

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN
MONDAY, APRIL 13, 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, March 9, 2015 and Special Council Meeting, March 23, 2015
2. Applications for License to Serve from Marilee B. Johnson, New Richmond; and James Wolff, Somerset
3. Application for a Parade Permit from the New Richmond Area Chamber of Commerce for July 11, 2015 at 4:00 p.m.
4. Application for Run/Walk Permit for Corn Fest on August 22, 2015 at 6:00 a.m. – 3:00 p.m.
5. Application for a Run/Walk Permit for Willow River Run on July 11, 2015 at 7:30 a.m.
6. Application for a Direct Seller's Permit and Request for Fees to be Waived:
 - a. Breanna Simon for Bee's Ice Cream from April through December 2015
 - b. Mike Thole for Street Treats Ice Cream Truck from April through September 2015
 - c. James Jackson for Coffee & Smoothie Concession Trailer from April through October 2015
7. Application for Temporary Class B Beer License from New Richmond Millers Baseball Team for May 9, 15, 20, 27, 30, June 3, 5, 6, 7, 10, 12, 14, July 1, 8, 10, 15, 18, 19, 22, 25, 26, 29, 31, and August 1, 2, 2015
8. Permit for Amplification Devices and Exemption from Section 50-87 Loud & Unnecessary Noise from Faith Community Church for June 21-26, 2015 6:00 p.m. to 9:00 p.m. each night
9. Payment of VO#57821 through VO#57979 totaling \$198,420.49 plus electronic fund transfers of \$624,945.27 for a grand total of \$823,365.76

DEPARTMENT REPORTS:

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. Public Hearing – Impact Fee Ordinance & Needs Assessment
2. Action on Public Hearing – Ordinance #475 Impact Fees
3. Resolution #041501 – Amending the Schedule of Fees
4. Application for Fireworks User Permit from Jamie Gibson and others for June 19, 2015 at Hatfield Park
5. **Plan Commission Recommendations:**
 - a. Request from Bass Lake Inc to amend Lot 25 of James Place PUD
 - b. Certified Survey Map from Karl Skoglund & Dan Baillargeon
6. **Finance Committee Recommendations:**
 - a. Escrow Fee Schedule for City Applications
 - b. Madison Avenue Lighting Project
 - c. Policy for Hiring Limited Term Employees
7. **Public Works Committee Recommendations:**
 - a. Urban Non-Point Source Planning Project Contract
 - b. 2015-2016 Street & Utility Improvements
8. **Park Board Recommendation:**
 - a. Mary Park Boat Launch Fee
9. **Utility Commission Recommendation:**
 - a. South Water Tower Reconditioning Project Contract
10. Community Flag Challenge Event
11. Council Work Session – April 27, 2015 at 5:00 p.m.
12. Communications & Miscellaneous
13. 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 MARCH 9, 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, and Student Representative Elliot Smallidge.

Members Absent: Student Representative Victoria Johnson

The Pledge of Allegiance was recited.

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

Public Comment

There was none.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, February 9, 2015 and Special Council Meeting, February 26, 2015
2. Applications for License to Serve from Laura E. Belisle, New Richmond; Sandra L. Bonney, New Richmond; and Madison J. Crothers, Eagan;
3. Application for a 6 Month Class B Beer License from New Richmond Softball Association for April 15 – October 15, 2015
4. Application from Scott Kastel, Agent for Kwik Trip #337 at 124 Paperjack Drive, for a Class A Beer and Class A Liquor License
5. Application for a Temporary Class B Beer License:
 - a. New Richmond Youth Hockey Association for March 13-15, 2015 at 450 Sports Center Road
 - b. New Richmond Youth Hockey Association for May 9-10, 2015 at 450 Sports Center Road
 - c. New Richmond Fire & Rescue for April 11, 2015 at 106 South Arch Avenue
 - d. New Richmond Area Chamber of Commerce for June 5-6, 2015 at Mary Park
 - e. New Richmond Area Chamber of Commerce for July 9-12, 2015 at Cyclone Park
6. Application for a Permit to Use Amplification Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise from New Richmond Area Chamber of Commerce from 3:00 p.m. to Midnight on June 5, 2015 and 11:00 a.m. on June 6, 2015 at Mary Park
7. Application for a Permit to Use Amplification Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise from New Richmond Area Chamber of Commerce for 4:00 p.m. to midnight on July 9, 2015; 11:00 a.m. to midnight on July 10, 2015; 11 a.m. to midnight on July 11, 2015; and 10 a.m. to 2:00 p.m. on July 12, 2015
8. Request for Extension of Premise to Include an Area in the Parking Lot and Application for a Permit to Use Amplification Devices and Exemption from Sec. 50-87 Loud &

Unnecessary Noise from Champ's Sports Bar & Grill from 8:00 p.m. to Midnight on March 17, 2015, July 9, 10, 11, & 12, 2015

9. Request for Extension of Premise from Champ's Sports Bar & Grill to Include the Sidewalk in Front of Their Building for March 17, 2015 and July 11, 2015 For One Hour Before and After the Parade
10. Application for a Parade Permit from the New Richmond Area Chamber of Commerce for July 11, 2015 at 5:00 p.m.
11. Application for a Street Use Permit from the New Richmond Area Chamber of Commerce for North Green Avenue from Hughes to Mary Park entrance June 5-6, 2015
12. Application for Run/Walk Permit for the Veteran's Memorial Run on May 23, 2015 at 8:00 a.m.
13. Application for a Run/Walk Permit for Bosch Packaging on May 9, 2015 at 8:00 a.m.
14. Payment of VO#57677 through VO#57820 totaling \$4,430,821.08 plus electronic fund transfers of \$1,054,898.60 for a grand total of \$5,485,719.68

General Fund	\$700,423.67
Debt Service Fund	582,585.97
Capital Projects	187,402.13
Landfill Cleanup Fund	11,276.25
TIF District #6	3,326.32
Storm Water Utility	13,490.24
Park Land Trust Fund	87.90
Tax Agency Fund	3,987,127.20

Alderman Hansen moved to approve the consent agenda items except for 8 & 9, seconded by Alderman Ard and carried.

Consent Agenda Item #8

There was discussion regarding the Request for Extension of Premise to Include an Area in the Parking Lot and Application for a Permit to Use Amplification Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise from Champ's Sports Bar & Grill from 8:00 p.m. to Midnight on March 17, 2015, July 9, 10, 11, & 12, 2015. Alderman Hansen expressed concern that March 17th is on a Tuesday evening. Alderman Ard moved to approve this request, seconded by Alderman Zajkowski and carried.

Consent Agenda Item #9

There was discussion regarding the Request for Extension of Premise from Champ's Sports Bar & Grill to Include the Sidewalk in Front of Their Building for March 17, 2015 and July 11, 2015 For One Hour Before and After the Parade. Alderman Hansen expressed concern that people wander from the designated areas to other areas. Alderman Ard suggested that Champ's put up signs stating that alcohol is not allowed past this point. Alderman Ard moved to approve this request, seconded by Alderman Zajkowski and carried. Alderman Hansen voted no.

Department Reports

Fire Department - Nothing

Police Department - Nothing

Administration – Mike Darrow stated that the Capital Improvement Plan will be discussed at the work session on March 23, 2015. Look for updates on Facebook, Twitter and the City website. There will be a Fire Advisory Board meeting on March 18, 2015. The Council will discuss the Phase II synopsis for the commons site at the work session on March 23rd as well.

Community Development – Beth Thompson stated that the team has been working on Impact Fees and this will be discussed at the work session on March 23, 2015. A consultant has been hired to complete the Needs Assessment and this should be finished in the next few days. Three options have been presented to the EDC and they gave feedback and made a recommendation to choose Option 1. The next step is to bring it to Council on March 23, 2015.

Public Works - Jeremiah Wendt stated that the Street Department has been converting the traffic signals to LED which will save approximately \$7,000 per year. They are also converting the crosswalks to show a countdown. He is working on the design for reconditioning the south water tower. This will be done in May or June this year. The ground is still frozen and with the snow melting there has been some ponding in streets. If you see any ponding, please let the City know so we can thaw out the pipes.

Library - Nothing

ADRC – Dementia Care Specialist

Nancy Abrahamson explained that dementia is on the rise and there is a need for dementia friendly businesses in New Richmond. There will be a workshop on March 24, 2015 at 2:00 p.m. and 6:30 p.m. at WITC. They would like to train businesses on how to deal with people with dementia. If 50% of a business's employees are trained, they will get a purple cling to put in their window showing that they are a dementia friendly business. The training is free and is approximately thirty minutes. They are starting a memory café that will be at the Centre once a month for people with dementia and their care givers. Mike Darrow has committed to having City staff go through the dementia training. Nancy thanked the Council for allowing her talk about dementia initiatives.

Application for Permit to Use Amplification Devices

Bernie Wollenberg, from Faith Community Church, explained the request to use amplification devices and exemption from Section 50-87 Loud & Unnecessary Noise from Faith Community Church from May 31, 2015 through September 13, 2015 on Sunday Mornings from 8:00 a.m. to Noon. Discussion followed. Alderman Zajkowski moved to approve this request from 9:30 a.m. to 11:30 a.m., seconded by Alderman Kittel and carried. Alderman Hansen asked that if any complaints are received, the Council is made aware of them so adjustments can be made.

Ordinance #473 Cross Connection Control

Jeremiah explained that the City has had an ordinance in place addressing cross connections, but the DNR recently made some additional requirements so the ordinance needed to be amended. Considerable discussion followed. Alderman Kittel moved to suspend the rules and adopt Ordinance #473, seconded by Alderman Zajkowski and carried.

Cross Connection Plan

Jeremiah explained that this plan lays out the details of the cross connection ordinance. The DNR requires us to have this in place. Alderman Ard moved to approve the cross connection plan, seconded by Alderman Kittel and carried.

Ordinance #474 Well Abandonment & Well Operation Permit

There was considerable discussion regarding this ordinance. Alderman Kittel moved to table this ordinance, seconded by Alderman Zajkowski and carried.

New Richmond Public Transit

Alderman Ard asked about additional hours for Loyalty Day. New Richmond Public Transit has offered two options; Option 1 is to have two additional people from 7:00 a.m. to 6:00 p.m. for a total of 22 hours; Option 2 is one additional person for a total of 11 hours. They have offered to donate the extra hours as well. Alderman Ard moved to accept Option 1, seconded by Alderman Jackson and carried. Alderman Ard thanked New Richmond Public Transport for providing the additional hours at no cost to the City.

Highway 64/65 Corridor Design

Jeremiah explained the design of the corridor. Phase I would include traffic lights at the intersection of Wall Street and Hwy 64. Phase II would be traffic lights at North Fourth Street and Hwy 64. Phase III would be a diamond interchange at North Fourth Street and Hwy 64.

Considerable discussion followed. Other traffic calming ideas have been looked at including speed limit changes and adding street trees. This concept will be presented to land owners in this area for feedback. The Plan Commission will discuss the concept and then it will be brought back to Council for formal approval.

Resolution #031501 – Budget Amendments and Carry Forwards

Bev Langenback, City Treasurer, presented the 2014 budget amendments, carry forward amounts totaling \$21,563.80 and assigned fund balances of \$12,582.14 for “future outlay & retirements”.

Alderman Hansen offered the following resolution, and moved for its adoption, along with the approval of the carried forward amounts as outlined and the assigned fund balances:

CITY OF NEW RICHMOND
RESOLUTION #031501

WHEREAS, the City of New Richmond has levied taxes and appropriated monies for City operations, and

WHEREAS, unforeseen circumstances and events occurred in 2014, that were not anticipated when the budget was originally adopted.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond that the 2014 budget be amended as follows:

GENERAL FUND	2014 ADOPTED <u>BUDGET</u>	<u>ADJUSTMENTS</u>	AMENDED 2014 <u>BUDGET</u>
REVENUES			
General Property Taxes	2,905,267.34	-	2,905,267.34
Taxes (other than property)	674,225.96	-	674,225.96
Intergovernmental Revenues	1,560,121.80	79,258.06	1,639,379.86
Licenses & Permits	320,225.00	-	320,225.00
Public Charges for Service	279,707.00	7,475.58	287,182.58
Public Imp Revenue-Assessments	4,053.13	-	4,053.13
Miscellaneous Revenue	50,109.75	44,906.19	95,015.94
Other Financing Sources & Transfers	-	-	-
TOTAL REVENUES	5,793,709.98	131,639.83	5,925,349.81
EXPENDITURES			
General Government	1,249,630.09	2,162.81	1,251,792.90
Protection - Person & Property	2,091,194.09	25,197.38	2,116,391.47
Health & Sanitation	12,050.00	-	12,050.00
Public Works - Streets	1,112,113.29	99,475.28	1,211,588.57
Education & Recreation	1,140,359.29	(551.00)	1,139,808.29
Conservation & Development	135,163.22	1,000.00	136,163.22
Other Financing Uses & Transfers	17,200.00	-	17,200.00
Outlay	36,000.00	33,755.09	69,755.09
TOTAL EXPENDITURES	5,793,709.98	161,039.56	5,954,749.54
OTHER FUNDS			
REVENUES			
Impact Fees	20,033.00	-	20,033.00
WDF/RLF/Housing Fund	-	-	-
Debt Service Funds	2,498,753.74	225,119.72	2,723,873.46
Capital Project Fund	130,000.00	-	130,000.00

Capital Project - Landfill Cleanup	96,482.02	-	96,482.02
Tax Increments	1,521,912.34	-	1,521,912.34
Storm Water Utility	248,753.24	-	248,753.24
Parks Trust Fund	29,000.00	9,000.00	38,000.00
Library Trust Fund	25,000.00	200.00	25,200.00
Enterprise Funds	12,651,995.00	-	12,651,995.00
TOTAL REVENUES	17,221,929.34	234,319.72	17,456,249.06
EXPENDITURES			
Impact Fees	40,420.00	-	40,420.00
WDF/RLF/Housing Fund	1,000.00	-	1,000.00
Debt Service Funds	2,498,753.74	225,119.72	2,723,873.46
Capital Project Fund	344,800.00	89,807.00	434,607.00
Capital Project - Landfill Cleanup	100,896.00	9,095.00	109,991.00
Tax Increments	1,942,429.77	17,287.00	1,959,716.77
Storm Water Utility	200,194.02	-	200,194.02
Parks Trust Fund	26,350.00	9,000.00	35,350.00
Library Trust Fund	12,500.00	200.00	12,700.00
Enterprise Funds	12,741,956.00	-	12,741,956.00
TOTAL EXPENDITURES	17,909,299.53	350,508.72	18,259,808.25

Adopted at a regular meeting of the Common Council on March 9, 2015. Motion was seconded by Alderman Ard and carried.

Civilian Active Shooter Training

Craig Yehlik, Detective for the New Richmond Police Department, presented the Civilian Active Shooter Training to the Council.

Council Work Session

There will be a Council work session on March 23, 2015 at 5:00 p.m.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e)(g) to discuss: 1) TID #6; 2) Dionisopoulos Litigation; 3) Staffing Update; 4) Administrator's Annual Review, seconded by Alderman Kittel and carried.

Open Session

No action was taken

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

Meeting adjourned at 9:52 p.m.

Tanya Reigel
City Clerk

SPECIAL COUNCIL MEETING
MARCH 23, 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 Kittel, Ard, Jackson, Hansen, Volkert, and Zajkowski.

The Pledge of Allegiance was recited.

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

Capital Improvement Projects - Interviews

Jeremiah Wendt gave an update on the status of capital improvement projects. He has talked with Lakeside Foods, Richmond Township and Star Prairie Township regarding proposals for engineering services on shared projects. Requests for Proposals were sent out and Cedar Corporation and Short-Elliott-Hendrickson submitted proposals. Russ Kiviniemi, from Cedar Corporation, discussed their engineering proposal and answered questions. Dave Simonds, from Short-Elliott-Hendrickson, discussed their proposal for engineering services and answered questions. Jeremiah Wendt explained that both proposals are similar with SEH being higher on the hourly rate, but lower for overall costs. Alderman Hansen moved to direct staff to prepare a contract with SEH for engineering services, seconded by Alderman Ard and carried.

Impact Fees

Beth Thompson presented information regarding impact fees. Staff recommended using the REU calculation and the EDC also recommended using this method. Considerable discussion followed. The needs assessment will be sent out in the next two weeks and will be discussed at the April 13th council meeting. There was discussion regarding different impact fees for TIF districts. Alderman Ard moved to direct staff to move forward on the REU method for impact fees, seconded by Alderman Zajkowski and carried.

Commons/Library Discussion & Next Steps

The Phase II report from Leo A. Daly has been sent out and also was presented to the commons partners last Wednesday. Mike Darrow gave a review of the information in this report. Discussion followed. There will be a GEN meeting on March 30, 2015 and the information will be presented to that group as well. Cost estimates for the commons building exceed 20 million dollars. The School Board and Council need to discuss whether to use the \$500,000 in the next 45 days. Funds can be used for possible demolition of the building. After the GEN meeting, the council and school board will pick a date to have a joint meeting.

Ordinance #474 Well Operation Permit

Jeremiah Wendt discussed the proposed ordinance. The Town of Star Prairie and the Town of Richmond will look at this ordinance and adopt it to protect our water system that serves a portion of their residents. Discussion followed. Alderman Ard moved to suspend the rules and adopt Ordinance #474, seconded by Alderman Hansen and carried.

Seasonal Help

Mike Darrow reported that the candidate chosen for the Management Analyst position has accepted the offer, but cannot begin until the end of May, 2015. Mike requested to hire an intern to fill this position from now until May 10, 2015 to help with projects. Alderman Kittel moved to hire an intern to fill this position until May 10, 2015 at a cost of \$3,200, seconded by Alderman Zajkowski and carried. Alderman Hansen abstained.

Communications & Miscellaneous

Alderman Ard reported that the VFW will be at the bike and car show at the Xcel Center promoting Loyalty Day and the Moving Wall. They will also be in Eau Claire on public radio promoting these events and will be appearing on Twin Cities Live. Beth Thompson stated that Backyard Paradise had a groundbreaking today and will be digging shortly.

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

Meeting adjourned at 7:39 p.m.

Tanya Reigel
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL APRIL 13, 2015

VO #	PAYMENT TO:	AMOUNT
	VOID VO#57801	-3,701.00
	VOID VO#57730	-17.95
57821	FREEDOM VALU CENTRS	2,286.70
57822	INDUSTRIAL SAFETY	409.55
57823	O'REILLY AUTOMOTIVE INC	769.20
57824	PRAXAIR DISTRIBUTION INC	122.85
57825	UW EXTENSION	10.00
57826	VERIZON WIRELESS (CITY)	270.16
57827	VERIZON WIRELESS (POLICE)	234.80
57828	WHIPLASH DESIGNS & GRAPHICS	750.00
57829	COUNTRY LIVING BUILDERS	2,304.00
57830	BENEFIT EXTRAS, INC	360.50
57831	COUNTRYSIDE COOPERATIVE	1,224.99
57832	DARROW, MIKE	191.98
57833	SHERATON - MILWAUKEE/BROOKFIELD	160.00
57834	SPRINT	144.98
57835	THE BUG ZONE, LLC	250.00
57836	WI DEPT OF TRANS - TV & RP UNIT	25.00
57837	DEGEAR, DAVID	200.00
57838	MOORE MEDICAL, LLC	412.41
57839	BERNARD'S NORTH TOWN INC	25,945.50
57840	BURNETT COUNTY CHILD SUPPORT	400.00
57841	CITY UTILITIES - 2ND BILLING	29,066.78
57842	CITY UTILITIES - PAYROLL	393.78
57843	E O JOHNSON COMPANY (5)	251.00
57844	ECKBERG LAMERS BRIGGS WOLFF & VIERLING	7,827.82
57845	FREEDOM VALUE CENTER - NR	92.11
57846	FRONTIER COMMUNICATIONS (2)	42.65
57847	GLEASON, FORREST	75.00
57848	JOHN DEERE FINANCIAL	6.09
57849	KEATING, RENEE	97.85
57850	KIRK'S COLLISION INC	190.50
57851	KWIK TRIP	133.13
57852	NORTHLAND BUSINESS SYSTEMS INC	414.08
57853	OUR DESIGNS, INC	43.75
57854	POCKET PRESS, INC	251.72
57855	POWERS LIQUID WASTE MANAGEMENT, INC	95.00
57856	REINDAHL, SHELBY	88.80
57857	STEPHENS SANITATION - REFUSE	319.15
57858	STUART C IRBY CO	90.00
57859	TWIN CITY JANITOR SUPPLY INC	693.15
57860	UNIVERSITY OF WI - EXTENSION	120.00
57861	UW - GREEN BAY	89.00
57862	WENDT, JEREMIAH	51.03
57863	WI DEPT OF JUSTICE - CRIME INFO BUREAU	7.00
57864	WI DEPT OF TRANS - TV & RP UNIT	55.00
57865	WI MUNICIPAL JUDGES ASSN	100.00
57866	WILLIAMSON & SILER S.C.	2,205.27
57867	ANDERSON, MARY LOU	109.73
57868	AUTO VALUE	393.62
57869	BRIDGE, MARY JANE	109.73
57870	CITY OF NR - REVOLVING FUND	188.38
57871	E O JOHNSON COMPANY (3)	72.00

	SUB - TOTAL	76,426.79
	SUB - TOTAL CARRIED FORWARD	76,426.79
57872	FALL, SHARON	109.73
57873	FLEET ONE LLC	1,840.00
57874	FRONTIER COMMUNICATIONS (3)	217.98
57875	HEINBUCH, ALICE	116.85
57876	KLOPP, BONNIE	109.73
57877	MUNICIPAL CODE CORPORATION	600.00
57878	OLSON, HENDRENA	116.85
57879	OLSON, ROBERT	116.85
57880	OSCEOLA MUNICIPAL COURT	136.80
57881	PELLEGRINO, JEAN	133.25
57882	SPRINGER, ROSEMARY	109.73
57883	UTECHT, INEZ	125.13
57884	UTECHT, JAMES	109.73
57885	WESTFIELDS HOSPITAL	171.00
57886	WI DEPT OF TRANS - TV & RP UNIT	35.00
57887	AMAZON (CITY)	38.85
57888	AMAZON (LIBRARY)	2,457.64
57889	AMERIPRIDE LINEN & APPAREL SERVICES	265.09
57890	BAKER & TAYLOR BOOKS	5,446.36
57891	BAKER TILLY VIRCHOW KRAUSE, LLP	12,633.00
57892	BENEFIT EXTRAS, INC	365.25
57893	BERNARD'S NORTH TOWN INC	3,629.78
57894	BOARDMAN & CLARK LLP	1,425.00
57895	BOWMAR APPRAISAL INC	6,250.00
57896	CEDAR CORPORATION	692.00
57897	CHIPPEWA FALLS PUBLIC LIBRARY	22.95
57898	CITY UTILITIES - 1ST BILLING	1,882.95
57899	CITY UTILITIES - LANDFILL	840.68
57900	CITY UTILITIES - SAC CHARGES	3,250.00
57901	CITY UTILITIES - SALES TAX	87.34
57902	CITY UTILITIES - SRPS	840.00
57903	CITY UTILITIES - WATER IMPACT FEES	2,310.00
57904	CLEAR CHOICE PRINTING INC	102.85
57905	CONESTOGA-ROVERS & ASSOCIATES INC	6,693.69
57906	CROIX CRYSTAL WATER TREATMENT	13.00
57907	DEMULLING, MICHAEL	639.13
57908	DEPT OF CORRECTIONS	80.00
57909	DOAR DRILL & SKOW S.C.	649.40
57910	DWD - UNEMPLOYMENT INSURANCE	259.45
57911	E O JOHNSON COMPANY (2)	181.00
57912	E O JOHNSON COMPANY (4)	221.84
57913	FAMILY FRESH	45.05
57914	FAMILY FRESH (OTHER PMTS)	9.28
57915	FARM & HOME SUPPLY	697.86
57916	FIRE ENGINEERING	21.00
57917	FITZGERALD LAWN CARE, INC	156.54
57918	FLOYD LOCK & SAFE COMPANY	1,920.41
57919	FREEDOM VALU CENTERS	2,647.45
57920	FRONTIER COMMUNICATIONS	1,382.08
57921	G & K SERVICES, INC	120.86
57922	GALE / CENGAGE LEARNING	475.75
57923	GLOCKE, TARA	15.00
57924	HILLYARD, INC MINNEAPOLIS	58.18
57925	INDIANHEAD FEDERATED LIBRARY	1,853.71
57926	INDIANHEAD GLASS INC	40.00

	SUB - TOTAL	141,195.84
	SUB - TOTAL CARRIED FORWARD	141,195.84
57927	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.40
57928	INDUSTRIAL SAFETY	2,644.56
57929	J H LARSON COMPANY	158.80
57930	KWIK TRIP	784.96
57931	LEAGUE OF MINNESOTA CITIES	182.13
57932	MAIL FINANCE	786.15
57933	MENARD'S	1,059.51
57934	MIDWEST TAPE	11.99
57935	MINNESOTA LIFE INSURANCE CO	2,303.37
57936	N W B I A	40.00
57937	NAT'L ASSN OF TOWN WATCH (NATW)	35.00
57938	NEW RICHMOND ELECTRONICS	39.99
57939	NEW RICHMODN HERITAGE CENTER	2,750.00
57940	NEWMAN SIGNS INC	1,373.80
57941	NIESE, JOE	20.00
57942	NOBLE'S TIRE SERVICE INC	2,823.84
57943	NORTHWESTERN COURT REPORTERS	543.80
57944	O'REILLY AUTOMOTIVE INC	592.46
57945	OFFICE ENTERPRISES INC	161.63
57946	OFFICE MAX CONTRACT INC	551.39
57947	PEDERSON, JOEL	975.00
57948	PENGUIN RANDOM HOUSE LLC	10.00
57949	PRO-BUILD	1,889.60
57950	R J THOMAS MFG CO INC	708.00
57951	RICE, CYNTHIA	900.00
57952	RIVERTOWN MULTIMEDIA	1,193.58
57953	ROSENBAUER MINNESOTA LLC	61.63
57954	RUNNING, INC	8,939.96
57955	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	840.39
57956	SKOGLUND OIL COMPANY	131.98
57957	SMITH MICRO TECHNOLOGIES INC	400.00
57958	SPRINT	144.98
57959	ST CROIX COUNTY HIGHWAY DEPT	299.13
57960	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	1,032.50
57961	ST CROIX VALLEY SART, INC	200.00
57962	STATE OF WI - COURT FINES & ASSESSMENTS	2,105.02
57963	STEPHENS SANITATION - RECYCLING	3,991.00
57964	TAPCO INC	391.04
57965	THE PLANNING COMPANY LLC	812.50
57966	TMS TIRE & AUTO	174.85
57967	TWO-WAY COMMUNICATIONS INC	150.00
57968	VARIETY OFFICE PRODUCTS	778.69
57969	VERIZON WIRELESS (CITY)	266.28
57970	VERIZON WIRELESS (POLICE)	247.08
57971	VILLAGE OF STAR PRAIRIE	198.09
57972	WAL-MART (OTHER PMTS)	242.89
57973	WASHINGTON NATIONAL INS CO	409.90
57974	WI DEPT OF FINANCIAL INSTITUTIONS	20.00
57975	WI PROFESSIONAL POLICE ASSN, INC	570.50
57976	WILLIAMSON & SILER S.C.	1,739.84
57977	WITC - NEW RICHMOND	2,110.56
57978	EXCEL ENERGY	8,146.90
57979	ZEP SALES & SERVICE	234.98

TOTAL VOUCHERS

198,420.49

TOTAL VOUCHERS

ELECTRONIC FUND TRANSFERS	
PAYROLL (2/20, 3/6)	211,209.64
DEFERRED COMP	11,930.00
ROTH - WI	200.00
FEDERAL W/H	81,340.08
STATE W/H	14,402.15
POSTAGE	-
LT DISABILITY PREMIUMS	1,451.23
INSURANCE - EMC	-
MEDICAL PREMIUMS	88,425.09
RETIREMENT	48,124.67
VISA	1,849.45
HRA	9,203.54
WI - SCTF	800.00
FLEX SPENDING	3,062.42
EMPLOYEE FUND	220.00
FIREMEN DUES DEDUCTIONS	380.00
INVESTMENT TRANSFER	-
AFLAC	1,564.03
ASM TRANSFER	-
IMPACT FEE TRANSFERS	855.00
SPORTS CENTER LEASE	-
MISC - BILLINGS	3,701.00
MISC - RESTITUTIONS	225.00
TID FEES	-
WPPI LOAN PMTS	1,363.47
DEBT PAYMENTS	144,638.50

TOTAL ELECTRONIC FUNDS 624,945.27

GRAND TOTAL 823,365.76

CHAIRMAN OF FINANCE COMMITTEE
4/13, 2015



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

TO: Mayor Horne and City Council Members

**FROM: Beth Thompson, Community Development Director
Mike Darrow, City Administrator/Utility Manager**

DATE: April 10, 2015

RE: Impact Fees for the City of New Richmond

Background

The City of New Richmond has been collecting Impact Fees since mid-2002. The Impact Fees and Special Charges that we currently collect are:

Sewer Availability Charges (SAC)	Sewer Interceptor Fees
Water Impact Fees	Park Impact Fees
Transportation Impact Fees	Library Impact Fees
Police Impact Fees	

Impact Fees are collected at the time of building permit. The City has made several changes to the ordinance as to how these fees are collected, and has suspended and/or waived these fees several times.

Over the past two to three years, we have been meeting with businesses, developers and stakeholders in our community to discuss economic development opportunities, satisfaction with City resources and services, and business retention. A common concern identified was the overall complexity of the City's Impact Fee structure and current rates. Developers have stated they are building more in surrounding communities as their Impact Fees are lower.

Although Impact Fees are regulated by State Statute, municipalities have the authority to design their Impact Fee structure and rates per City ordinance. In 2014, City staff began the process of analyzing our current Impact Fees Structure. Following are the steps we have taken to date:

Collected a history of our fees dating back to 2002	Surveyed surrounding communities
Compiled numerous rate comparisons	Reviewed State Statutes
Reviewed current City Ordinances	Obtained advice & process memo from our Attorney

The results of our findings indicate the City is one of the highest, in the area, in regards to Impact Fees. The City developed a subcommittee consisting of a Council member, two members of the Economic Development Commission, the City Administrator and the Community Development Director. This subcommittee met several times and vetted a number of ideas for improving our Impact Fee structure along with a new fee rate.

A City Council meeting was held on March 23, 2015 to discuss three possible options to move forward with changing our system for collection of Impact Fees. At that meeting, the City Council voted to move forward with the Residential Equivalent Unit (REU) system and to complete the Needs Assessment. Below please find the proposal for the REU. A legal review has been completed by Nick Vivian, our City Attorney, and an independent consultant, Sheryl Claflin, has assisted and reviewed the Needs Assessment.

REU Proposal

Size of Meter	REU Calcs	2015
3/4" or 5/8"	1	\$3,600
1"	2.5	\$9,000
1.25"	4	\$14,400
1.5"	5	\$18,000
2"	8	\$28,800
3"	15	\$54,000
4"	25	\$90,000
6"	50	\$180,000
8" or larger	80	\$288,000

REU Breakdown of Impact Fees to City/Utility Accounts

	Current City Impact Fee Per Residential Home	Proposed REU 2015	Proposed REU 2016	Proposed REU 2017
Municipal Facilities	\$430	\$600	\$667	\$734
Transportation	\$425	\$900	\$1,000	\$1,100
SAC	\$3,250	\$800	\$889	\$978
Water Facilities	\$2,310	\$800	\$889	\$978
Park Facilities	\$475	\$500	\$555	\$610
Total	\$6,890	\$3,600	\$4,000	\$4,400

The process for completing new Impact Fees is as follows:
Approval of the Needs Assessment (received via email on 3/26/2015)
Approval of the Ordinance (in the council packet)
Marketing and implementing the new Impact Fees

Recommendation

The subcommittee and staff recommend approving the Ordinance as presented and approving the Needs Assessment as presented.

Fees of the City of New Richmond

City of New Richmond Ordinance Section 117-16 Impact Fees

Pursuant to Wisconsin Statute § 66.0617, the purpose of this section is to establish a mechanism for the imposition of impact fees upon new land development to finance the capital costs of acquiring, establishing, upgrading, expanding, and constructing public facilities that are necessary to accommodate land development. This section is intended to assure that new development bears an appropriate share of the cost of capital expenditures necessary to provide public facilities within the City of New Richmond, and its service areas, as they are required to serve the needs arising out of such land development.

The following documents contain the needs assessments for the impact fees, and shall be kept on file and available for public inspection in the Office of the City Clerk:

The Impact Fee Needs Assessment dated 2015.

Use: Funds collected from impact fees shall be used solely for the purpose of paying the proportionate costs of providing public facilities that may become necessary due to land development to the extent authorized by Wis. Stats. §66.0617. Revenues collected by the City as impact fees shall be placed by the City Treasurer in segregated interest-bearing accounts, and shall be accounted for separately from other funds of the City. Impact fee revenues and interest earned on impact fee revenues may be expended by the City only for the capital costs for which the impact fees were imposed. Separate accounts shall be kept of fees collected from different impact fee zones, where the particular impact fee ordinance provides for differential fees according to zones, and revenues collected in particular zones shall be spent in those zones as appropriate.

The following fees are impact fees established by the City pursuant to Wis. Stats. § 66.0617:

Impact	REU - 2015	REU - 2016	REU - 2017
Municipal Facilities	\$600.00	\$667.00	\$734.00
Transportation	\$900.00	\$1,000.00	\$1,100.00
Water Facilities	\$800.00	\$889.00	\$978.00
Park Facilities	\$500.00	\$555.00	\$610.00

Payment of Impact Fees. All required impact fees shall be paid before a building permit may be issued for the construction for which the impact fee is to be imposed. With respect to any development or construction project affected by any impact fee imposed under this Chapter which is under construction at the time the ordinance imposing such impact fee becomes effective or which has received a building permit at such time, all required impact fees shall be paid before a certificate of occupancy may be issued for such development or construction

project. Impact fee payments shall be assumed to be the responsibility of the owner of record at the time the building permit or certificate of occupancy, as applicable, is requested.

Time Limit for Expenditures. The City determines the following lengths of time appropriate for the planning, financing, acquisition and construction of the public facilities listed below:

Maximum Time to Use Impact Fees Collected From the Time of Fee Collection

Municipal Facilities: Ten Years

Transportation: Ten Years

Water Facilities: Ten Years

Park Facilities: Ten Years

Fees held by the City above, and not used within the time period specified herein, shall be refunded to the persons who are the owners of record, at the expiration of such time period, of the property with respect to which the impact fees were imposed. Notwithstanding the foregoing, impact fees collected by the City within 7 years of the effective date of this ordinance which are not used within 10 years after the effective date of the ordinance to pay the capital costs for which they were imposed, shall be refunded to the current owner of the property with respect to which the impact fees were imposed, along with any interest that has accumulated; provided however that the 10-year time limit for using impact fees that is specified here may be extended for 3 years if the City adopts a resolution stating that, due to extenuating circumstances or hardship in meeting the 10-year limit, it needs an additional 3 years to use the impact fees that were collected.

Appeals. A developer may appeal to contest the amount, collection or use of the impact fee in the manner provided herein:

(a) It shall be a condition to the commencement of such an appeal that the impact fee from which the developer appeals shall be paid as and when the fee or any permitted installment thereof becomes due and payable, and upon default in making any such payment, such appeal may be dismissed.

(b) The only questions appealable under this section are the following, as authorized by Sec. 66.0617(10), Wis. Stats.:

(1) The amount of fee charged and paid by the developer;

(2) The method of collection of the impact fee;

(3) The use to which the particular fee paid by the developer is made by the City.

(c) Appeals must be brought within 30 days of the earlier of:

(1) The date the impact fee is payable hereunder;

(2) In a situation where installment payments are allowed, the due date of the first required installment.

(d) The appellant shall pay a filing fee of \$100.00 at the time of filing of the appeal. The notice of appeal shall be filed with the City Clerk.

(e) Following the filing of the notice of appeal, the City Clerk shall compile a record of the ordinance imposing the impact fee that is the subject of the appeal and a record of the management and expenditure of the proceeds of the impact fee, and shall transmit these documents to the Common Council. In consultation with the City departments, the City Clerk shall also compile a report on each appeal in which the appellant is seeking a reduction or total refund in the impact fee paid. This report shall specify the fiscal impact on the City if the appeal overturns the impact fee. If the fiscal impact report indicates that the appeal, if successful, will cause a revenue shortfall that otherwise was not budgeted with respect to the public facility, and if this revenue shortfall cannot be reconciled by reduction in impacts caused by development on the appellant's property, the report shall estimate whether it will be necessary for the City to adjust impact fees, or amend existing ordinances, to recover the proposed revenue shortfall.

(f) The Common Council shall hold a public hearing on the appeal, preceded by a class 1 notice, providing fair opportunity for the appellant to be heard. The burden shall be on the appellant to establish illegality or impropriety of the fee from which the appeal has been taken. Following the close of the public hearing, the Common Council shall deliberate upon the matter, and shall conduct such studies and inquiries as it deems appropriate to decide the appeal.

(g) If the Common Council determines that the appeal has merit, it shall determine appropriate remedies. These may include reallocation of the proceeds of the challenged impact fee to accomplish the purposes for which the fee was collected, refunding the impact fee in full or in part, along with interest collected by the City thereon, or granting the appellant the opportunity to make the impact fee payment in installments, or such other remedies as it deems appropriate in a particular case.

Sewer Availability Charge:

The foregoing impact fees are in addition to a sewer availability charge, which is hereby established by the City as follows:

	REU - 2015	REU - 2016	REU - 2017
SAC	\$800.00	\$889.00	\$978.00

All required SAC fees shall be paid before a building permit may be issued for the construction for which the SAC fee is to be imposed. With respect to any development or construction project affected by any SAC fee imposed under this Chapter which is under construction at the time the Ordinance imposing such SAC fee becomes effective or which has received a building

permit at such time, all required SAC fees shall be paid before a certificate of occupancy may be issued for such development or construction project. SAC fees shall be assumed to the responsibility of the owner of record at the time the building permit or certificate of occupancy, as applicable, is requested.

All revenues from SAC fees collected by the City are to be used to finance the reserved capacity portion of the capital costs of the wastewater treatment plant, either directly on a pay-as-you-go process, or as debt service payments pledged or otherwise used to secure debt obligations for wastewater treatment projects. If SAC fees are pledged to debt obligations, any interest received on such fees will be restricted to the interest rate on the related debt obligations.



156 East First Street
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Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

TO: Mayor and City Council

FROM: Tanya Reigel, City Clerk

DATE: April 10, 2015

RE: Resolution Amending Schedule of Fees

Background

We received a request for a Fireworks User Permit which is allowed under Ordinance Section 46-154(d) Permit Issuance. I created an application for this permit according to our ordinances and we need to add the fee to our Schedule of Fees.

Recommendation

Staff recommends establishing a fee for Fireworks User Permit at \$50.00 per event. Council can accept this recommendation or set the fee at an amount they feel is appropriate.

RESOLUTION #041501
RESOLUTION AMENDING THE SCHEDULE OF FEES

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

Section	License/Fee Type	Fee
50-154	Fireworks Users Permit	\$50.00

Passed and Approved April 13, 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

TO: Mayor and City Council

FROM: Tanya Reigel, City Clerk

DATE: April 10, 2015

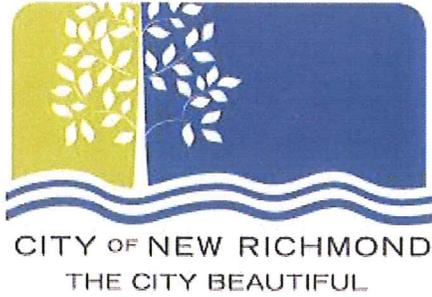
RE: Application for Fireworks User Permit

Background

We received a request for a Fireworks User Permit from Jamie Gibson and others to allow them to launch fireworks from Hatfield Park. The Park Board discussed this request at their meeting on March 25, 2015 and recommend approving this request as long as it does not interfere with any previously scheduled events.

Recommendation

Staff recommends approval of this application provided that the fee is paid as established by Resolution #041501 and a Certificate of Insurance is provided naming the City of New Richmond as additional insured.



FIREWORKS AND PYROTECHNICS USER PERMIT APPLICATION

Applicant's Name: Jamie Gibson, Amy Larson, + others

Applicant's Address: 546 W N Shore Drive

Telephone: _____ Cell Phone: 651-303-1741

APPLICATION IS BEING MADE ON BE HALF OF (CHECK ONE):

- Public Authority Fair Association Amusement Park Park Board Civic Organization
 Group of Resident Individuals Group of non-Resident Individuals

Display Location: Hatfield Park

Type and quantity of fireworks/pyrotechnics that will be used (list all): will be provided

By my signature below I hereby agree to the following conditions:

1. To pay the required \$50.00 permit fee at the time of application
2. To furnish the New Richmond Fire Department with a list of all fireworks/pyrotechnics prior to use and copies of operators credentials.
3. The permit is valid only for the date and rain date listed herein.
4. The application will comply with all Wisconsin Statutes, City Ordinances, and NFPA 1123 (for Fireworks permit), NFPA 1126 (Pyrotechnics before a proximate audience permit), or NFPA 160 (Standard for flame effects).
5. To file a Certificate of Insurance naming the City of New Richmond as additional insured for the fireworks/pyrotechnics display held under this permit in an aggregate amount of \$500,000 or more, specific to the date and type of activity, not less than 15 days prior to the issuance of this permit.
6. A violation of any terms and conditions herein shall be cause for immediate revocation of this permit and subject the applicant to any citations or fines allowed by Wisconsin Statute or City of New Richmond ordinance.

Agent or Representative of Permit Holder

Print Name: Jamie Gibson Signature: _____



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: 31 March 2015

RE: New Richmond - Bass Lake Twin Homes; PUD Amendment

TPC FILE: 164.02

BACKGROUND

Mr. Steven Hirsch of Bass Lake, Inc. has submitted plans to amend a PUD, Planned Unit Development District for construction of two twin home buildings located at Brigetta Drive and Leila Lane, north of STH 64 and east of County Road K. The subject site was approved in October 2004 for development of a four-unit building under a Planned Unit Development District for James Place. As a PUD established prior to the update of the Zoning Ordinance effective on 1 January 2015, amendments to the approved development plan are processed in accordance with Section 121-29 of the Zoning Ordinance the same as a zoning amendment together with a Certified Survey Map (CSM).

Exhibit:

- A. Site Location
- B. Approved Site Plan
- C. Proposed Site Plan
- D. Certified Survey Map (CSM)

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for residential uses. The Housing Element of the Comprehensive Plan includes a goal to encourage residential development that establishes a variety of lot sizes, dwelling types, densities and price points. The change from a four-unit building to two twin home buildings is

more attractive to current market demands while maintaining consistency with the goal to provide alternatives to single family housing within the community.

Zoning. The subject site is zoned PUD, Planned Unit Development District with underlying designation of Z3, Multi-Use and Corridor District. Consideration of the proposed development must take into consideration the standards under which the PUD District was originally established, as well as consistency with the intent of the current Zoning Ordinance. Two family dwellings are a permitted use under the PUD District and Z3 District.

Surrounding Uses. The subject site is surrounded by the following existing and planned land uses shown in the table below. The proposed twin home buildings will be consistent with the character of the homes within the neighborhood constructed and the buildout of the subdivision.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Residential	PUD/Z3	Twin homes
East	Residential	PUD/Z3	Twin homes
South	--	--	STH 64
West	Residential	PUD/Z3	Twin homes

Lot Requirements. The PUD establishes a development plan for the proposed site based on the location of planned buildings. In evaluating the proposed site plan, the Plan Commission must consider the approved development plan and the intent of the underlying Z3 District lot requirements:

	Min. Lot Width	Setbacks			
		Leila Ln.	Brigetta Dr.	Michael Ln.	West
PUD	105ft.	26ft.	14ft.	40ft.	30ft.
Z3	40ft.	25ft.	20ft.	35ft.	10ft.
Proposed	32ft.	10ft.	14ft.	36ft.	37ft.

The primary deviation from the approved PUD site plan is that the north twin home building will be located 16 feet closer to Leila Lane than the planned four-unit building. This location will also be 16 feet closer to the street than the fronts of the twin home buildings to the west that face Leila Lane. However, the proposed building location does not encroach into the traffic visibility triangle at the corner of Leila Lane and Brigette Drive required by Section 121-35 of the Zoning Ordinance. The effect of the arrangement of the buildings on the streetscape can be minimized by planting trees in the northwest corner of the subject site to screen the view of the rear of the proposed twin home building being closer to Leila Lane than those buildings to the west.

Building Plans. The developer has not submitted detailed plans for the proposed twin home buildings. In accordance with the PUD, the exterior design of the twin home buildings will need to be consistent with that of the other buildings within the

development. The Building Inspector will review the building plans at the time a building permit is applied for.

Landscaping. The developer has not submitted detailed plans for the subject site. Table 15 of the Zoning Ordinance requires a minimum of four trees and eight shrubs in the front yard and four trees in the rear yard. Landscaping will need to be installed in compliance with Section 121-55 of the Zoning Ordinance, subject to review and approval of the Building Inspector.

Streets. Streets accessing the subject site were constructed with the first phase of the development. However, Brigetta Drive and Leila Lane each terminate in a dead end. There is a gravel turnaround at the end of Leila Lane that has settled below the edge of the asphalt such that the City cannot plow the temporary cul-de-sac. Brigetta Drive does not have a turnaround at its terminus as required by Section 117-28 of the Subdivision Ordinance, which would have been in place at the time the development was originally approved. As a condition of approval of the current application, the developer will be required to add Class-5 material to the existing turnaround on Leila Lane and construct a temporary gravel turnaround at the terminus of Brigetta Drive. The turnarounds are to be subject to review and approval of the Public Works Director.

Sidewalks. No sidewalks are proposed as part of the development of the subject site and should not be required as the James Place subdivision does not include sidewalks.

Utility Plans. The proposed twin home buildings will connect to existing services in Leila Lane. The developer will be required to provide a manhole or clean out with individual services extended to each of the units. The CSM will need to be revised to include drainage and utility easements overlying the utility lines within the individual unit lots for the twin homes. A utility plan is to be submitted for the required connections and all utility issues are subject to review and approval of the Public Works Director.

Grading Plan. Except for construction of the temporary cul-de-sac at the terminus of Brigetta Drive, the proposed development will not affect the grading of the existing pad ready site. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.

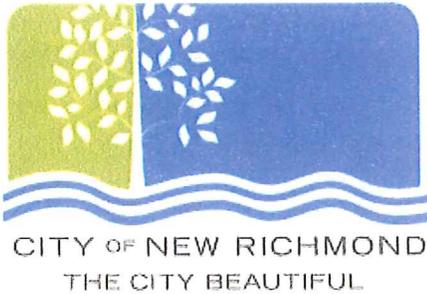
Park Dedication. The Comprehensive Plan does not identify acquisition of land for public parks in the area of the subject site. The proposed change from a building with four dwelling units to two twin home buildings will not affect park dedication requirements. The developer will pay a cash fee in lieu of land dedication at the time a building permit is issued.

CONCLUSION

The proposed development plan for James Place to construct two twin home buildings in place of an approved four-unit building is consistent with the initial PUD District, intent of the Z3 District and policies of the Comprehensive Plan. Our office recommends approval of the application as outlined below.

POSSIBLE ACTIONS

- A. Motion to **approve** an amendment of the James Place PUD for Bass Lake, Inc., subject to the following conditions:
1. The exterior design of the twin home buildings shall be consistent with that of the other buildings within the development, subject to review and approval of the Building Inspector.
 2. Landscaping shall be installed in compliance with Section 121-55 of the Zoning Ordinance, including planting evergreen tree(s) at the northwest corner of the subject site, subject to review and approval of the Building Inspector.
 3. The developer shall add Class-5 material to the existing turnaround on Leila Lane and construct a temporary gravel turnaround at the terminus of Brigetta Drive, subject to review and approval of the Public Works Director.
 4. The developer shall submit a utility plan for connection to sanitary sewer, water and electric services to be overlaid by drainage and utility easement, subject to review and approval of the Public Works Director.
 5. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the Zoning Ordinance, Subdivision Ordinance or PUD for James Place.
- C. Motion to **table** for further discussion.
- c. Mike Darrow, City Administrator
Sarah Skinner, Building Inspector
Jeremiah Wendt, Public Works Director



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

APPLICATION TO REZONE

City Ordinance Section 121-80
www.newrichmondwi.gov

APPLICATION FEE: \$250

Application fee should be made payable to City of New Richmond upon submittal of completed application.

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

1. Property Owner Information:

Company name: Bass Lake, Inc.
Last name: Hirsch First name: Steven
Address: 1195 Vail Way N. City/State/Zip: Hudson, WI 54016
Phone number: 715-441-0110 Email address: basslakeinc@gmail.com

2. Applicant Information: (if different from above)

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

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

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

a. Zoning Map Change:

Existing Designation(s): _____

Proposed Designation(s): _____

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

- A mistake was made when the existing zoning text or map was approved.
 Circumstances have changed since the original zoning that now justifies a change.

6. Additional Required Information:

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

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

Property Owner: *Glenn J. Kirsch, Pres.*

Date: 3-18-15

Applicant: _____

Date: _____

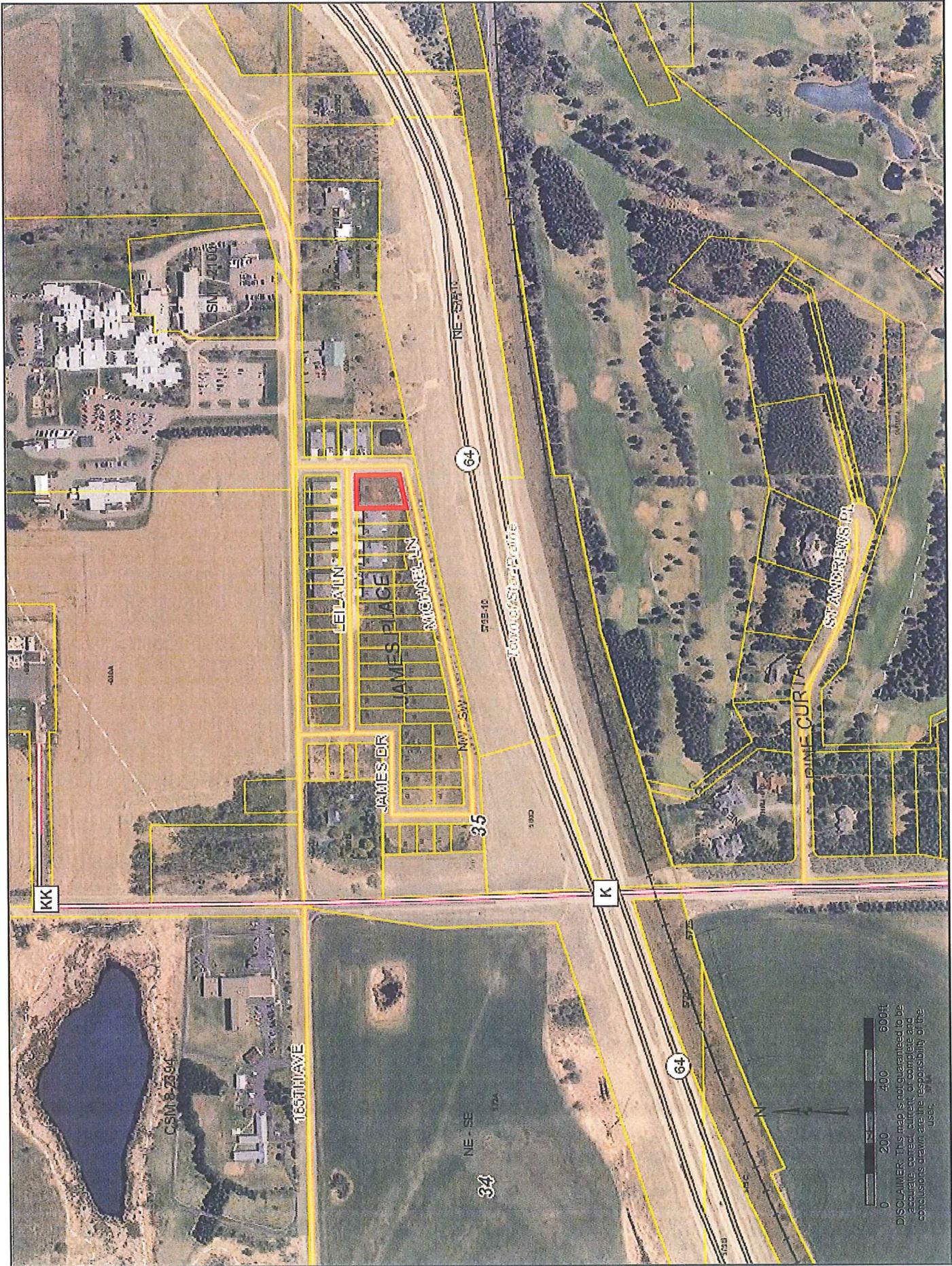
Fee Paid: \$250

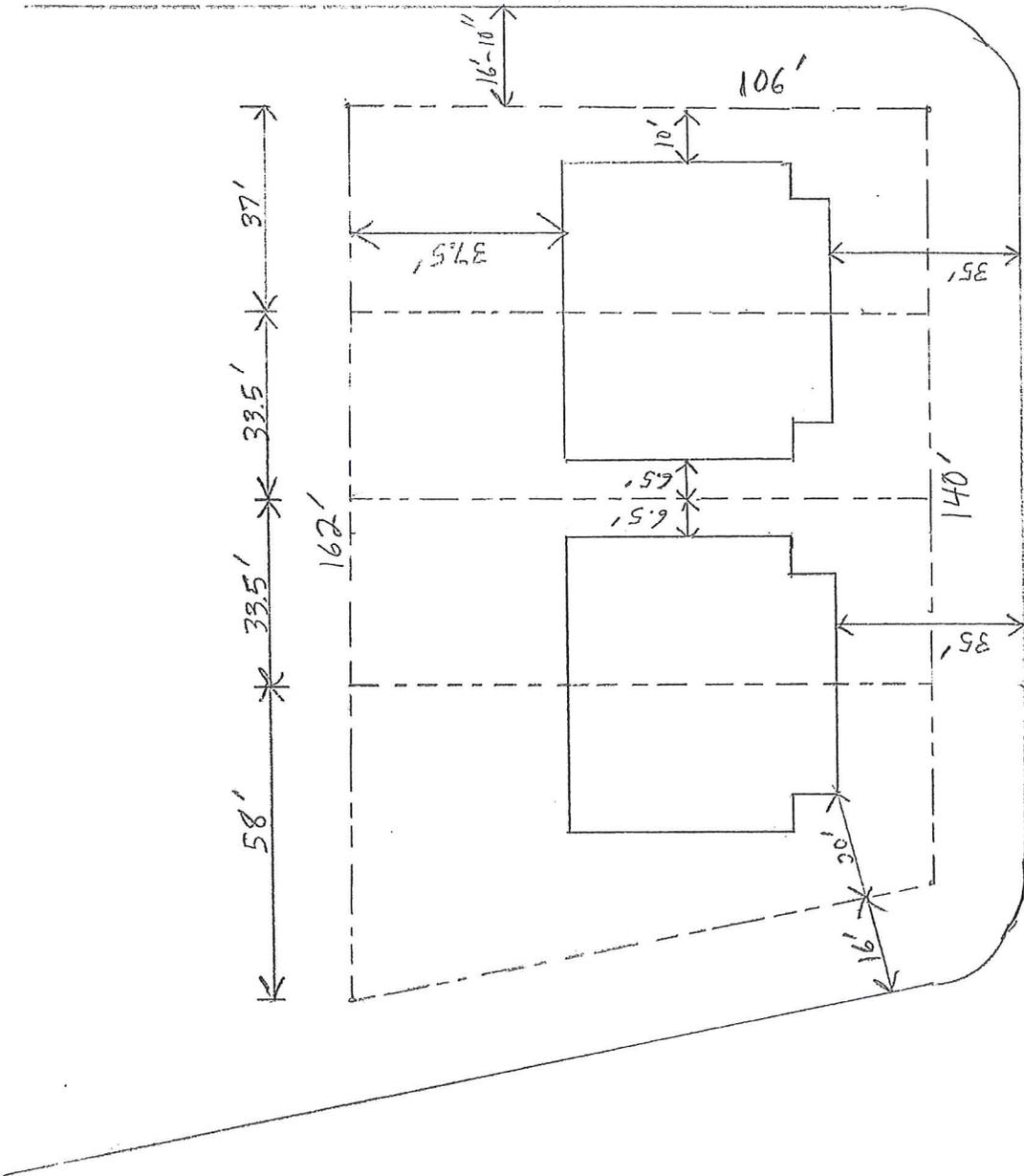
Date: 3/19/15

Receipt # 60780

Submit

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

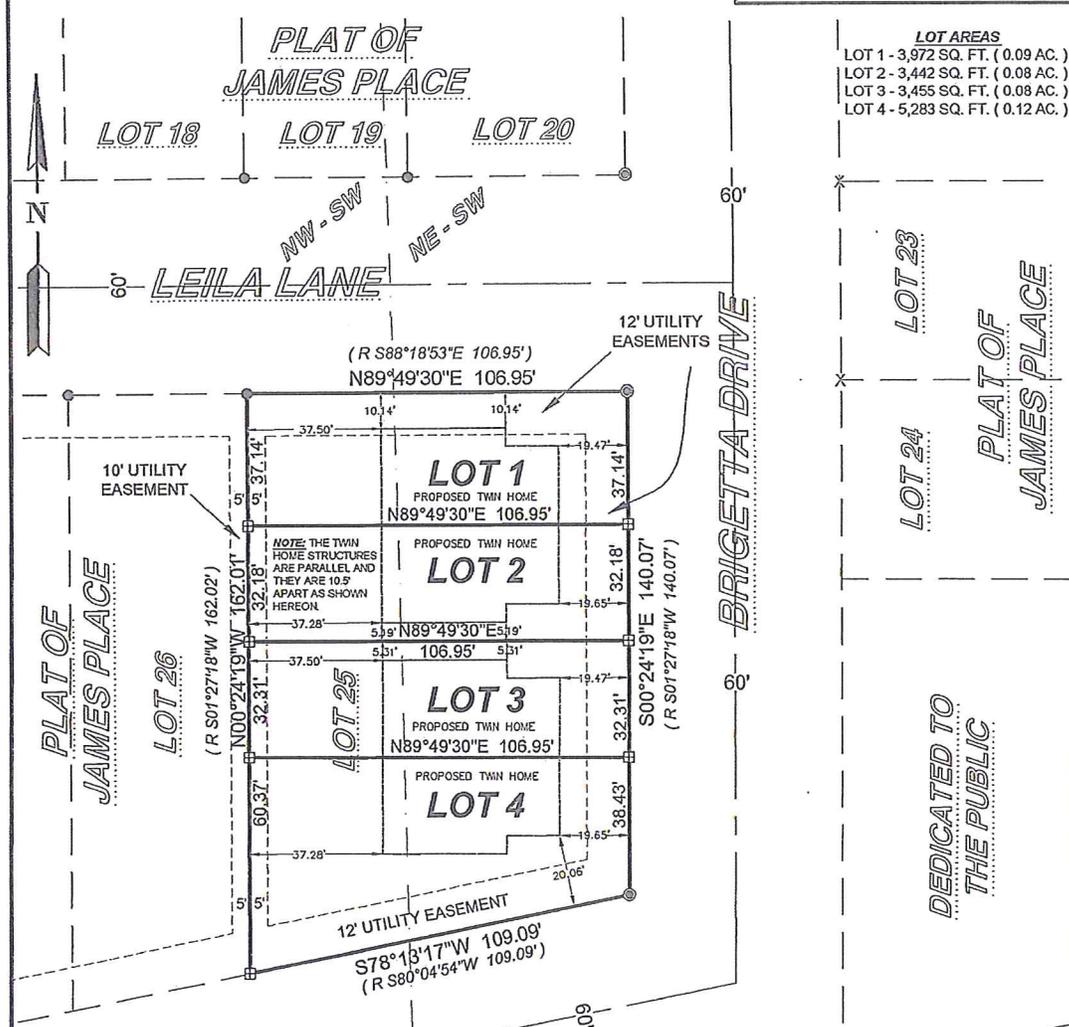




Brigetta

CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE SW1/4 AND THE NE 1/4 OF THE SW1/4 OF SECTION 35, T31N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 25 OF THE PLAT OF JAMES PLACE, DOCUMENT NUMBER 790219 OF THE ST. CROIX COUNTY REGISTER OF DEEDS.



LOT AREAS

LOT 1	- 3,972 SQ. FT. (0.09 AC.)
LOT 2	- 3,442 SQ. FT. (0.08 AC.)
LOT 3	- 3,455 SQ. FT. (0.08 AC.)
LOT 4	- 5,283 SQ. FT. (0.12 AC.)

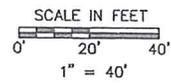
PLAT OF JAMES PLACE

PLAT OF JAMES PLACE

DEDICATED TO THE PUBLIC

BEARINGS REFERENCED TO THE SOUTH LINE OF LEILA LANE. PREVIOUSLY RECORDED AS S88°18'53"E. LINE BEARS N89°49'30"E ST. CROIX COUNTY COORDINATE SYSTEM

- LEGEND**
- ⊙ 1.25" OUTSIDE DIAMETER IRON PIPE FOUND
 - 1" OUTSIDE DIAMETER IRON PIPE FOUND
 - X CHISELED "X" FOUND
 - ⊠ 0.75" X 18" IRON REBAR WEIGHING 1.502 LBS. / LINEAR FOOT SET
 - (R) PREVIOUSLY RECORDED INFORMATION



G/S LAND SOLUTIONS
GRANBERG & SONNENTAG

SURVEYOR:
JOSEPH GRANBERG
1235 CTY RD. E
NEW RICHMOND, WI 54017

PREPARED FOR:
BASS LAKE, INC.
C/O STEVE HIRSCH
1195 VAIL WAY N.
HUDSON, WI 54016

DRAFTED BY: JWG
JOB NO. 100-296 SHEET
DATE: 03/13/15 1 OF 2



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: 26 March 2015

RE: New Richmond – Skoglund/Baillargeon CSM

TPC FILE: 164.02

BACKGROUND

Mr. Karl Skoglund and Mr. Daniel Baillargeon have completed a Certified Survey Map (CSM) for property located at the northwest quadrant of North Knowles Avenue (STH 65) and West North Shore Drive. However, the CSM was not properly recorded with St. Croix County although property records and tax statements exist for the two lots. The original parent parcel had been divided into two lots. The south lot has been developed and the north lot is vacant. So as to have the property boundaries clearly defined and consistent with the established ownership, the property owners have submitted application for CSM approval.

Exhibits:

- A. Site Location
- B. CSM

ANALYSIS

Comprehensive Plan. The subject site is guided by the Comprehensive Plan for commercial uses based on proximity, access and visibility to STH 64 and STH 65. The original parcel was to be divided and the south lot has been developed with a real estate office consistent with the Comprehensive Plan. The north lot to be formally established by the approval of the CSM is vacant and provides opportunity for new commercial development consistent with the Comprehensive Plan.

Zoning. The subject site is zoned Z3, Multi Use/Corridor District based on the land uses guided by the Comprehensive Plan. Development of the north lot will require additional review at the time site application is made. The level of review by the DRC, Plan Commission and/or City Council will depend on the specific land use proposed.

Lot Requirements. The Zoning Ordinance requires lots within the Z3 District to provide a minimum width of 80 feet. The original parcel was 382 feet in width measured at Hatfield Court. The south lot is now 165 feet wide and the north lot is 217 feet wide, both comply with the requirements of the Z3 District.

Easements. Section 117-41 of the Subdivision Ordinance requires dedication of easements for drainage and utility purposes. The submitted CSM must indicate dedication of drainage and utility easements 12 feet wide or overlaying interior side lot lines six feet on each side. All easements are subject to review and approval of the Public Works Director.

Utilities. The approval of the CSM will not affect utilities. Development of the north lot will require submission of detailed plans for sanitary sewer, water and electric utilities at the time of application for site plan review.

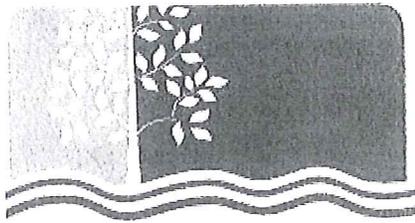
Grading. The approval of the CSM will not affect storm water management. Development of the north lot will require submission of detailed plans for grading, drainage and erosion control at the time of application for site plan review.

RECOMMENDATION

City staff and our office recommend approval of the submitted CSM as outlined below.

POSSIBLE ACTIONS

- A. Motion to **approve** a CSM for Karl Skoglund and Tom Baillargeon subject to the following conditions:
 - 1. The CSM shall be revised to indicate drainage and utility easements at the perimeter of the lot as required by Section 117-41 of the Subdivision Ordinance, subject to review and approval of the Public Works Director.
 - 2. The CSM shall be recorded with St. Croix County.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan, Zoning Ordinance and/or Subdivision Ordinance
- C. Motion to **table** for further discussion
- c. Mike Darrow, City Administrator
Sarah Skinner, Building Inspector
Jeremiah Wendt, Public Works Director
Karl Skoglund and Daniel Baillargeon



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

CITY ORDINANCE SECTION 117
www.newrichmondwi.gov

- | | | | |
|-------------------------------------|--|-----------------|-------------------------|
| <input type="checkbox"/> | SITE PLAN/STORM WATER REVIEW FEE: | \$250.00 | ESCROW: \$500.00 |
| <input type="checkbox"/> | CONCEPT PLAN FEE: | \$150.00 | ESCROW: \$500.00 |
| <input checked="" type="checkbox"/> | CERTIFIED SURVEY MAP FEE: | \$200.00 | ESCROW: \$500.00 |
| <input type="checkbox"/> | AMENDED CERTIFIED SURVEY FEE: | \$200.00 | ESCROW: \$500.00 |

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

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

1. Property Owner Information:

Company name: Skoglund, Karl A, Daniel S Baillargeon

Last name: _____ First name: _____

Address: 1985 145th Street City/State/Zip: New Richmond, WI 54017

Phone number: 715-246-4767 Email address: kaskog@frontiernet.net

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

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

Parcell #261-1217-70-100

4. Zoning Designation: Z-3 Multi use/ corridor zoning district

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

Clarify the description of the property. ~~then~~ _____

6. Additional Required Information:

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

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

Property Owner: Karl A.S Koglund

Date: 3/26/15

Applicant: Karl Koglund

Date: _____

Fee Paid: \$300

Date: 3/26/15

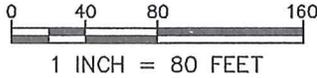
Receipt # 60807

Submit

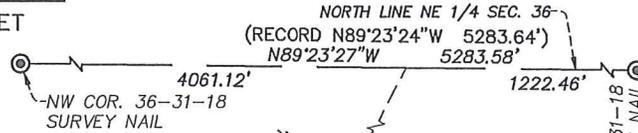
Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

CERTIFIED SURVEY MAP

Located in part of the Northwest Quarter of the Northeast Quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin; being part of Lot 1 of Outlot 475 of the Outlot Map of the City of New Richmond.



BEARINGS ARE REFERENCED TO THE NORTH LINE NE 1/4 36-31-18, ASSUMED TO BEAR S89°23'27"E



LINE TABLE		
	MEASURED	RECORDED
L1	S23°33'02"W 37.26'	(N25°13'41.8"E 37.27')
L2	N55°58'32"W 10.46'	(S53°49'32.9"E 10.53')
L3	S34°14'12"W 29.95'	(N36°09'50.4"E 30.00')
L4	S55°49'59"E 16.30'	(N53°49'32.9"W 16.32')
L5	S23°22'58"W 49.47'	(N25°13'33.0"E 49.47')
L6	S45°41'38"E 4.87'	(N43°42'57.8"W 4.87')
L7	S32°38'23"W 22.41'	(NOT APPLICABLE)

LEGEND

- FOUND CAPPED 3/4 IN. REBAR, STAMPED "WISDOT ROW", UNLESS NOTED
- SET 1-3/8 IN. O.D. X 24 IN IRON PIPE WITH PLASTIC CAP STAMPED "RLS 2031", WEIGHING 1.68 LBS. PER LINEAR FOOT
- ⊙ FOUND ST. CROIX CO. SECTION CORNER

STATE TRUNK HIGHWAY 64 RIGHT OF WAY

S.T.H. 64 R.O.W.

WESTERLY R.O.W. HATFIELD CT.

153.00'

100'

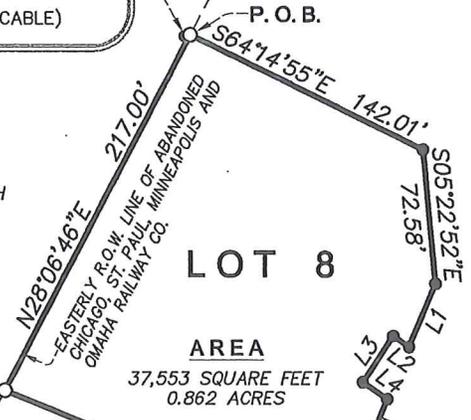
165.00'

FD. 1.5 IN. O.D. IRON PIPE EXTENDING 6 IN. 1.95' FROM COMPUTED LOCATION

FD. 1 IN. REBAR, BENT TO THE NORTH, EXTENDING 6 IN. 1.95' FROM COMPUTED LOCATION

HATFIELD COURT

P.O.S.M. 318



NORTH LINE C.S.M. VOL. 1, PG. 38

WESTERLY R.O.W. NORTH KNOWLES AVENUE

NORTH KNOWLES AVENUE (HIGHWAY 65)

R.O.W. VARIES

R.O.W. VARIES

R.O.W. VARIES

R.O.W. VARIES

Prepared For:
 KARL SKOGLUND
 1985 - 145TH STREET
 NEW RICHMOND, WI



Wind Rose
 Land Surveyors

P.O. BOX 11
 NEW RICHMOND, WI 54017
 715-441-7320

CERTIFIED SURVEY MAP

Located in part of the Northwest Quarter of the Northeast Quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin; being part of Lot 1 of Outlot 475 of the Outlot Map of the City of New Richmond.

DESCRIPTION

Located in part of the Northwest Quarter of the Northeast Quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin; being part of Lot 1 of Outlot 475 of the Outlot Map of the City of New Richmond, described as follows:

Commencing at the northeast corner of said Section 36;
Thence North 89 degrees 23 minutes 27 seconds West, along the north line of the Northeast Quarter of said section, 1222.46 feet;
Thence South 28 degrees 06 minutes 46 seconds West 780.23 feet to the POINT OF BEGINNING;
Thence South 64 degrees 14 minutes 55 seconds East 142.01 feet to a point on the westerly right of way line of North Knowles Avenue;
Thence South 05 degrees 22 minutes 52 seconds East, along said right of way, 72.58 feet;
Thence South 23 degrees 33 minutes 02 seconds West, along said right of way, 37.26 feet;
Thence North 55 degrees 58 minutes 32 seconds West, along said right of way, 10.46 feet;
Thence South 34 degrees 14 minutes 12 seconds West, along said right of way, 29.95 feet;
Thence South 55 degrees 49 minutes 59 seconds East, along said right of way, 16.30 feet;
Thence South 23 degrees 22 minutes 58 seconds West, along said right of way, 49.47 feet;
Thence South 45 degrees 41 minutes 38 seconds East, along said right of way, 4.87 feet;
Thence South 32 degree 38 minutes 23 seconds West, along said right of way, 22.41 feet;
Thence North 68 degrees 16 minutes 11 seconds West 195.72 feet to a point on the easterly right of way line of Hatfield Court, also being the easterly right of way line of the abandoned Chicago, St. Paul, Minneapolis and Omaha Railway Company;
Thence North 28 degrees 06 minutes 46 seconds East, along said right of way, 217.00 feet to the POINT OF BEGINNING and there terminating.

Subject to all easements, restrictions and covenants of record.
This parcel contains 37,553 square feet – 0.862 acres.

Notes: No new lots have been created by this Certified Survey Map.

All access to this lot is from Hatfield Court. No access is allowed from North Knowles Avenue or S.T.H. 64.

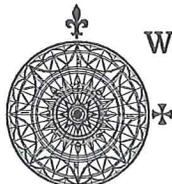
SURVEYOR'S CERTIFICATE

I, Clarence E. Schultz, a Registered Wisconsin Land Surveyor, do hereby certify: That in full compliance with the provisions of Chapter 236.34 of Wisconsin Statutes and the provisions of the St. Croix County subdivision ordinance and under the direction of Karl Skoglund, owner; I have surveyed, divided and mapped the hereon described parcel of land and this map is a correct representation of the boundary thereof.

Clarence E. Schultz

Clarence (Pat) E. Schultz, S-2031
Wind Rose Land Surveyors
P.O. BOX 11
New Richmond, WI 54017
715-441-7320

3-23-15
Date



Wind Rose
Land Surveyors

P.O. BOX 11
NEW RICHMOND, WI 54017
715-441-7320

CERTIFIED SURVEY MAP

Located in part of the Northwest Quarter of the Northeast Quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin; being part of Lot 1 of Outlot 475 of the Outlot Map of the City of New Richmond.

CITY APPROVAL CERTIFICATE

Approved by the City of New Richmond this _____ day of _____, 2015.

Fred Horne (Mayor)

Date

Tanya Reigel (Clerk)

Date

COUNTY TREASURER'S CERTIFICATE

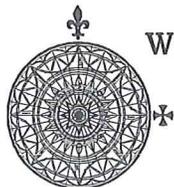
I, Laurie Noble, being the duly elected, qualified and acting treasurer of the County of St. Croix, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the lands included in this Certified Survey Map for Karl Skogund.

Laurie Noble (Treasurer)

Date

Clarence E. Schultz

3-23-15



FINANCE COMMITTEE MEETING
APRIL 6, 2015 – 5:00 P.M.

The Finance Committee was called to order by Fred Horne at 5:00 p.m. on April 6, 2015.

Roll call was taken.

Members Present: Fred Horne and Jane Hansen

Members Absent: Jim Zajkowski

Others Present: Mike Darrow, Bev Langenback, Kari Kraft and Clark Schroeder.

Jane Hansen moved to adopt the agenda, seconded by Fred Horne and carried.

Jane Hansen moved to approve the minutes of the March 2, 2015 meeting, seconded by Fred Horne and carried.

Madison Avenue Lighting Project

The City did not install street lighting along Madison Avenue when it was constructed due to cost and lack of traffic. In the past few years the businesses and traffic on this street has increased and the need has increased. Tom Rickard, Electric Superintendent, proposed installation of street lights as follows:

Material	\$31,267.00
Labor & Equipment	\$ 8,333.00
Contingency	<u>\$ 4,000.00</u>
Total	\$43,600.00

Jane Hansen moved to approve the Madison Avenue Lighting Project with a cost of approximately \$43,600 to come from TIF #6, seconded by Fred Horne and carried.

Amend Escrow Fee Schedule for City Applications

There was discussion regarding the escrow amounts on City applications. A suggestion was made to have the titles of the applications above the City of New Richmond information or to make the title of the application larger than the City information. Jane Hansen moved to approve the escrow fee schedule for City applications, seconded by Fred Horne and carried.

Policy for Hiring Seasonal Employees

Kari Kraft presented the policy for hiring seasonal employees. There was discussion regarding a nepotism policy. A nepotism policy will be included in the employee handbook. There was also discussion regarding the term seasonal when referring to part-time employees. The consensus was to change seasonal to limited term. Jane Hansen moved to approve the policy for hiring limited term employees, seconded by Fred Horne and carried.

Policy for City P-Cards

Jane Hansen moved to approve the policy for City P-Cards, seconded by Fred Horne and carried.

Closed Session per Statute 19.85 (1)(c) – Staffing Updates

Jane Hansen moved to go into Closed Session per State Statute 19.85 (1)(c) to discuss the Staffing Update, seconded by Fred Horne, and carried.

Open Session - Action on Closed Session

No Action was taken.

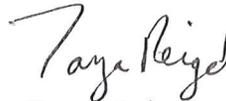
Communications and Miscellaneous

Fred Horne mentioned that the Fire Department Chili Feed will be on April 11, 2015 and the street will be closed.

Adjournment

Jane Hansen moved to adjourn the meeting, seconded by Fred Horne and carried.

Meeting adjourned at 5:54 p.m.



Tanya Reigel,
City Clerk