attached map) contains a stormwater pond that was constructed as part of that development to treat stormwater runoff from City streets and private parcels. No easements were recorded on the parcel at that time for the City to maintain or repair the stormwater ponds, nor was the parcel dedicated to the public. The parcel remains in the name of the developer, but taxes have not been paid on it for several years. An adjacent property owner has expressed interest in purchasing the parcel. City staff feels that having this parcel privately owned without any easements is a potential risk to the City's stormwater infrastructure and the environment

#### **Recommendation**

The Public Works Committee has recommended that the City acquire an easement on the property to enter and maintain the pond and related stormwater infrastructure. As part of the stormwater planning efforts that will be wrapping up later in 2015, additional parcels of this nature will be identified, and recommendations made regarding easements, ownership, or other actions to pursue on those parcels



DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or free of errors and conclusions drawn at the responsibility of the user.

ANNEXED 883320



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:** Jeremiah Wendt, Public Works Director  
**DATE:** November 6, 2015  
**RE:** Sidewalk Ordinance Amendment

#### **Background**

City Staff has reviewed the current sidewalk ordinance with the Public Works Committee, City Council, and Finance Committee. Based on feedback from each of these groups, staff has made changes to the existing ordinance that outlines sidewalk construction, repair and replacement. Highlights of the ordinance changes include:

- The Public Works Committee will make an annual recommendation to the Council of sidewalks to be repaired/replaced.
- For existing streets where a new sidewalk is constructed, the City will bear the full cost of sidewalk construction.
- For sidewalk repairs less than \$100, the City will bear the full cost of the repair.
- For sidewalk replacements, the City and abutting property owner will split the cost.

#### **Recommendation**

Staff recommends adoption of the revised ordinance. If the ordinance is adopted, staff will assemble a sidewalk replacement plan for consideration by the Public Works committee in early 2016.

**Sec. 70-3. - Sidewalk construction and repair.**

(a)

*Procedures.* Not less than annually, the Public Works Committee will make a recommendation to the Common Council for the construction of new sidewalks, and the repair/replacement of existing sidewalks. The Common Council may determine that sidewalks be constructed and establish the width, determine the material and prescribe the method of construction of standard sidewalks pursuant to this section.

Formatted: Font: Helvetica, 10.5 pt, Font color: Gray-80%

(b)

*Cost of new construction.* If the Common Council determines that a new sidewalk shall be constructed in a location where a street exists, but no sidewalk currently exists, the costs of the sidewalk construction shall be borne by the City. The cost to construct the sidewalk will be determined each year based on current market pricing, and applied on a per lineal foot basis when calculating the abutting property owner's share. The City will construct the sidewalk, and the City Clerk-Treasurer shall bill 50% of the cost thereof (as established in paragraph b) to the Property Owner. The property owner shall have the option to pay the bill in one lump sum or to have it placed upon the tax roll as a special tax against said lot or parcel of land, to be repaid over 10 years at an annual interest rate of 6%. The property owner shall be responsible for the payment of new sidewalk construction, repair or reconstruction of curb and gutter and shall pay said costs in accordance with the terms and policies of the Common Council of the City.

Formatted: Indent: Left: 0.31", Right: 0"

c

*Repair or replacement.* Pursuant to Wis. Stats. § 66.0907, the Common Council may order at any time property owners to repair or remove and replace any sidewalk abutting their property which is unsafe, defective or insufficient, or which is damaged by the acts of the property owner or his agents.

If the property owner shall fail to so repair or remove and replace such sidewalk within 620 days after service of the notice provided in Wis. Stats. § 66.0907(3)(c), the Common Council or its designee shall repair or construct such sidewalk and the City Clerk-Treasurer shall enter bill the total 50% of the cost thereof (as established in paragraph b) to the Property Owner. The cost to construct the sidewalk will be determined each year based on current market pricing, and applied on a per lineal foot basis when calculating the abutting property owner's share. The property owner shall have the option to pay the bill in one lump sum or to have it placed upon the tax roll as a special tax against said lot or parcel of land, to be repaid over 540 years at an annual interest rate of 6%.

Formatted: Font: Helvetica, 10.5 pt, Font color: Gray-80%

If an emergency situation exists which is caused by a sidewalk in need of repair, the Common Council or its designee shall immediately direct the property owner to immediately make repairs. If the property owner shall fail to repair such sidewalk within the required period, the Common Council shall make the necessary repairs and the City Clerk-Treasurer shall enter the total cost thereof on the tax roll as a special tax against said parcel.

d Minor repairs. Nothing in this section shall apply to minor repairs, the cost of which does not exceed \$100.00; such repairs may be made at the direction of the Council without notice, and the cost thereof may be charged to the abutting property owner in the same manner as provided in this section for major repairs will be borne by the City..

Formatted: Indent: Left: 0.31"

e *Permit.* No person shall hereafter lay, remove, replace or repair any public sidewalk within the City unless he is under contract with the City to do such work or has obtained a permit therefor from the Street Superintendent or his designee at least seven days before work is proposed to be undertaken. No fee shall be charged for such permits. Such a permit shall be issued upon a showing that there will be compliance with all applicable, laws, standards and ordinances.

f Nonconforming sidewalks. No sidewalk which shall be constructed contrary to the provisions of this section shall be considered a legal sidewalk and the same may be ordered to be replaced with a legal sidewalk and with one that is in conformity with this section, the same as if no sidewalk whatever had been built or constructed in the place where any such sidewalk is located.

g *Sidewalk specifications.*

(1)

*General.* Concrete sidewalk construction shall meet the specifications and provisions set forth in this section and shall be constructed in locations and to line and grade as established by the City.

(2)

*Subgrade.* Subgrade shall be two inches of sand fill, thoroughly and uniformly compacted and brought to correct grade placing of concrete and thoroughly wet down immediately before concrete is placed. Soft, porous and unsuitable subgrade material shall be removed and replaced with sand or other satisfactory material, and the subgrade shall be thoroughly and uniformly compacted and moistened immediately before the concrete is placed. On embankments, the subgrade shall extend at least one foot beyond each edge of the sidewalk.

(3)

*Concrete.* The minimum quantity of cement per cubic yard shall be six sacks of 94 pounds each. Concrete shall be mixed for at least one minute. Gravel shall be of good quality and washed. Concrete shall test 3,000 pounds compression in 28 days.

(4)

*Forms.* Concrete shall be placed in straight forms of wood or metal of sufficient strength to resist springing, tipping or other displacement during the process of depositing and consolidating the concrete. Concrete shall be placed in the forms on a moist subgrade,

deposited just above the finished grade and consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing. It shall then be struck off level with the top of the forms and finished with wooden flats. Forms shall be securely fastened, staked, braced and held firmly to required line and shall be sufficiently tight to prevent leakage of mortar, and all forms shall remain in place for 24 hours after pour.

(5)

*Jointing, floating and finishing.* Soon after screening and while the concrete is still plastic, the surface shall be floated with wood, cork or metal floats or by a finishing machine. At all places where the sidewalk intersects another sidewalk or curbline, a one-half inch expansion joint shall be placed. Transverse expansion joints of one-half inch thick and four inches wide and five feet long or premolded material shall be located every 30 feet. Sidewalks must be marked off to make blocks five-foot square and be at right angles to the parallel lines. Any new sidewalk adjoining an old sidewalk or a sidewalk which abuts curb and gutter shall have one-half by four-inch expansion joints of premolded material.

(6)

*Slope.* All forms must be approved by the Street Superintendent or designee before concrete is poured. To provide adequate drainage, the sidewalk shall slope toward the curb at a minimum rate of one-fourth inch per foot of width of sidewalk. All joints and edges shall be finished with a one-fourth inch radius edging tool. Sidewalks shall be constructed within the limits of the street, and unless otherwise specifically indicated, there shall be a one-foot strip of street property left between the property line and the edge of the sidewalk.

(7)

*Width and thickness.* Residential walks shall be 4½ feet in width and not less than four inches thick, except within driveway approaches where the minimum thickness shall be six inches, provided that walks in residential areas may be repaired or replaced to a width not less than the existing width. Sidewalks in front of commercial or industrial establishments shall have a width as determined by the Common Council and be five inches thick, except within driveway approaches where the minimum thickness shall be seven inches.

(8)

*Finishing.* The concrete shall be struck off true to grade, finished smooth and given a broom finish in transverse direction. Edges and joints shall be given a finish with a one-quarter inch radius edging tool. Dry cement shall not be spread on a wet surface to take up excess water. Finishing operations shall be delayed until water has disappeared. No tool marks shall be left on exposed surfaces. In case of rain, the walk shall be covered to protect the surface from being damaged. Walks shall be kept free from all traffic at normal temperatures for 48 hours and in cold weather (below 50 degrees Fahrenheit) for 96 hours.

(9)

*Curing and drying.* As soon as any of the concrete work herein before mentioned has been finished and hardened sufficiently to prevent excessive marring of the surface, it

shall be cured and protected against rapid drying. Failure to comply with this requirement shall be deemed sufficient cause for suspension of the work. Curing shall be accomplished by the impervious coating, wet fabric or paper methods. For impervious coating or membrane curing, only those materials meeting requirements of ASTM Spec. C156-44T, "Method of Test for Efficiency of Materials for Curing Concrete" shall be used. Said specifications are hereby adopted by reference as if fully set forth herein.

(10)

*Cold weather requirements for forms.* When the temperature is less than 40 degrees Fahrenheit, all concrete placed in the forms shall have a temperature between 50 degrees Fahrenheit and 70 degrees Fahrenheit and shall meet the requirements as per Wisconsin Department of Transportation specifications for cold weather concrete.

(11)

~~*Minor repairs.* Nothing in this section shall apply to minor repairs, the cost of which does not exceed \$100.00; such repairs may be made at the direction of the Council without notice, and the cost thereof may be charged to the abutting property owner in the same manner as provided in this section for major repairs.~~

(e)

~~*Repair or replacement.* Pursuant to Wis. Stats. § 66.0907, the Common Council may order at any time property owners to repair or remove and replace any sidewalk which is unsafe, defective or insufficient, or which is damaged by the acts of the property owner or his agents. If the property owner shall fail to so repair or remove and replace such sidewalk within 20 days after service of the notice provided in Wis. Stats. § 66.0907(3)(c), the Common Council or its designee shall repair or construct such sidewalk and the City Clerk-Treasurer shall enter the total cost thereof upon the tax roll as a special tax against said lot or parcel of land. If an emergency situation exists which is caused by a sidewalk in need of repair, the Common Council or its designee shall immediately direct the property owner to immediately make repairs. If the property owner shall fail to repair such sidewalk within the required period, the Common Council shall make the necessary repairs and the City Clerk-Treasurer shall enter the total cost thereof on the tax roll as a special tax against said parcel.~~

(f)

~~*Nonconforming sidewalks.* No sidewalk which shall be constructed contrary to the provisions of this section shall be considered a legal sidewalk and the same may be ordered to be replaced with a legal sidewalk and with one that is in conformity with this section, the same as if no sidewalk whatever had been built or constructed in the place where any such sidewalk is located.~~

ORDINANCE #481

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

Section 70-3 shall be repealed and recreated as follows:

**Sec. 70-3. - Sidewalk construction and repair.**

(a) *Procedures.* Not less than annually, the Public Works Committee will make a recommendation to the Common Council for the construction of new sidewalks, and the repair/replacement of existing sidewalks. The Common Council may determine that sidewalks be constructed and establish the width, determine the material and prescribe the method of construction of standard sidewalks pursuant to this section.

(b) *Cost of new construction.* If the Common Council determines that a new sidewalk shall be constructed in a location where a street exists, but no sidewalk currently exists, the costs of the sidewalk construction shall be borne by the City.

(c) *Repair or replacement.* Pursuant to Wis. Stats. § 66.0907, the Common Council may order at any time property owners to repair or remove and replace any sidewalk abutting their property which is unsafe, defective or insufficient, or which is damaged by the acts of the property owner or his agents.

If the property owner shall fail to so repair or remove and replace such sidewalk within 60 days after service of the notice provided in Wis. Stats. § 66.0907(3)(c), the Common Council or its designee shall repair or construct such sidewalk and the City Clerk-Treasurer shall bill 50% of the cost thereof to the Property Owner. The cost to construct the sidewalk will be determined each year based on current market pricing, and applied on a per lineal foot basis when calculating the abutting property owner's share. The property owner shall have the option to pay the bill in one lump sum or to have it placed upon the tax roll as a special tax against said lot or parcel of land, to be repaid over 5 years at an annual interest rate of 6%.

(d) *Minor repairs.* Nothing in this section shall apply to minor repairs, the cost of which does not exceed \$100.00; such repairs may be made at the direction of the Council without notice, and the cost thereof will be borne by the City..

(e) *Permit.* No person shall hereafter lay, remove, replace or repair any public sidewalk within the City unless he is under contract with the City to do such work or has obtained a permit therefor from the Street Superintendent or his designee at least seven days before work is proposed to be undertaken. No fee shall be charged for such permits. Such a permit shall be issued upon a showing that there will be compliance with all applicable, laws, standards and ordinances.

(f) *Nonconforming sidewalks.* No sidewalk which shall be constructed contrary to the provisions of this section shall be considered a legal sidewalk and the same may be ordered

to be replaced with a legal sidewalk and with one that is in conformity with this section, the same as if no sidewalk whatever had been built or constructed in the place where any such sidewalk is located.

*(g) Sidewalk specifications.*

(1) *General.* Concrete sidewalk construction shall meet the specifications and provisions set forth in this section and shall be constructed in locations and to line and grade as established by the City.

(2) *Subgrade.* Subgrade shall be two inches of sand fill, thoroughly and uniformly compacted and brought to correct grade placing of concrete and thoroughly wet down immediately before concrete is placed. Soft, porous and unsuitable subgrade material shall be removed and replaced with sand or other satisfactory material, and the subgrade shall be thoroughly and uniformly compacted and moistened immediately before the concrete is placed. On embankments, the subgrade shall extend at least one foot beyond each edge of the sidewalk.

(3) *Concrete.* The minimum quantity of cement per cubic yard shall be six sacks of 94 pounds each. Concrete shall be mixed for at least one minute. Gravel shall be of good quality and washed. Concrete shall test 3,000 pounds compression in 28 days.

(4) *Forms.* Concrete shall be placed in straight forms of wood or metal of sufficient strength to resist springing, tipping or other displacement during the process of depositing and consolidating the concrete. Concrete shall be placed in the forms on a moist subgrade, deposited just above the finished grade and consolidated and spaded sufficiently to bring the mortar to the surface and to prevent honeycombing. It shall then be struck off level with the top of the forms and finished with wooden flats. Forms shall be securely fastened, staked, braced and held firmly to required line and shall be sufficiently tight to prevent leakage of mortar, and all forms shall remain in place for 24 hours after pour.

(5) *Jointing, floating and finishing.* Soon after screening and while the concrete is still plastic, the surface shall be floated with wood, cork or metal floats or by a finishing machine. At all places where the sidewalk intersects another sidewalk or curblin, a one-half inch expansion joint shall be placed. Transverse expansion joints of one-half inch thick and four inches wide and five feet long or premolded material shall be located every 30 feet. Sidewalks must be marked off to make blocks five-foot square and be at right angles to the parallel lines. Any new sidewalk adjoining an old sidewalk or a sidewalk which abuts curb and gutter shall have one-half by four-inch expansion joints of premolded material.

(6) *Slope.* All forms must be approved by the Street Superintendent or designee before concrete is poured. To provide adequate drainage, the sidewalk shall slope toward the curb at a minimum rate of one-fourth inch per foot of width of sidewalk. All joints and edges shall be finished with a one-fourth inch radius edging tool. Sidewalks shall be constructed within the limits of the street, and unless otherwise specifically indicated, there shall be a one-foot strip of street property left between the property line and the edge of the sidewalk.

(7) *Width and thickness.* Residential walks shall be 4½ feet in width and not less than four inches thick, except within driveway approaches where the minimum thickness shall be six inches, provided that walks in residential areas may be repaired or replaced to a width not less than the existing width. Sidewalks in front of commercial or industrial establishments shall have a width as determined by the Common Council and be five inches thick, except within driveway approaches where the minimum thickness shall be seven inches.

(8) *Finishing.* The concrete shall be struck off true to grade, finished smooth and given a broom finish in transverse direction. Edges and joints shall be given a finish with a one-quarter inch radius edging tool. Dry cement shall not be spread on a wet surface to take up excess water. Finishing operations shall be delayed until water has disappeared. No tool marks shall be left on exposed surfaces. In case of rain, the walk shall be covered to protect the surface from being damaged. Walks shall be kept free from all traffic at normal temperatures for 48 hours and in cold weather (below 50 degrees Fahrenheit) for 96 hours.

(9) *Curing and drying.* As soon as any of the concrete work herein before mentioned has been finished and hardened sufficiently to prevent excessive marring of the surface, it shall be cured and protected against rapid drying. Failure to comply with this requirement shall be deemed sufficient cause for suspension of the work. Curing shall be accomplished by the impervious coating, wet fabric or paper methods. For impervious coating or membrane curing, only those materials meeting requirements of ASTM Spec. C156-44T, "Method of Test for Efficiency of Materials for Curing Concrete" shall be used. Said specifications are hereby adopted by reference as if fully set forth herein.

(10) *Cold weather requirements for forms.* When the temperature is less than 40 degrees Fahrenheit, all concrete placed in the forms shall have a temperature between 50 degrees Fahrenheit and 70 degrees Fahrenheit and shall meet the requirements as per Wisconsin Department of Transportation specifications for cold weather concrete.

This ordinance shall take effect immediately upon its passage and publication as provided by law.

Passed and approved: November 9, 2015

Published and effective: November 19, 2015

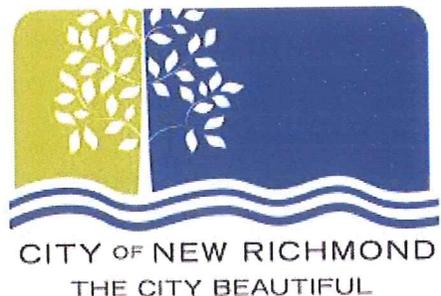
---

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)

**TO:** Mayor and City Council

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

**DATE:** November 9, 2015

**RE:** Plow Truck

#### **Background**

Based on the Council's action in September, staff has solicited quotes for a new tandem axle plow truck that would serve in the City of New Richmond's snow removal and material hauling operations. The specifications of the desired truck include a diesel engine, automatic transmission, front plow, wing, underbelly scraper, 14 CY capacity dump box, electric/hydraulic controls, stainless steel salt/sand spreader, and all necessary safety lights and features.

We received quotes from Monroe Truck Equipment and Universal Truck Equipment for the equipment package that would be added to any selected truck chassis. The cost of the Monroe Truck Equipment package is \$87,814, and the cost of the Universal Truck Equipment package is \$82,152. Since the price for the Universal package is lower, that number is used in the truck comparison below.

As an aside, staff discussed the possibility of adding a dual sand spinner on the plow truck, as requested. The equipment suppliers indicated that they do not provide this option to any of their current clients for a number of reasons:

- The single spinner configuration allows for complete coverage of the street, if desired by the operator. As the operator increases the speed of the spinner, sand will spread as wide as 30 feet or more. In most cases, the operator does not want to cover the full width of the street, but just focuses on areas in front of stop signs, intersections, hills, etc.
- If the City could get a manufacturer to produce one, a dual spinner would be significantly more expensive than the standard single spinner because it would have to be a custom-built piece of machinery, rather than a stock item for equipment suppliers. The additional expense of this piece of equipment would exceed \$10,000.
- A dual spinner would limit the flexibility for operators. The dual spinner would require a split auger in the hopper, and the nature of this piece of equipment would propel sand to both

spinners, whether the operator wanted to spread on both sides or not. The operation of both spinners would result in the use of excess sand, and result in the placement of sand in areas where it is not needed.

Because of the additional expense of the dual spinner, the lack of any references that currently use this piece of equipment, the anticipated ongoing cost of greater and unneeded salt/sand usage, staff does not recommend pursuing this option further.

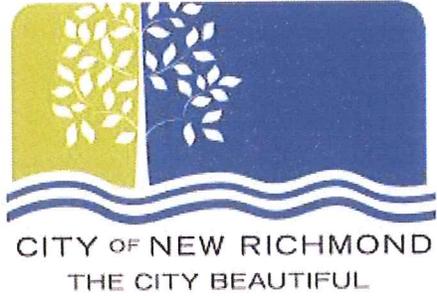
The following quotes were received for the Public Works tandem axle plow truck:

Dealer (Make)	Chassis Price	Equipment Price	Total	Availability
Boyer (Western Star)	\$111,799	\$82,152	\$193,951	2016
Astleford (International)	\$106,848	\$82,152	\$189,000	2015
Nuss (Mack)	\$117,000	\$82,152	\$199,152	2016
Menomonie (Kenworth)	\$104,100	\$82,152	\$186,252	2016
River States (Freightliner)	\$99,560	\$82,152	\$181,712	2016
V&H (Western Star)	\$105,816	\$82,152	\$187,968	2016

Staff test drove a few trucks over the last several weeks, but were only able to locate one truck that is currently set up to meet our needs. Note in the table above, that all trucks except the Astleford International would not be available until 2016, as they would have to be special ordered. The Astleford International is set up to City specifications, and could be available immediately.

**Recommendation**

Considering the fact that truck #28 is currently not usable and the Public Works Department is in need of a truck for the 2015-2016 plowing season, staff recommends approval to purchase the truck from Astleford International for \$189,000. While this truck is approximately \$7,000 more than the lowest price truck, staff feels that the benefit of having the truck on the road this winter is worth the additional expense. Financing for the truck would be structured as discussed in September, with a down payment of \$70,000 in 2015, a payment of approximately \$40,000 in 2016, and the balance to be paid in 2017.



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:** Jeremiah Wendt, Public Works Director

**DATE:** November 6, 2015

**RE:** Paperjack Drive

**Background**

On October 22nd, City and SEH staff hosted a public meeting, as requested by the City Council, on Paperjack Drive to discuss the upcoming improvements on that street. We presented several options for cross-sections of the future road, heard concerns from local residents, and allowed them to tell us their preferred alternative. Written and verbal comments received are summarized in the attached document.

The cross-section options presented were as follows:

- Maintain road width, add sidewalk on north side of the street.
- Maintain road width, add multi-use path on north side of the street.
- Maintain road width, add sidewalk on both sides of the street.
- Expand road width to add bike lanes, add sidewalk on both sides of street.

Staff and SEH have discussed several design considerations, many of which were brought up at the open house. Those design considerations, and our recommendations, are summarized below:

-Bike/Pedestrian Accommodations: Paperjack Drive is a local collector street within the City of New Richmond's transportation system. Currently, the only pedestrian facility is a short stretch of sidewalk that connects the sidewalk on Bilmar Avenue to the sidewalk on Hallewood Boulevard. There is a sidewalk on Knowles Avenue to the east of the project area, and Paperjack Creek Trail, which ends on the west end of the project area. The City's subdivision ordinance calls for a 5' sidewalk separated from the street by a 5' planting strip.

Staff recommends the addition of this sidewalk and planting strip on the north side of Paperjack Drive. Steep grades at some locations on the south side of the road would result in driveway slopes that are steeper than recommended if the sidewalk was placed on the south side of the road. Locating the walk on the north side also allows for the most efficient connection to the Knowles Avenue sidewalk and Paperjack Creek trail. This alternative was the most popular among those considered at the public meeting, and is also the most cost effective of the alternatives presented.

Some residents suggested a narrower terrace/planting strip between the road and sidewalk. While placing a sidewalk directly adjacent to the roadway is possible, and has been done at other locations within the city, it does cause slope issues at driveway crossings, reduces pedestrian safety, and eliminates the possibility of plantings between the sidewalk and street. The proposed cross-section is attached to this email.

-Roadway Width: One suggestion from some residents was to narrow the roadway by eliminating one parking lane. The City's subdivision ordinance calls for 11' travel lanes and 7' parking lanes on this type of street, yielding a road width of 36' - similar to what is in place now. Eliminating parking on one side of the street would necessitate a "No Parking" policy during winter months since the typical alternate side parking would not be allowed. Considering the relatively short length of many driveways on this street, staff feel that on-street parking should be maintained, along with the existing road width.

-Curb: Paperjack Drive was originally constructed with a surmountable curb, which allows for driveways to be constructed without the need to remove curb and gutter, as would be the case with a typical "barrier" curb. The surmountable curb allows for vehicles to leave the roadway at any point along its length, and as a result many cars along this street will park partially off of the street. Staff is recommending that the new curb and gutter be a barrier curb to improve pedestrian safety and encourage parked cars to remain on the street. This will improve aesthetics, and calm traffic as it creates the feeling of a narrower street.

-Road Relocation: Staff considered the possibility of shifting the roadway 5 feet to the south. With the addition of a 5' planting strip and 5' sidewalk on the north, this would split the difference in how much closer the street/sidewalk would be to the existing homes on the street. However, there is a large overhead power line that runs just behind the curb on the south side of the street. Based on discussions with the City's electric utility, the cost to move this line would range from \$150,000-\$250,000+. The street construction cost would also increase, as more excavation would be required. Due to these additional costs, staff recommends that the roadway remain in its current location.

-Trees: When the preliminary design of the Paperjack Drive improvements was last considered in the late 2000's, 21 trees were slated for removal on the north side of the street due to the sidewalk construction. We feel confident that this number can be reduced, but also propose that any trees that do need to be removed are replaced at least at a 2:1 ratio. In fact, the City's subdivision ordinance calls for trees spaced at 35-50 feet on a collector street such as this. The additional cost of these trees to the project could range from \$20,000-\$60,000, but some of that cost may be offset by using trees that the City grows in its gravel bed nursery next year.

-Traffic Calming: One of the most consistent concerns from residents was the speed that cars travel on this street. Staff recommends the consideration of traffic calming techniques as part of the project to include:

- Curb bump-outs at pedestrian crossing locations

- Striping of centerline and parking lanes

- Speed detection/display sign at the east end of the project, similar to what exists near Charleston on the west end of the project.

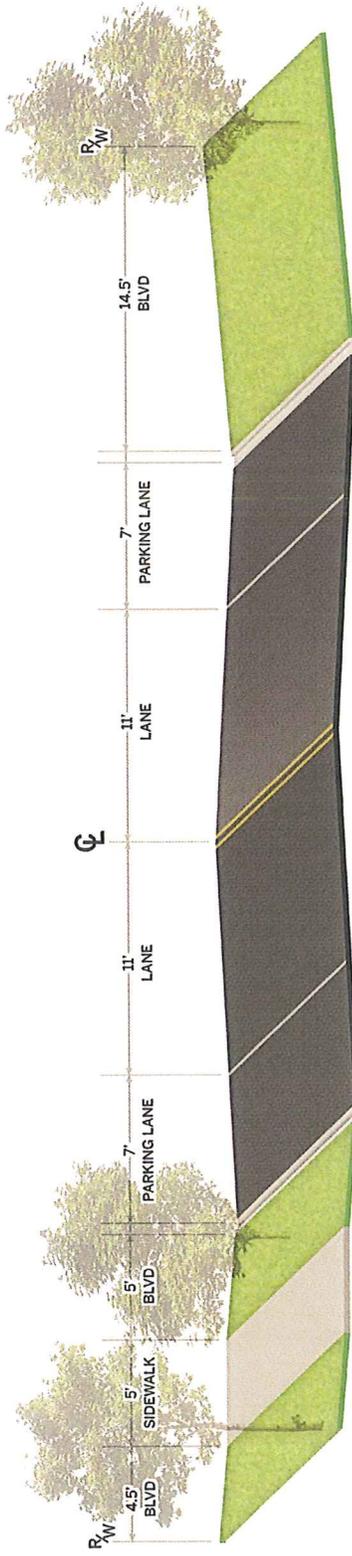
- Activated warning lights and inlaid crosswalk at the pedestrian crossing at Hallewood Boulevard.

#### Possible Actions for the Council

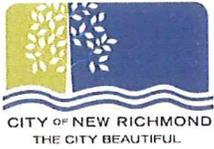
- Direct staff and SEH to proceed with the design based on the recommendations outlined above.

- Direct staff to proceed with a modified design.

- Provide additional opportunities for public engagement (note that another public meeting is planned when the design is nearing completion).



PAPERJACK DRIVE



## 2016 Paperjack Drive Improvements



### Public Open House Comments and Feedback

Date: October 22, 2015

Time of Open House: 5:30 p.m. – 7:00 p.m.

1. I prefer sidewalks, and prefer no parking on the road.
2. I do not want to be held responsible for a sidewalk. If I have to have the cost of salt which wrecks the sidewalk and then have to pay ½ the cost to replace it? No! No Sidewalk!
3. The current road is narrow and there is barely enough room for two cars to pass each other when cars are parked on both sides. For that reason, if the new road is going to be the same width, we think the surmountable curb should be used on the project, so that parked cars can partially park on the grass, making more room for cars to pass in the street.
4. Instead of running the walk along Paperjack between Charleston Drive and STH 65, consider running the walk south on Charleston Drive to Richmond Way. There is already a walk on Richmond Way, and that walk could be used instead. This would give students another connection to the High School.
5. There is currently standing water in the street after a hard rain just east of Doman. Will this drainage issue be addressed?
6. I own the property at the northeast corner of Paperjack and Doman. There is a berm and some large pine trees for screening along the north side of Paperjack in this area. How will the berm and trees be affected by the proposed sidewalk?
7. I think the new curb should be the same type as the old curb (surmountable). Can we put a 6' or 8' wide sidewalk immediately north of the north curb, and put the new curbs in the same location as the old? That way the road does not need to be shifted, the power poles on the south side do not need to be moved, and the steep driveways on the south side are not affected by moving the street to the south.
8. Let's just repave the road and keep the yards "status quo", and put in a cul-de-sac at the end of Paperjack Drive, and the traffic can go through on Richmond Way instead.

9. Consider building only 1 parking lane on one side or the other, and then add an on-road bike lane.
10. Consider eliminating the walk – just go with bike lanes on the road. Also consider eliminating one of the parking lanes.
11. The sidewalk on Paperjack is a fabulous idea – it is a need. There are a lot of people who run/walk down Paperjack and have to dodge cars. I would recommend sidewalk down Paperjack vs. asphalt. A sidewalk would add to existing sidewalk on Doman and retain the “City Beautiful”.
12. No need for a walk or trail on Paperjack.
13. I believe the format for having this open house was not a good choice. We couldn't hear what questions were being asked or what answers were given. This should have been done at City Hall where everyone could get involved. I am confused about the options and would like to visit with the City for a review. Greg Lamp, 316 Alice Ct., 715.246.0739.
14. There is no need for a 5' sidewalk – yes 4' is plenty. I don't want a blacktop path in my front yard 20' from our house – all that does is cheapen the neighborhood – if people on the south side want that – give it to them. It has taken 15 years to have maples like the ones in our yard. I do not want them removed. I also don't understand a 5' boulevard. Not necessary – 2' is the most you need. All these sidewalk and boulevard improvements should have been decided when this development went in, the adjustment for homes would have been set back farther. If I wanted to be that close to the sidewalk and street I would have purchased a home in the old part of town. Put the bike path on the street. All that is needed is 1 – 4' sidewalk, no more than 2' of boulevard, 1 side of parking, more ticketing for speeders, and a stop sign coming out of the church. No truck route – use GG for trucks. Hillside court also needs a stop sign. Church traffic with preschool and daycare is terrible. We haven't made claims about the traffic and speed on this road, but now is the time for these issues to be taken care of. The City could make enough from tickets to pay for these improvements. Stop the speeders, the rough road has not stopped them. Connie Clark, 953 Paperjack Drive.
15. I was at the meeting last week for Paperjack road improvements. As you can imagine it has sparked a lot of talk in the area. As I look at the road and what maybe be the best solution. My suggestion is to leave the road where it is and add a sidewalk on the north side of the road. By moving the road south it would be move power lines closer to the southern neighbors. The gas line, which is a primary line would be closer to homes, fiber optics would have to be moved as well as communication lines. Most times when power companies replace a primary line it doesn't get smaller it get bigger with more power on it. This would be closer to homes even yet causing property values to decrease and make harder to sell. By moving the road that would make peoples driveways smaller and at a steeper pitch, causing issues in the winter. With all these lines being moved wouldn't this cost tax payers more money for this project??? Since we pay for these with property tax I would rather save some money.  
When the sidewalk was added to Hallewood we were never given a choice on this and as time has gone on we are use to it. It doesn't take that much room up.
16. Resident requested a solid concrete surface around mailbox banks.
17. Speed is a concern on this street.
18. Can we add a speed detector sign on the east end, similar to the one near Charleston?

19. Can we add pedestrian crossing signal lights?
20. Can we add bump outs to slow traffic and facilitate pedestrian crossing?
21. Can we place the sidewalk/path right behind the curb, without a terrace strip?
22. Am I liable if someone slips and falls on the sidewalk in front of my house?
23. Lights at Paperjack and Knowles could be modified to be more pedestrian friendly (currently the only route across Knowles is on the north side of the intersection).
24. Dot Count:
  - a. Option 1 (asphalt trail north side): 11
  - b. Option 2 (sidewalk north side): 14
  - c. Option 3 (sidewalks both sides): 3
  - d. Option 4 (bike lanes and walk north side): 0

p:\ko\newri\133230\word\paperjack drive 102215 pim comments summarized.docx



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 and City Council  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** November 5, 2015  
**SUBJECT:** Skate Park Fundraising

### BACKGROUND

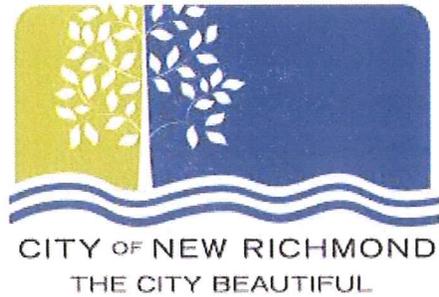
A groundbreaking ceremony was held for the New Richmond Skate Park on October 14th. The site work was completed by Monarch Paving last week. No contractors are available to perform the concrete work this fall, but several would be able to do it right away in the spring. Bids received for the work so far have been around \$23,000 (this is in addition to the estimated \$10-12,000 for the concrete itself from Cemstone, and SEH's design cost of \$2,000). Fundraising efforts will continue over the winter months, and elements will be purchased and installed in the late spring or early summer of 2016 using the funds raised at that point.

About \$67,000 has been committed thus far for the skate park (though only \$5,000 has actually been received), with much left to raise in order to purchase a significant amount of elements. The development of a "Friends of the Skate Park" group, a formal fundraising arm for the skate park, could help raise additional funds. This group would consist of 2-5 community members, 1-2 Park Board members, and City staff. Any formal activity would need approval from the Park Board. As donations are sought, it is also important to establish donor recognition levels, such as shown below:

Naming Rights: \$70,000  
Platinum: \$20,000 - \$69,000  
Gold: \$5,000 - \$19,000  
Silver: \$500 - \$4,999  
Bronze: \$100 - \$499  
Stakeholder: \$1 - \$99

### RECOMMENDATIONS

City staff recommends that a formal "Friends of the Skate Park" as allowed fundraising group be established, *as allowed under state statute*, and that donor recognition levels for the skate park be approved as shown above.



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

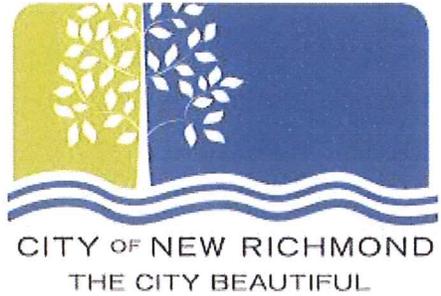
**TO:** Mayor Fred Horne and City Council  
**FROM:** Noah Wiedenfeld, Management Analyst  
**RE:** Bicycle & Pedestrian Master Plan  
**DATE:** November 6, 2015

**BACKGROUND**

City staff is assembling a small committee to help update the City's Bicycle and Pedestrian Master Plan. The committee will include representatives from the following: Westfield's Hospital, New Richmond Area Centre, New Richmond Pathway Committee, New Richmond School District, a downtown business, Park Board, Plan Commission, two at-large community members, and City staff.

**RECOMMENDATION**

City staff recommends that one member of the City Council be designated to serve on the committee.



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 Horne and City Council  
**FROM:** Mike Darrow, City Administrator  
**RE:** Budget  
**DATE:** November 6, 2015

---

City staff will provide an update on the FY2016 budget process. Additionally, Sean Lentz from Ehlers Inc. will be on hand to discuss the FY2016 financial projections for the City's tax increment districts (TIDs). The City Council will be asked to publish a not-to-exceed levy increase of 2% for FY2016. This will mean that the levy will not be able to go above that amount if posted. It is anticipated that the City Council will formally approve the budget the first week in December.