

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN
MONDAY, MARCH 14, 2016 - 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, February 8, 2016 and Special Council Meeting, February 22, 2016 and March 1, 2016
2. Application for Amplification Permit from Kristi Stener at Mary Park Shelter #1 on August 20, 2016 from 4:00 p.m. to 5:00 p.m.
3. Application for Run/Walk Permit for Corn Fest 5K Run and Cycle St. Croix Bike Tour on Saturday, August 27, 2016 7:30 a.m. to 11:00 a.m.
4. Application for Six Month Class B Beer License from Dave Mehls, Agent for New Richmond Softball Association for April 15, 2016 to October 15, 2016 at Hatfield Park
5. Application for Cigarette License from Radio Shack at 336 South Knowles Avenue
6. Application for Temporary Class B License from New Richmond Fire Department at 106 South Knowles Avenue on April 9, 2016 from 4:00 p.m. to 8:00 p.m.
7. Application for Street Use Permit from New Richmond Fire Department for Arch Avenue from First Street to Second Street on April 9, 2016 from 10:00 a.m. to 9:00 p.m.
8. Request from Wild Badger for Extension of Premise to include the sidewalk in front of their building on March 17, 2016 from 3:00 p.m. to 7:00 p.m.
9. Request from Bobcat's for Extension of Premise to include the sidewalk in front of their building on March 17, 2016 from 3:00 p.m. to 7:00 p.m.
10. Application for License to Serve from Svetlana P. Faragher, New Richmond; Casey L. Rubrecht, New Richmond; Hannah M. Elling, Deer Park; Samantha E. Sevelin, Somerset; Anne M. Iehl, Baldwin; and Connie A. Furchner, Somerset
11. Skate Park Donations from the following:
 - Isometric Tool and Design: \$1,000
 - Liquid Waste Technology: \$500
 - Royal Credit Union: \$5,000
 - New Richmond Utilities: \$500
 - Dowd Reliance Insurance Agency: \$250
 - Doar, Drill, & Skow: \$500
 - Lakeside Foods: \$200
 - New Richmond Area Centre: \$500
 - Michael & Misty Monette: \$500

Countryside Veterinary Clinic: \$100
Tony Hawk Foundation: \$10,000
Dadez Physical Therapy Inc: \$500
Bernard's: \$1,000
Doyle's Farm & Home: \$200
Guinn, Vinopal & Zahradka: \$500

12. Payment of VO#59046 through VO#559160 totaling \$4,886,418.21 plus electronic fund transfers of \$688,374.90 for a grand total of \$5,574,793.11

DEPARTMENT REPORTS:

Administration
Public Works
Community Development
Library
Police
Fire
Airport
Student Representatives

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. VFW – Freedom Park Update
2. Sunshine Courts Update
3. **Plan Commission Recommendations:**
 - a. Certified Survey Map from Dorset Investments LLC
 - b. Ordinance #483 – Zoning Ordinance Amendments
4. Willow River Bluffs Conservation & Trail Easement
5. St. Croix County Bike & Pedestrian Plan Update
6. Advertisement for Bids for 2016 Street Construction
7. Driveway Variance Request for Property in Pine Curtain Addition along County Road K
8. 2016 Sidewalk Repair/Replacement Plan
9. Skate Park RFP
10. Work Session on March 28, 2016 at 5:00 p.m.
11. Communications & Miscellaneous
12. Closed Session per State Statute 19.85 (1)(e) -
 - a. TIF#6 & TIF#10
13. Open Session – Action on Closed Session Agenda
14. 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 FEBRUARY 8, 2016 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 Representatives Victoria Johnson and Jesse Stenske

The Pledge of Allegiance was recited.

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

Public Comment

Michelle Babbs, a resident at Sunshine Courts, explained the situation at Sunshine Courts and requested assistance in handling complaints. Mike Darrow, City Administrator, will work with Michelle to get things resolved.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, January 11, 2016
2. Application for Run/Walk Permit for the Veteran's Memorial Run on May 28, 2016 at 8:00 a.m.
3. Application for Parade Permit for the Loyalty Day Parade on April 30, 2016 at 2:00 p.m.
4. Request from Champ's Bar & Grill for Extension of Premise, Use of Amplifying Devices and Exemption from Sec. 50-87 Loud & Unnecessary Noise for March 17, July 7-10, 2016 from 8:00 p.m. to midnight
5. Application for Direct Seller's Permit from Breanna Simon for Bee's Ice Cream for March 1, 2016 to October 31, 2016 and request to waive the fees
6. Application for License to Serve from Jason M. Sampair, New Richmond; and Kaitlynn J. Pomroy, New Richmond
7. Skate Park Donation from Westfields for \$20,000
8. Skate Park Donation from Walmart for \$2,500
9. Skate Park Donation from R & Z Properties for \$1,000
10. Skate Park Donation from New Richmond Area Community Foundation for \$1,500

11. Payment of VO#58934 through VO#59045 totaling \$1,680,291.35 plus electronic fund transfers of \$3,758,511.72 for a grand total of \$5,438,803.07	
General Fund	\$ 3,746,774.22
Impact Fees Fund	6,681.38
Debt Service Fund	4,812.59
Capital Projects	49,738.07
Landfill Cleanup Fund	5,019.62
TIF District #6	3,405.74
Storm Water Utility	44,754.58
Park Land Trust Fund	1,885.09
Tax Agency Fund	1,415,232.86
Unposted Payrolls	160,498.92

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

Department Reports

Administration- Mike Darrow stated that he and Beth Thompson are meeting with businesses to get feedback on how we can better help them. Community involvement will be needed for the comprehensive plan update. Updates for this project will be on facebook and twitter. If the public is interested in planning, design, or where roads, sidewalks or paths should be located, let us know. The City Council will also be starting the strategic planning process in the next couple months.

Public Works – Jeremiah Wendt explained that St. Croix County is planning for reconstruction of GG in 2018 or 2019. Included in this project will be pedestrian connections. Jeremiah will keep the Council updated on that project. The Just Fix It Campaign will be having a meeting at Ready Randy’s on February 23 hosted by Monarch Paving. Let Jeremiah know if you plan to attend this event.

Community Development – Beth Thompson mentioned the following four election dates for 2016:
 February 16, 2016
 April 5, 2016
 August 9, 2016
 November 8, 2016
 She also referred citizens to the www.bringit.wi.gov website for more information regarding the photo ID requirement.

Library - Kim Hennings stated that the library received a “Jump Start to Literacy” grant from NRACF. Sprint has approved a pilot project for the library to be a mobile hotspot. The library will be having a “Food For Fines” program from February 15-29, 2016 where people can bring in food donations to pay their library fines.

Police – Lieutenant Craig Yehlik stated the Police and Fire Commission recently received Mark Samelstad’s retirement notice. Craig presented the active shooter training at the Centre. There is interest in having an additional class in the future. The City of New Richmond will host a two day alert training for the police response to active shooter training. Hopefully at the Council meeting next month he will announce the new sergeant. Craig also introduced Katarina Radke who is the newly hired police officer. The Police and Fire Commission will begin the hiring process for a new Police Chief.

Fire - Jim VanderWyst stated there were 18 fire calls in January. They started using a new program called I’m Responding. He plans to do a demonstration at an upcoming council meeting. Jim applied for a grant from Westfield’s Hospital to purchase a new AED and was notified that they will receive \$1,500 towards that purchase. Jim will work with the ambulance service to make sure the machine they purchase is compatible with what the ambulance uses. Jim will begin the hiring process for new fire fighters soon if anyone is interested. He also has the new facebook page up and running and is adding a couple new things each week.

Airport – Mike Demulling, Airport Manager, stated that the airport commission met last week and discussed the Farm to Table Program and it was a consensus to support this program. Mike will be meeting with the DOT to make sure everything done on that property is approved by them as well.

WPPI Contract Extension

Mike Darrow explained that this item was on the January Council agenda. Mike Peters also explained the need for this extension back in October. Mike included a rate comparison to other utilities in the area. The contract was reviewed by our City Attorney as well. Alderman Zajkowski moved to approve the contract extension, seconded by Alderman Kittel and carried.

Capstone Project

Adam Delikowski is a resident of the City of New Richmond and a graduate student at the University of Colorado. He is interested in undertaking a graduate-level capstone project that focuses on the early stages of a City-wide sustainability plan. The goal of this project will be to evaluate what projects and initiatives other municipalities are pursuing in their sustainability plans and to make recommendations to the City Council on goals for an area-wide plan in the future.

2015 Squad Car Proposal

Mike Darrow stated that the City Council previously authorized the purchase of two 2016 Dodge Durango vehicles, but they are delayed eight weeks. Bernard's has two 2015 Dodge Durango vehicles available now and the cost savings would be \$1,600. Discussion followed. Alderman Zajkowski moved to purchase the two 2015 Dodge Durango vehicles, seconded by Alderman Hansen and carried.

Plan Commission Recommendations

Beth Thompson explained that the Plan Commission recommended moving forward with the Request for Proposals and the timeline for the 2016 Comprehensive Plan Update. Alderman Ard moved to approve the RFP and timeline for the 2016 Comprehensive Plan Update, seconded by Alderman Jackson and carried.

Noah Wiedenfeld stated that our current sign ordinance is over 20 years old and much of it cannot be enforced. Money is in the budget to rewrite this ordinance and staff would like to complete this project by May, before construction season begins. Alderman Ard moved to proceed with rewriting the sign ordinance, seconded by Alderman Hansen and carried.

Mike Darrow discussed the Willow River Bluffs subdivision. The area is currently owned by St. Croix County and they have been looking into using the land for recreation. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #021601

WILLOW RIVER BLUFFS SUBDIVISION

WHEREAS, the Willow River Bluffs Subdivision was annexed into the City on June 13, 2015, for the purpose of a residential subdivision: and

WHEREAS, at the time of approval from the City, a total of \$935,000 in infrastructure was put in place, which includes streets, curb and gutter for this area; and

WHEREAS, the City's Comprehensive Plan calls for this area to be guided as low-density residential; and

WHEREAS, the City of New Richmond's Park Plan and the St. Croix County's Outdoor Recreation Plan, dated January 2013, do not call for this area to be a regional park; and

WHEREAS, a change in land use from low-density residential to park would require a change in the City's Comprehensive Plan which is a policy decision after public input; and

WHEREAS, the City undertook a recent housing study which highlighted the need for a mix of lots within the City's existing housing inventory; and

WHEREAS, the City of New Richmond affirms Willow River Bluffs Subdivision is best suited for residential development as originally proposed in 2005. To ensure that the Willow River

Bluffs Subdivision be protected, the incorporation of a Conservation Easement be established within all non-developable areas.

NOW, THEREFORE BE IT RESOLVED, that the City of New Richmond requests St. Croix County to sell the property known as Willow River Bluffs in its entirety without delay. Motion was seconded by Alderman Zajkowski and carried.

Street Improvements

Jeremiah Wendt, Public Works Director, explained the findings from the public involvement meeting for the 2016 street improvement projects. Considerable discussion followed. Alderman Hansen moved to authorize staff to proceed with the design for the 2016 Street Improvement projects at this time to allow us to remain on schedule for these projects, seconded by Alderman Ard and carried.

Overnight Parking for the Municipal Lot on West First Street and Minnesota Avenue

Tenants living in the apartment complex at 107 South Knowles Avenue do not have enough parking to accommodate everyone and have requested stalls in the municipal lot on West First Street and Minnesota Avenue be designated for overnight parking. Discussion followed. Alderman Ard moved to designate five stalls on each side of the street in the municipal lot for overnight parking, seconded by Alderman Kittel and carried. Alderman Zajkowski voted no.

Four-Way Stop Sign at Arch Avenue and East Third Street

The City received a request to place a four way stop at the intersection of Arch Avenue and East Third Street. Jeremiah Wendt would like to do an engineering study of this intersection and the intersection at East Fourth Street and Arch Avenue to see what should be done. This will be brought back to a Council work session.

Room Tax

Alderman Ard stated that Act 55, which was passed last year, requires municipalities to hire a third party to administer room tax funds. Alderman Ard suggested drafting a resolution to further amend this language to exclude 3rd and 4th class cities from this requirement. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #021602

ROOM TAX

WHEREAS, Wisconsin Statute 66.0615(1m)(d) provided a municipality that imposes a room tax after May 13, 1994 spend at least 70% of the amount collected on tourism promotion and development; and

WHEREAS, in 2015 the City of New Richmond provided 84.5% of its room tax revenues to groups and organizations focused on promoting the City of New Richmond and bringing in visitors; and

WHEREAS, Act 55 requires the formation of a Tourism Commission which must then contract with another organization if a Tourism Entity does not exist. Furthermore, Act 55 states that members of the hotel industry be a part of said committee. A potential hardship will be in finding citizens to agree to serve on this committee.

WHEREAS, another burden is that the funding, management and administration of the committee and the contracted entity falls on the City, yet the City has no further control of funds collected; and

WHEREAS, it has been a challenge over the past several years to collect from certain local hotels. An additional burden of collection and administration through a third party will be cumbersome and expensive; and

NOW, THEREFORE BE IT RESOLVED, that the City of New Richmond requests that Act 55 be further amended to exclude third and fourth class municipalities (those under 39,000 in population) towns and villages.

BE IT FURTHER RESOLVED, that if the burden of collection as well as the burden of creating and maintaining a commission falls upon the municipality alone, consider repealing the room tax altogether. This would have an impact of approximately \$37,000+ for local associations.

Motion was seconded by Alderman Zajkowski and carried.

Council Work Session on February 22, 2016 at 5:00 p.m.

Communications and Miscellaneous

None

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(f) to discuss conferring with legal counsel for the Common Council who is rendering advice concerning strategy to be adopted by the Council with respect to a Notice of Claim received by the City dated February 1, 2016, 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 9:30 p.m.

Tanya Reigel
City Clerk

SPECIAL COUNCIL MEETING
FEBRUARY 22, 2016 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, Zajkowski, Ard, and Jackson.

Members Absent: Alderman Kittel

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda, seconded by Alderman Jackson and carried.

Library Project Update

Mike Darrow explained that the School District is creating a development agreement to take down the commons building. The schedule is to have the development agreement finished by April or May. Then the school will get bids for asbestos abatement issues. The building would then come down in early 2017. The City is looking into CDBG grants this year. We are also working on West Central Regional Planning criteria and the process for applying for funds from them. The Library Board is going through a strategic planning process with Leo A Daly. As Mike receives additional information, this item will be on the Council agenda for updates.

VFW Building Project

Ken House, from the New Richmond VFW, stated that they will be losing space in the commons building and have been researching other alternatives. He presented a concept plan for a building in Freedom Park that would include space for the VFW, the Senior Center, the Day Away Program, public restrooms, a healing garden and a patio by the lake. It would also house a convention center and a pavilion that could be rented for events. Ken has talked to caterers in the area who have responded favorably. The VFW could have the military use this and the rest of Freedom Park for their training and they would break it into 10-12 projects. They could even build baseball diamonds. Funding would come from the community improvement grant. The estimated cost is \$1.5 to \$2 million. The timeline will depend on when the engineering group can come. Considerable discussion followed. Staff will begin drafting a development agreement for this project with formal approval possible in April. Alderman Ard moved to approve the VFW concept plan, seconded by Alderman Zajkowski and carried.

Jug Handle Update

Jeremiah Wendt explained that he has been working with the DOT to map out an alternate to the Jug Handle. A long-term solution that may be more acceptable to the City would be a bridge over Hwy 64 west of Wall Street. This would allow Wall Street and North Fourth Street intersections to be right in/right out and would still allow for some development north of the highway as well. Staff will present this option to property owners in that area to get feedback and bring that back to the Council next month.

2016 Street Project Updates

Jeremiah stated that preliminary plans are ready for the four 2016 street projects.

Project #1 – Paperjack Drive – Estimated cost \$1,388,921 with City's share \$999,506

Project #2 - River/Fairfield/Summit – Estimated cost \$1,874,910 with City's share \$845,018

Project #3 – North Shore Drive – Estimated cost \$1,751,172 with City's share \$1,512,729

Project #4 – North Starr/East Hughes – Estimated cost \$941,816 with City's share \$430,036

The total cost of all projects is \$5,956,819 with the City's share \$3,787,288. The City intended to borrow \$4.5 million. Current estimates put that amount at approximately \$4.7 million. The next step would be to approve bidding the projects at the March Council meeting and award bids at the April Work Session.

Safe Routes to School

Jeremiah Wendt presented a summary of the Safe Routes to School plan. The City received a grant to do an area wide study for safe routes to school. Several routes were mapped, along with curb bump outs, signage and other traffic calming ideas. If the City Council approves the plan, grant opportunities will be available.

Urban Non-Point Source Planning Presentation

Jeremiah Wendt presented the findings from a study done by MSA regarding urban non-point source planning. When the City reaches 10,000 population, we will be required to obtain a permit for stormwater. This study was done to see where we are at this time with treating stormwater and specifically looking at solids and Phosphorus. We are meeting approximately 31% solids reduction at this time. Any ponds that are not owned by the City will need to have maintenance agreements on them before we hit 10,000.

125th Street Upgrade Discussion

Mike Darrow explained that this street is in both in the City and the Township of Richmond and is in bad need of repair. Mike and Jeremiah will meet with the Town Board to discuss costs and funding and will bring it back to the Council in March or April. There was also discussion regarding a path along the road.

Mayor's Appointment

Mayor Horne appointed Mike Kastens to the Plan Commission to replace Rachel Greenwold. Alderman Hansen moved to confirm this appointment, seconded by Alderman Jackson and carried.

2016 Medallion Hunt

There was discussion regarding a medallion hunt the week of March 21-25. The Park Board would like to encourage people to explore the City's parks and trails. Clues will be posted online each day and there will be a prize of \$1,000. It will be open to the public, both City residents and non-residents. City employees and City Council will not be allowed to participate. Alderman Ard moved to approve the 2016 Medallion Hunt, seconded by Alderman Jackson and carried.

Communications and Miscellaneous

Alderman Zajkowski stated that the Skate Park hit \$80,000 for funds raised as of today. Jeremiah reported that the Just Fix It meeting will be tomorrow night at 5:00 p.m. at Ready Randy's. The New Richmond VFW Post will host the 2018 Loyalty Day Parade.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(f) Conferring with legal counsel for the Common Council who is rendering advice concerning strategy to be adopted by the Council with respect to a Notice of Claim received by the City on or about February 14, 2016, seconded by Alderman Zajkowski and carried.

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

Meeting adjourned at 7:04 p.m.

Tanya Reigel
City Clerk

SPECIAL COUNCIL MEETING
MARCH 1, 2016 AT 4:45 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, Volkert, Ard and Jackson.

Members Absent: Alderman Hansen and Zajkowski

The Pledge of Allegiance was recited.

Alderman Kittel moved to adopt the agenda, seconded by Alderman Jackson and carried.

Application for Temporary Class B License

Alderman Ard moved to approve the application for Temporary Class B License from New Richmond Hockey Association for March 11-13, 2016 for the senior men's hockey tournament, seconded by Alderman Jackson and carried.

Communications and Miscellaneous

None

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

Meeting adjourned at 4:50 p.m.

Tanya Reigel
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL FEBRUARY 8, 2016

VO #	PAYMENT TO:	AMOUNT
59046	CITY UTILITIES - SALES TAX	66.72
59047	RICE, CYNTHIA	900.00
59048	RUNNING, INC	4,332.56
59049	WI DEPT OF TRANS - TV & RP UNIT	35.00
59050	WILLIAMSON & SILER S C	2,739.34
59051	COUNTRYSIDE VET CLINIC	305.00
59052	BOND TRUST SERVICES CORPORATION	700.00
59053	CITY OF NR - REVOLVING FUND	174.48
59054	EKCBERG LAMMERS BRIGGS WOLFF & VIERLING	8,735.14
59055	EXPRESS SERVICES, INC	764.40
59056	FRONTIER COMMUNICATIONS	698.11
59057	GIBSON & ASSOCIATES	76.20
59058	ONSITE MEDICAL SERVICE, INC	2,032.00
59059	PEDERSON, JOEL	975.00
59060	SCHOOK DISTRICT OF NR - MOBILE HOME FEES	179.18
59061	ST CROIX COUNTY HIGHWAY DEPT	408.56
59062	ST CROIX CONTY TREASURER - TAXES	2,069.80
59063	VERIZON WIRELESS (CITY)	287.65
59064	VOID	-
59065	WI DEPT OF TRANS - TV & RP UNIT	25.00
59066	WI DEPT OF JUSTICE - CRIME INFOR BUREAU	14.00
59067	ANDERSON, CAROLE	116.70
59068	ANDERSON, MARY LOU	116.70
59069	FALL, SHARON	108.92
59070	HEINBUCH, ALICE	153.18
59071	LAMOTTE, JOANN	108.92
59072	OLSON, HENDRENA	153.18
59073	OLSON, ROBERT	153.18
59074	PELLEGRINO, JEAN	153.18
59075	SPRINGER, ROSEMARY	116.70
59076	UTECHT, INEZ	116.70
59077	UTECHT, JAMES	116.70
59078	ASHLAND CLERK OF COURTS	200.50
59079	MUNICIPAL PROPERTY INSURANCE COMPANY	50,201.00
59080	MARTIN - MCALLISTER	450.00
59081	SCHOOL DISTRICT OF NR - TAX LEVY	3,384,812.35
59082	ST CROIX COUNTY TREASURER - DOG LICENSES	501.50
59083	ST CROIX COUNTY TREASURER - TAXES	1,107,204.18
59084	ST CROIX COUNTY TREASURER - TAXES	1,995.24
59085	STEPHENS SANITATION - RECYCLING	4,065.00
59086	STEPHENS SANITATION - REFUSE	517.15
59087	WI INDIANHEAD TECH COLLEGE - TAX LEVY	105,964.88
59088	CITY UTILITIES - 2ND BILLING	29,004.49
59089	DELL MARKETING LP	799.99
59090	FRONTIER COMMUNICATIONS (2)	66.43
59091	MICHAEL BEST & FRIEDRICH LLP	180.00
59092	ANGELA OLSON LAW	548.00
59093	BALDWIN TELECOM, INC	570.47
59094	E O JOHNSON	1,389.30
59095	NELSON, MARY JEAN	24.00
59096	SCHOENBORN, RYAN W.	222.57
59097	WAL-MART (OTHER PMTS)	543.00
	SUB - TOTAL	4,716,192.25

	SUB - TOTAL CARRIED FORWARD	4,716,192.25
59098	4 ACE PRODUCTIONS	295.00
59099	AMAZON (CITY)	455.06
59100	AMAZON (LIBRARY)	1,229.02
59101	BAKER TILLY VIRCHOW KRAUSE LLP	1,342.00
59102	BARDWAL, BOB	250.00
59103	BENEFIT EXTRAS, INC	368.75
59104	BOARDMAN & CLARK LLP	799.50
59105	BOND TRUST SERVICES CORPORATION	1,050.00
59106	CHRIS AMDAHL LOCKSMITH INC	250.00
59107	CITY OF MINNEAPOLIS	204.00
59108	CITY UTILITIES - 1ST BILLING	1,702.46
59109	CITY UTILITIES - INVOICES	12,560.49
59110	CITY UTILITIES - LANDFILL	528.76
59111	CITY UTILITIES - SAC CHARGES	1,778.00
59112	CITY UTILITIES - SALES TAX	189.57
59113	CITY UTILITIES - WATER IMPACT FEES	1,778.00
59114	CJ HAULING	750.00
59115	DOUVILLE'S BAKERY, INC	120.00
59116	EXPRESS SERVICES, INC	1,319.50
59117	FARM COUNTRY SALES, LLC	1,468.00
59118	FLEET ONE LLC	2,241.61
59119	FLEX-O-SWEEP	28.00
59120	FREEDOM VALU CENTERS	1,569.64
59121	FRONTIER COMMUNICATIONS	698.11
59122	FRONTIER COMMUNICATIONS (3)	63.98
59123	G & K SERVICES, INC	133.28
59124	GHD SERVICES INC	9,944.07
59125	HEARTLAND CONTRACTORS OF WI INC	15,284.13
59126	HOWELL, PAT	100.00
59127	INDUSTRIAL SAFETY	9,589.91
59128	KIENHOLZ, KATHRYN	26.00
59129	KRILL'S EXCAVATING INC	750.00
59130	KWIK TRIP/KWIL STAR STORES	979.20
59131	MINNESOTA LIFE INSURANCE CO	2,068.09
59132	MONROE TRUCK EQUIPMENT, INC	10,399.00
59133	MORTON SALT, INC	11,790.78
59134	MSA PROFESSIONAL SERVICES INC	115.00
59135	N W B I A	10.00
59136	NECHVILLE EXCAVATING INC	750.00
59137	NEW RICHMOND CEMETERY ASSN	15,000.00
59138	NEW RICHMOND SENIOR CENTER	4,000.00
59139	RICE, CYNTHIA	900.00
59140	RIVERTOWN MULTIMEDIA	390.84
59141	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	179.18
59142	SHORT-ELLIOT-HENDRICKSON	27,832.28
59143	SKOGLUND OIL COMPANY	252.55
59144	ST CROIX COUNTY HIGHWAY DEPT	2,167.50
59145	ST CROIX COUNTY SHERIFF'S DEPT	90.00
59146	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	652.80
59147	ST CROIX VALLEY REGIONAL TOURISM ALLIANCE	150.00
59148	STATE OF WI - COURT FINES & ASSESSMENTS	1,499.12
59149	STEPHENS SANITATION - RECYCLING	4,065.00
59150	STEPHENS SANITATION - RECYCLING SHED	749.32
59151	THE PLANNING COMPANY LLC	3,980.00
59152	VILLAGE OF CLEAR LAKE	400.00
	SUB - TOTAL	4,873,479.75

	SUB - TOTAL CARRIED FORWARD	4,873,479.75
59153	VILLAGE OF STAR PRAIRIE	175.56
59154	WASHINGTON NATIONAL INC CO	390.50
59155	WHIPLASH DESIGNS & GRAPHICS	60.00
59156	WI DEPT OF REVENUE - MFG ASSESSMENT	2,313.86
59157	WI PROFESSIONAL POLICE ASSN, INC	622.50
59158	WILLIAMSON & SILER S C	1,761.90
59159	WISCONSIN SUPREME COURT	700.00
59160	XCEL ENERGY	6,914.14

TOTAL VOUCHERS **4,886,418.21**

ELECTRONIC FUND TRANSFERS

PAYROLL (2/19 & 3/4)	193,504.67
DEFERRED COMP	8,040.00
ROTH - WI	250.00
FEDERAL W/H	62,513.69
STATE W/H	11,080.96
POSTAGE	2,000.00
LT DISABILITY PREMIUMS	1,498.78
MEDICAL PREMIUMS	86,477.85
RETIREMENT	42,588.48
VISA P-CARDS	35,558.64
HRA	2,745.00
WI - SCTF	1,804.56
FLEX SPENDING	4,910.68
HSA CONTRIBUTIONS ER	-
EMPLOYEE FUND	180.00
FIREMEN DUES DEDUCTIONS	360.00
INVESTMENT TRANSFERS	-
AFLAC	1,490.43
PAYCHEX FEES	1,745.10
ASM TRANSFER	-
IMPACT FEE TRANSFERS	3,334.00
SPORTS CENTER LEASE	8,000.00
MISC - BILLINGS	-
MISC - RESTITUTIONS	303.00
TID FEES	-
WPPI LOAN PMTS	1,828.40
DEBT PMTS/BREMER LOAN PMTS	218,160.66

TOTAL ELECTRONIC FUNDS **688,374.90**

GRAND TOTAL **5,574,793.11**

CHAIRMAN OF FINANCE COMMITTEE
3/14/2016

FIRE DEPT. REPORT

Council Report February 2016 [revised 3/11/16]

1. Hosted the Police & Fire Commission and West Central District Regional Waste Water Meetings; provided hospitality, use of audio – visual equipment and the training room.
 2. Began the SAFER grant process with Noah's assistance. (Staffing for Adequate Fire & Emergency Response).
 3. NRF&R yearly awards program. Awards were given to Jonathan Haffner – 5 years of service, Scott Lynch – 10 years of service, Richard Haffner – 10 years of service and Mike Strey – 20 years of service.
 4. Retirement award. Paul Branch retired 2/29/2016 with 22 years of service.
 5. Completed and published the 2015 Annual Report.
 6. Training:
 - a. February 1st, Winter outdoor victim long-boarding / off road Rescue
 - b. February 8th, Ice Water Rescue and Radio Communications
 - c. Yearly Awards program, communications.
 7. Attended meetings – St. Croix County Fire Association SCBA Initiative. Most all FDs in St. Croix County are or will be in the process of replacing SCBA units. As this is a costly endeavor, departments have joined up to investigate the pros and cons of each manufacture as a team effort. 3 companies were sent invitations to demonstrate their product. Demo models will arrive in March / April to use.
 8. Work continues with MABAS and IamR as the Somerset Fire Department had called a MABAS event, we continue to learn and adjust after every event.
 9. **Red Flag Warning Burning Ban** As agreed upon by the St. Croix County Fire Chiefs, when effective, upon issuance of a Red Flag Warning^[1] by the National Weather Service (NWS) for St. Croix County, a county-wide burning ban will then be in effect for the duration of such warning. In such an event, the St. Croix County Emergency Communications Center (“Dispatch”) will notify all Fire Chiefs and all appropriate municipal officials, including, townships, cities, and villages, through the use of a *Code Red* email notification. This policy will remain in effect through the 2016 calendar year unless otherwise revoked.
What does this mean for our City Residents? This includes all camp / recreational fires.
-



First Responder Grants
YOUR KEY TO FUNDING

Grant News

540-230-8440

Public Safety Grant News 2016

SAFER Application Period Is Open. Start Your Application Now!

Fire Grant News - FEMA

Feb. 23, 2016 – The FY 2015 Staffing for Adequate Fire and Emergency Response (SAFER) Grant application period is underway and will close on Friday, March 25, 2016 at 5:00 P.M. EST. We recommend that you start your application today by reviewing the FY 2015 SAFER Application Assistance Tools. These tools were produced specifically to help potential applicants plan their FY 2015 SAFER applications.

Application Assistance Tools and Tips Are Available

FY 2015 SAFER Application Assistance Tools

- Notice of Funding Opportunity (NOFO)
- Application Checklist: This checklist will help you prepare your SAFER grant application
- Self-Evaluation – Hiring of Firefighters. Rehiring, retention, attrition, and new hires; and career, combination, and volunteer fire departments
- Self-Evaluation - Recruitment and Retention - Fire Departments: Combination and volunteer fire departments
- Self-Evaluation - Recruitment and Retention – Interest Organizations: National, State, Local, or Tribal Volunteer Firefighters Interest Organizations
- Economic Hardship Supplemental Information – Hiring of Firefighters: This checklist will help those departments applying under the Hiring of Firefighters category to gather information on the economic conditions of their fire department in preparation of a SAFER grant application
- FY 2015 SAFER Frequently Asked Questions (FAQs)

NEW RICHMOND NEWS
New Richmond Fire & Rescue Incidents
February 1-29, 2016

02-01-16 (1)
East 11th Street, City Of
General Fire Alarm

Responded to a general fire alarm. Arrived on the scene. The building had been evacuated. The caller stated that they smelled smoke and didn't know where it was coming from. Searched the entire building and did not find any cause for the concern; however, it was noted that there was outdoor burning taking place in the area and suspected that the smoke had entered the building's heating system and caused the concern.

02-01-16 (2)
Croft Street, City Of
Fire Alarm

Arrived on the scene of an active fire alarm. Entered the building and noted that repairs were being conducted near a smoke detector that caused the alarm. Advised the maintenance crew to cover the detector(s) while sanding and painting the sheetrock in the area. No other action taken.

02-02-16 (3)
County Road T and County Road G, Erin Prairie Township
Two Vehicle Accident

Responded to a traffic crash. Arrived on the scene and provided fire, traffic, and environmental protection. Remained on the scene until NREMS cleared the scene, then cleared as well.

02-03-16 (4)
Highway 65, City Of
Two Vehicle Accident/Roll-Over

Responded to a traffic crash. Arrived and provided fire, traffic, and environmental protection. Remained on the scene until the vehicle was up-righted and removed from the scene.

02-06-16 (5)
Circle Pine Drive, City Of
Garage Fire

Arrived on the scene of a garage fire. The NRPD officer had discharged an extinguisher and controlled / extinguished the fire before the structure became involved. Removed smoldering debris and checked for any fire extension. None found. Cleared the scene.

02-12-16 (6)
Hidden Lane, City Of
Fire Alarm

Responded to an active fire alarm in an apartment building. Arrived to find that food had over-cooked and the smoke detector had been activated. Aired out the building's hallway and reset the alarm panel. No other action taken. Cleared the scene.

02-13-16 (7)
Greaton Road, City Of
Home Smoke Detector - False Alarm

Responded to an active fire alarm. Arrived and checked the home for any conditions that may have caused the alarm. Did not find any cause and advised the homeowner that the detector may need replacing. No other action taken. Cleared the scene.

02-14-16 (8)

**80th Street, Star Prairie Township
Single Vehicle Crash (Mutual Aid Received)**

Arrived on the scene of a single vehicle crash. Provide fire, traffic, and environmental protection. Searched the nearby area for a second occupant from the vehicle. Later learned that the second person had been given a ride to the hospital before our arrival. Once the vehicle had been removed, cleared the scene.

**02-15-16 (9)
Highway 12, Mutual Aid to Roberts-Warren Fire & Rescue
Structure Fire**

Provided mutual aid to the Roberts / Warren Fire Department as their IC had requested a tender for water support. Once no longer needed, cleared the scene.

**02-15-16 (10)
Main Street, Mutual Aid to Somerset Fire
Structure Fire**

Provided mutual aid to the Somerset Fire Department at a structure fire. As per their IC, responded with the ladder truck and two engines with personnel and later responded with a tender per a MABAS request. Remained on the scene until services were no longer required.

**02-21-16 (11)
North Fourth Street, City Of
Natural Gas Odor**

Responded to an odor of natural gas in the area of the loading dock. Checked for any levels of gas within the building and boiler room. Finding none, checked the outside area and noted that the odor appeared when the furnace exhaust settled below the exhaust stack. Consulted with a maintenance person and then cleared the scene.

**02-23-16 (12)
South Starr Avenue, City Of
General Fire Alarm**

Arrived on the scene of an active general fire alarm. Investigated and discovered that maintenance was cleaning and inadvertently activated the alarm. No action taken. Cleared the scene.

**02-25-16 (13)
North Fourth Street, City Of
General Fire Alarm - Cancelled En Route**

Responded to a general fire alarm; however, while en route, Dispatch advised that proper codes were obtained and the alarm was false. Cancelled the response and returned to the station.



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: March 10, 2016

RE: VFW Building Project Update

Background

Members from the VFW Post 10818 will be at the meeting to give an update on the possible building project at Freedom Park that would include the VFW's headquarters, a banquet facility, and a park pavilion. The Council discussed this at the work session on February 22, 2016.

Recommendation

No action is required at this time



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: March 11, 2016

RE: Sunshine Courts Update

Background

Staff will provide an update regarding Sunshine Courts.



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: 2 March 2016

RE: New Richmond – Dorset Investments II, LLC; CSM

TPC FILE: 164.01

BACKGROUND

Dorset Investments II, LLC owns Lots 7 and 12 at the southeast corner of Knowles Avenue (TH 65) and East Richmond Way. The developer has submitted a certified survey map (CSM) to adjust the common lot line between the two parcels. CSM are processed in accordance with Section 117-20 of the Subdivision Ordinance and require review by the Plan Commission and approval of the City Council.

Exhibits:

- A. Site Location
- B. Certified Survey Map

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for commercial land uses. The proposed CSM will establish for two developable commercial lots consistent with the land uses planned by the Comprehensive Plan.

Zoning. The subject site is zoned Z3 District. The Z3 District allows for a broad range of retail, service, office and mixed use development forms. The proposed CSM will establish for two lots suitable for development of commercial uses as allowed in the Z3 District.

Lot Width. Lots within the Z3 District must have a minimum width of 80 feet. Proposed Lot 13 has a width of 433 feet and proposed Lot 14 has a width of 130 feet. Both lots comply with the minimum width requirements of the Z3 District.

Access/Streets. Proposed Lot 13 abuts Knowles Avenue and proposed Lot 14 abuts Knowles Avenue and East Richmond Way. No access to Knowles Avenue or East Richmond Way is to be allowed from these lots. Access to proposed Lots 13 and 14 will be off of Dorset Lane south of East Richmond Way along the east side of the lots. Dorset Lane exists within a City owned parcel abutting Lot 14. Development of Lot 13 will require extension of the public street overlaying Lot 13 and the St. Croix County owned parcel to the east. The proposed CSM dedicates a 25 foot wide easement to the City for the west half of this future roadway.

Sidewalks. There is an existing sidewalk along East Richmond Way abutting the north side of proposed Lot 14. Development of proposed Lots 13 and 14 will require construction of a five foot wide public sidewalk along the west side of Dorset Lane. Easement for a trail adjacent to Knowles Avenue should also be dedicated with the CSM over Lots 13 and 14.

Easements. Section 117-41.C of the Subdivision Ordinance requires provision of 10 foot wide drainage and utility easements at the perimeter of the proposed lot. The drainage and utility easements may overlay side and rear lot lines, 5 feet on each side. The CSM provides for dedication of drainage and utility easements as required by the Subdivision Ordinance. The existing drainage and utility easement overlaying the existing side lot line may be vacated in the future as it no longer serves a public purpose with the adjustment of the common lot line between the two parcels.

Grading. The CSM application does not include a grading plan. Storm water storage and pretreatment may be handled for proposed Lots 13 and 14 by an existing regional storm water basin with some modifications. Storm water management plans for proposed Lots 13 and 14, including storm water calculations, will be required to be submitted with the required zoning applications for each lot. All grading, drainage and utility issues are subject to review and approval of the Public Works Director.

Utilities. Municipal utilities are available to serve proposed Lots 13 and 14. Sanitary sewer and water utilities are installed within the existing section of Dorset Lane and will be extended to the south line of proposed Lot 13 upon development of the lot and extension of the public street. All utility issues are subject to review and approval of the Public Works Director.

Landscaping. Section 117-40.B of the Subdivision Ordinance requires installation of street trees along public rights-of-way. City staff recommends deferring installation of the street trees required along Knowles Avenue, East Richmond Way and Dorset Lane until proposed Lots 13 and 14 are developed and installation of the required trees be addressed as part of the site plan review approval.

RECOMMENDATION

City staff recommends approval of the proposed CSM subject for Dorset Investments II, LLC, subject to the conditions outlined below. The Planning Commission considered the CSM at their meeting on 1 March 2016 and voted to recommend City Council approval.

POSSIBLE MOTIONS

- A. Motion to **approve** a CSM for Dorset Investments II, LLC subject to the following conditions:
 - 1. All public right-of-way, trail, sidewalk and drainage and utility easements are subject to review and approval of the Public Works Director.
 - 2. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
 - 3. All utility issues are subject to review and approval of the Public Works Director.
 - 4. Installation of street trees required by Section 117-40.B of the Subdivision Ordinance shall be deferred and is to be made a condition of the site plan review approval.

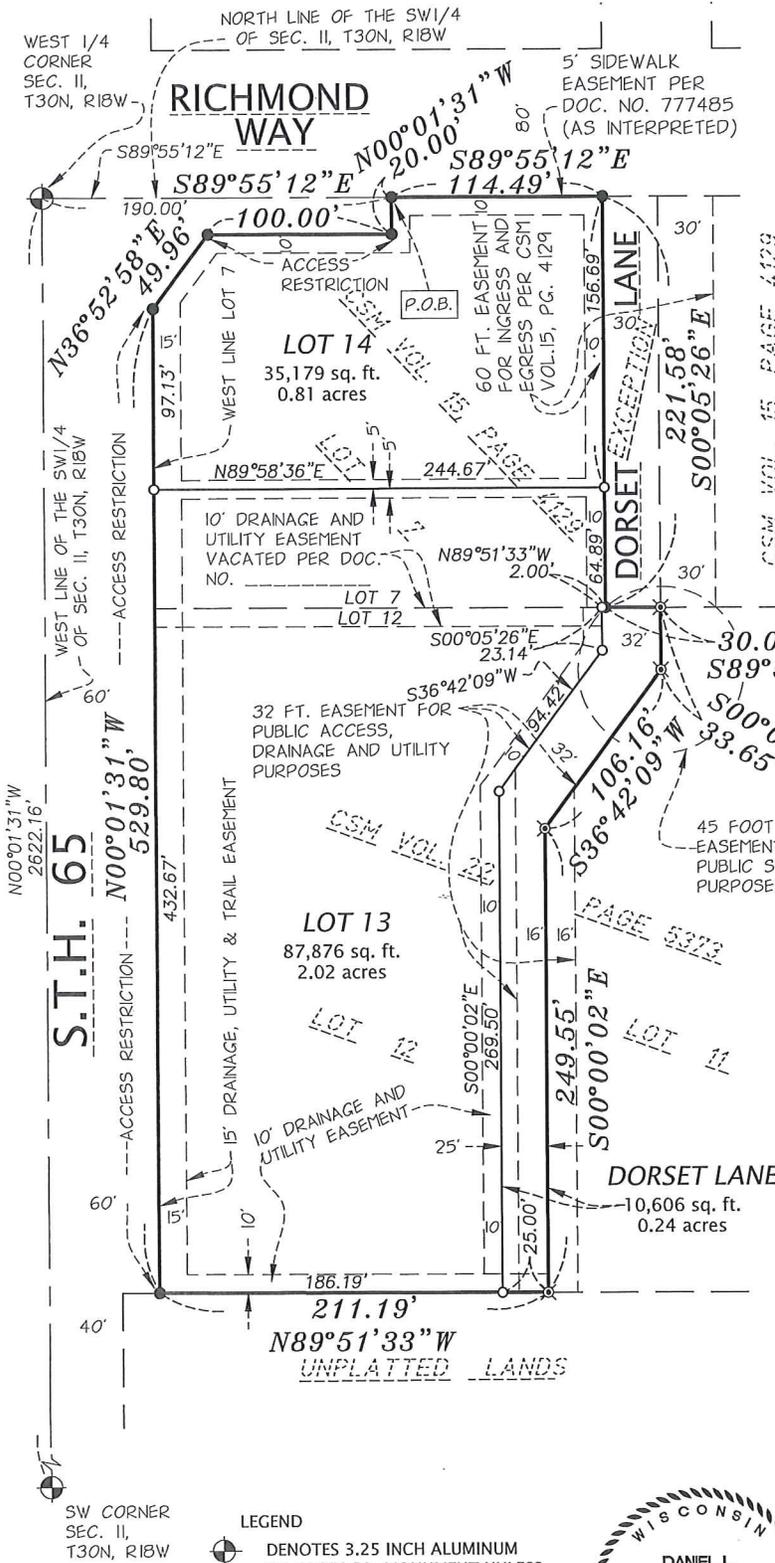
- B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and/or Subdivision Ordinance.

- C. Motion to **table** for further discussion.

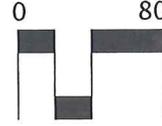
- c. Mike Darrow, City Administrator
Tanya Reigel, City Clerk
Jeremiah Wendt, Public Works Director
Sarah Skinner, Building Inspector

CERTIFIED SURVEY MAP

Located in the Northwest Quarter of the Southwest Quarter of Section 11, Township 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin.



NORTH



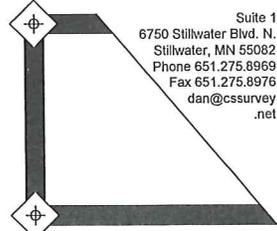
BEARINGS ARE REFERENCED TO THE WEST LINE OF LOT 7, CSM V. 15, P.4129 WHICH IS ASSUMED TO BEAR S00°01'31"E.

OWNERS:
DORSET INVESTMENTS, II, LLC
84 ST CROIX TRAIL S
LAKELAND, MN 55043

- LEGEND**
- ⊕ DENOTES 3.25 INCH ALUMINUM ST. CROIX CO. MONUMENT UNLESS OTHERWISE INDICATED.
 - DENOTES FOUND 5/8" REBAR
 - DENOTES SET 1" O.D. X 24" IRON PIPE WEIGHING 1.68 LBS PER LINEAR FOOT
 - ⊗ DENOTES SET P.K. SURVEY NAIL
 - DENOTES 10 FOOT WIDE DRAINAGE AND UTILITY EASEMENT UNLESS OTHERWISE INDICATED



THIS INSTRUMENT WAS DRAFTED BY DANIEL L. THURMES



Suite 1
6750 Stillwater Blvd. N.
Stillwater, MN 55082
Phone 651.275.8969
Fax 651.275.8976
dan@cssurvey.net

CORNERSTONE
LAND SURVEYING, INC
SHEET 1 OF 2 SHEETS



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: D. Daniel Licht, AICP

DATE: 2 March 2016

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. City staff is bringing forward proposed amendments for consideration at a public hearing noticed for the Plan Commission meeting on 1 March 2016.

Exhibits:

- A. Draft amendments

ANALYSIS

Driveways. The design and location of driveways are regulated by Section 70 of the City Code. City staff is proposing a number of updates to the provisions regarding driveway location and width to be consistent with development requirements and to provide for administrative approval of exceptions to the standards to facilitate the development review process. These changes include:

- Establishment of a maximum width requirement of 24 feet for residential and 26 ft. for commercial/industrial. Exceptions for non-single family uses and commercial/industrial may be approved by the Public Works Director based on a circulation need specific to a given use or property provided that the exception will not result in congestion in the

public street. The most common need for an exception is for commercial and industrial properties to have accesses wide enough to allow semi-tractor/trailers to enter/exit a site or instances where there are multiple lanes entering/existing a site with turn lanes.

- Specification that properties are limited to one driveway. Exceptions for non-single family uses may be approved by the Public Works Director based on a circulation need specific to a given use or property provided that the exception will not result in congestion in the public street. Again the need for an exception relates to semi-tractor trailer access to traffic generation by the proposed use necessitating more than one driveway.

Section 121-52A.1.C. of the Zoning Ordinance also regulates street access and driveways. In order to be consistent, with Section 70-39 of the City Code, City staff would recommend changing the driveways and vehicular entrances to parking lots, garages and parking structures to be no wider than 24 feet for residential uses and 26 feet for commercial/industrial uses at the lot line.

Lot Combinations. Wisconsin Statutes 236.45(2)(am) exempts requests to adjust lot lines between abutting properties from the City's Subdivision Ordinance provided that all of the parcels comply with Zoning Ordinance requirements and that no new lots are created. City staff recommends including this exception as part of the Subdivision Ordinance in Section 117-10 for clarification purposes.

Columbariums. City staff received an inquiry regarding allowance of a columbarium at a church within the City. A columbarium is generally consistent with the existing definition of cemetery included in the Zoning Ordinance but are not specified. City staff recommends amending the definition of cemetery to include reference to a columbarium. Cemeteries are a permitted use in the Z3 and Z4 Districts and a conditional use in the Z1 and Z5 Districts.

Funeral Homes. City staff has received an inquiry from an existing funeral home in the City regarding development of a new facility that would include a crematorium. Crematoriums are listed as a separate use from funeral homes by Table 3 of the Zoning Ordinance, but the definition of funeral home does include reference to procedures for preparation for burial, which may be interpreted to include cremation. Crematoriums are highly regulated by the State as to emissions and other possible side effects of the facility (as is the entire mortuary business). A crematorium accessory to a funeral home may be considered to be an incidental component of such facilities. As such, City staff recommends amending the definition of funeral home to reference crematoriums as an included facility for the use. Funeral homes are permitted uses in the Z1, Z2, Z3 and Z6 Districts and a conditional use in the Z4 District.

Site/Building Amendments. The City has recently processed applications for two minor expansions of existing uses at Wisconsin Indianhead Technical College (WITC) and Westfields Hospital. For each application, the use is listed as a conditional use in the respective zoning district the facilities are located. The Zoning Ordinance currently requires a conditional use

permit application be processed for such modifications even though the expansion is relatively minor in scope. The same situation would apply to uses subject to site plan review and approval under the current Zoning Ordinance. City staff recommends amending the Zoning Ordinance to provide an exception for minor alterations of an existing use to streamline the development review process for property owners in terms of time and cost. Proposed modifications to an existing permitted use allowed subject to site plan approval or as a conditional use would only require administrative review when the modification would not result in an increase, traffic, employees, expand any principal building, or otherwise increase the intensity of the use of the site by a factor of more than 20 percent. The site plan modification would be subject to compliance with all requirements of the applicable zoning district and all other performance standards of the Zoning Ordinance. The Planning Commission added a stipulation that administrative approvals of an expansion would only be allowed once every two years.

Parks. City staff noted that Table 3 of the Zoning Ordinance does not identify public parks as an allowed use. City staff also reviewed the definitions of indoor and outdoor recreation and determined that they do not apply to public park facilities. City staff recommends that Table 3 of the Zoning Ordinance be amended to provide for City of New Richmond Parks as a permitted use in all zoning districts and that public parks owned/operated by other public jurisdictions be allowed as conditional uses in all zoning districts except Z7. The conditional use permit process will allow the City oversight of the location and design of non-City parks to ensure consistency with the Comprehensive Plan, compatibility with surrounding land uses and adequate access and other infrastructure needed to serve the park.

Trash Enclosures. City staff was recently challenged that the provisions of Section 121-48.C of the Zoning Ordinance requiring an enclosure for outdoor trash containers does not specify a gate be provided. City staff in that situation interpreted the Zoning Ordinance to determine that a gate is incidental to the structure being an “enclosure”. However, to avoid future confusion over the matter, City staff proposes adding a statement that a solid gate is also required to be provided.

WWTF Buffer Zone. City staff recently reviewed a subdivision sketch plan for a parcel adjacent to the City’s Wastewater Treatment Facility (WWTF). Wisconsin Statutes 110.15(3)(d) establishes a 500 foot setback for any development from the WWTF for public safety and compatibility reasons. City staff recommends incorporation of the WWTF buffer zone requirement as part of the Zoning Ordinance in Section 121-48.G.

Dwelling Restrictions. City staff believes it is necessary to include in Section 121-49.A establishing standards for residential dwellings a provision that prohibits occupancy of a garage or accessory building, tent, and RV for use as a permanent or temporary dwelling. The basis of such a restriction is to ensure public safety regarding waste disposal and maintain the intended character and compatibility of uses within residential areas of the City.

Temporary Structures. The City has had a number of requests for use of temporary structures either while a construction project is ongoing or as an interim measure until an expansion is undertaken. Also, temporary structures are commonly used for construction management during a project. The Zoning Ordinance does not make provision for temporary structures. Use of such structures would be appropriate during the time when construction of a project is ongoing either by the occupant of the proposed building or for project management. However, use of temporary structures as interim space until an expansion or relocation can be pursued may be considered contrary to the intent of the development standards adopted as part of the Zoning Ordinance. The provisions proposed by City staff would limit use of temporary structures approved administratively to those situations where there has been a building permit issued and use of the temporary structure must cease after a specified time period or after issuance of a certificate of occupancy for the new, remodeled or expanded building. Performance standards are also included addressing compliance with the building code, access to utilities and provision of vehicle access and parking.

Landscaping. Section 121-55.G.2 of the Zoning Ordinance outlines landscape requirements for screening off-street parking areas from adjacent streets and sidewalks. The provisions in effect require planting boulevard trees and either planting a hedgerow or installing a decorative fence along the lot line abutting the public right-of-way. City staff believes that the requirement to install a hedge planting or decorative fence is problematic in that there will be an inconsistent application of the requirement from property to property that will not be visually appealing. Also, the requirement does not adequately consider space required for snow storage. As such, City staff recommends that the specific requirement for a hedgerow planting or decorative fence be removed with a provision stating a generalized landscape strip of turf and/or shrubs be provided along with maintaining the requirement for boulevard trees.

RECOMMENDATION

City staff recommends approval of the draft ordinance amending the City Code, Subdivision Ordinance and Zoning Ordinance as presented. The Planning Commission conducted a public hearing at their meeting on 1 March 2016. There were no public comments. The Planning Commission closed the public hearing and recommended the City Council approve the proposed amendments in the form attached hereto.

POSSIBLE ACTIONS

- A. Motion to **adopt** an Ordinance amending the City Code as recommended by the Development Review Committee and Planning 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 70-39(a)(2) of the City Code (Driveway location, design and construction requirements) is hereby amended to read as follows:

- (2) Number. ~~The number of driveways to serve an individual property fronting on a street shall be one, except where deemed necessary and feasible by the Common Council for reasonable and adequate service to the property, considering the safety, convenience and utility of the street. All property shall be entitled to at least one access to a public street. Single-family uses shall be limited to one access per property; other uses may be allowed additional accesses subject to the following criteria as determined by the Public Works Director:~~
 - a. The additional access is necessary to provide adequate on site circulation.
 - b. The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 2. Section 70-39(b)(1) of the City Code (commercial and industrial driveways) is hereby amended to read as follows:

- (1) Width. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 26 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, ~~the Common Council in its discretion~~ Public Works Director may, at their discretion, permit a driveway of additional width subject to the following criteria:
 - a. The additional access is necessary to provide adequate on site circulation.
 - b. The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 3. Section 70-39(c)(1) of the City Code (residential driveways) is hereby amended to read as follows:

(1) Width.

(a) All residential dwellings. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 24 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii.

(b) Other uses. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 24 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Public Works Director may, at their discretion, permit a driveway of additional width subject to the following criteria:

(1). The additional access is necessary to provide adequate on site circulation.

(2) The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 4. Section 117-10.A of the Subdivision Ordinance (Conformity with this Ordinance required) is hereby amended to include the following provision:

2. This Ordinance shall not apply to the sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by the Zoning Ordinance in accordance with Wisconsin Statutes 236.45(2)(am)3 .

Section 5. Section 121-15 of the Zoning Ordinance (definitions) is hereby amended revise the following definitions to read as follows:

Cemetery. A ~~placed~~place used for internment of human or animal remains or cremated remains, including ~~a~~columbariums or mausoleums for vault or crypt internments.

Funeral home. A building used for the preparation of the deceased, including for burial or an accessory crematorium, and the display of the deceased and the conduct of rituals connected with the activities before burial or cremation.

Section 6. Section 121-31 of the Zoning Ordinance (Site Plan Review) is hereby amended to add the following provisions:

K. Plan Modifications.

An amended site plan shall be applied for and administered as required for a new site plan, except that those modifications meeting the following criteria, as determined by the Zoning Administrator, are eligible for administrative approval in accordance with Section 121-30 of this Chapter:

1. Only applications for preexisting uses or uses explicitly classified as permitted uses, including accessory uses or changes in occupancy, of the property by Table 3 of this Chapter are eligible for administrative approval.
2. The site plan modification shall not result in an increase, traffic, employees, expand any principal building, or otherwise increase the intensity of the use of the site by a factor of more than 20 percent.
3. The site plan modification shall comply with all requirements of the applicable zoning district and all other performance standards of this Chapter.
4. Only one amended site plan shall be approved administratively within a 2 year period.

Section 7. Section 121-32.G of the Zoning Ordinance (Conditional Use Permits) is hereby amended to read as follows:

G. Amendments.

4. Holders of a conditional use permit may propose amendments to the permit at any time following the procedures for a new permit as set forth in this Section, except those permit modifications meeting the following criteria, as determined by the Zoning Administrator, may be approved administratively in accordance with Section 121-30 of this Chapter:

1. Only applications for preexisting uses or uses explicitly classified as allowed uses, including accessory uses or changes in occupancy, by the approved conditional use permit governing the use of the property are eligible for administrative approval.
2. The site plan modification shall not result in an increase, traffic, employees, expand any principal building, or otherwise increase the intensity of the use of the site by a factor of more than 20 percent.
3. The site plan modification shall comply with all requirements of the applicable zoning district and all other performance standards of this Chapter.
4. Only one amended site plan shall be approved administratively within a 2 year period.

Section 8. Table 3.c of the Zoning Ordinance (Civic) is hereby amended to add “Public park, City of New Richmond only” as a permitted use (A) use within the Z1, Z2, Z3, Z4, Z5, Z6, and Z7 Districts.

Section 9. Table 3.c of the Zoning Ordinance (Civic) is hereby amended to add “Public park, other than City of New Richmond” as a conditional use (C) use within the Z1, Z2, Z3, Z4, and Z5 Districts.

Section 10. Section 121-48.C of the Zoning Ordinance (General Performance Standards – Loading and trash/refuse collection areas) is hereby amended read as follows:

C. Loading and trash/refuse collection areas:

Loading areas and trash/refuse collection areas shall be screened from view from the front of the lot, public rights-of-way and adjacent properties, and located on the lot according to District standards. The screening shall be accomplished with an enclosed structure constructed of materials consistent with that of the principal building and solid gate, as well as evergreen landscaping, earth berms, or a combination of these items as described in Table 15 for uses developed or redeveloped after January 1, 2015, except within the Z6 District where only a fence or other enclosed structure is to be required.

Section 11. Section 121-48 of the Zoning Ordinance (General Performance Standards) is hereby amended to add the following provisions:

G. Waste Water Treatment Facility Buffer Zone.

In accordance with Wisconsin Statutes NR 110.15(3)(d) a 500 foot setback is hereby established for all uses, lots and buildings, except for those owned or operated by the City of New Richmond, from the City Waste Water Treatment Facility (WWTF).

Section 12. Section 121-49.A of the Zoning Ordinance (Additional Building and Lot Regulations – Residential Dwelling Units) is hereby amended to add the following provisions:

3. No garage, tent, accessory building or motor home shall at any time be used as temporary or permanent living quarters; tents, playhouses or similar structures may be used for play or recreational purposes.

Section 13. Section 121-49 of the Zoning Ordinance (Additional Building and Lot Regulations) is hereby amended to add the following provisions:

H. Temporary Structures.

The placement and use of a temporary structure in all zoning districts may be approved by an administrative permit issued by the Zoning Administrator subject to the following provisions:

1. No administrative permit shall be issued for a temporary structure unless a building permit has been issued for a new structure, addition or remodeling of an existing structure on the property.
2. The administrative permit shall terminate nine (9) months from its date of issuance, or within thirty (30) days after a certificate of occupancy has been issued by the building inspector for the permanent structure, whichever occurs first, unless a different time schedule is approved as part of the permit.
3. Temporary structures may be placed in a required building setback area, provided that no such structure may be placed within thirty feet (30') of a public right-of-way or obstruct visibility at any street intersection or driveway access.
4. Temporary structures shall comply with all applicable requirements of the Building Code.
5. Provisions for water and sewer servicing the temporary structures shall be subject to the review and approval of the Building Inspector.

6. There shall be adequate access and off-street parking provided for the temporary structure subject to approval of the Zoning Administrator.

Section 14. Section 121-55.G.2 of the Zoning Ordinance (Landscape Standards) is hereby amended to read as follows:

2. Screening adjacent to public sidewalks and streets shall include at least 2 of the following:
 - a. A landscape screening strip at least 5 feet wide, planted with turf grass and deciduous and/or evergreen shrubs.
 - b. One deciduous shade tree per every 40 linear feet of perimeter.
 - ~~c. A continuous shrub border or hedge no less than 3 feet and no more than 4 feet in height comprised of deciduous and/or evergreen shrubs.~~
 - dc. Earth berm (if space permits).
 - ~~e. Decorative metal railing system no taller than 4 feet in height.~~
 - ~~f. Decorative masonry wall no taller than 4 feet in height.~~

Section 15. Section 121-52A.1.C. of the Zoning Ordinance (Parking and Loading) is hereby amended to read as follows:

c. Driveways and vehicular entrances to parking lots, garages and parking structures shall be no wider than 24 feet for residential and 26 feet for commercial/industrial at the lot line. The Director of Public Works may approve wider driveways or additional turn lanes to accommodate larger vehicles or high traffic areas in accordance with Section 70-39(b)(1) of the City Code.

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 #483

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

Section 1. Section 70-39(a)(2) of the City Code (Driveway location, design and construction requirements) is hereby amended to read as follows:

- (2) Number. All property shall be entitled to at least one access to a public street. Single-family uses shall be limited to one access per property; other uses may be allowed additional accesses subject to the following criteria as determined by the Public Works Director:
 - a. The additional access is necessary to provide adequate on site circulation.
 - b. The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 2. Section 70-39(b)(1) of the City Code (commercial and industrial driveways) is hereby amended to read as follows:

- (1) Width. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 26 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the commercial or industrial activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Public Works Director may, at their discretion, permit a driveway of additional width subject to the following criteria:
 - a. The additional access is necessary to provide adequate on site circulation.
 - b. The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 3. Section 70-39(c)(1) of the City Code (residential driveways) is hereby amended to read as follows:

- (1) Width.

- (a) All residential dwellings. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 24 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii.
- (b) Other uses. No part of a private driveway located within the dedicated area of a public street shall, except as hereinafter provided, have a width greater than 24 feet measured at right angles to the centerline of said driveway, except as increased by permissible radii. In instances where the nature of the activity or the physical characteristics of the land would require a driveway of greater width than herein specified, the Public Works Director may, at their discretion, permit a driveway of additional width subject to the following criteria:
 - (1). The additional access is necessary to provide adequate on site circulation.
 - (2) The additional access shall create a minimum of conflict with through traffic movement and shall comply with the requirements of this Section.

Section 4. Section 117-10.A of the Subdivision Ordinance (Conformity with this Ordinance required) is hereby amended to include the following provision:

- 2. This Ordinance shall not apply to the sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by the Zoning Ordinance in accordance with Wisconsin Statutes 236.45(2)(am)3 .

Section 5. Section 121-15 of the Zoning Ordinance (definitions) is hereby amended revise the following definitions to read as follows:

Cemetery. A place used for interment of human or animal remains or cremated remains, including columbariums or mausoleums for vault or crypt interments.

Funeral home. A building used for the preparation of the deceased, including for burial or an accessory crematorium, and the display of the deceased and the conduct of rituals connected with the activities before burial or cremation.

Section 6. Section 121-31 of the Zoning Ordinance (Site Plan Review) is hereby amended to add the following provisions:

K. Plan Modifications.

An amended site plan shall be applied for and administered as required for a new site plan, except that those modifications meeting the following criteria, as determined by the Zoning Administrator, are eligible for administrative approval in accordance with Section 121-30 of this Chapter:

1. Only applications for preexisting uses or uses explicitly classified as permitted uses, including accessory uses or changes in occupancy, of the property by Table 3 of this Chapter are eligible for administrative approval.
2. The site plan modification shall not result in an increase, traffic, employees, expand any principal building, or otherwise increase the intensity of the use of the site by a factor of more than 20 percent.
3. The site plan modification shall comply with all requirements of the applicable zoning district and all other performance standards of this Chapter.
4. Only one amended site plan shall be approved administratively within a 2 year period.

Section 7. Section 121-32.G of the Zoning Ordinance (Conditional Use Permits) is hereby amended to read as follows:

G. Amendments.

Holders of a conditional use permit may propose amendments to the permit at any time following the procedures for a new permit as set forth in this Section-, except those permit modifications meeting the following criterial, as determined by the Zoning Administrator, may be approved administratively in accordance with Section 121-30 of this Chapter:

1. Only applications for preexisting uses or uses explicitly classified as allowed uses, including accessory uses or changes in occupancy, by the approved conditional use permit governing the use of the property are eligible for administrative approval.
2. The site plan modification shall not result in an increase, traffic, employees, expand any principal building, or otherwise increase

the intensity of the use of the site by a factor of more than 20 percent.

3. The site plan modification shall comply with all requirements of the applicable zoning district and all other performance standards of this Chapter.
4. Only one amended site plan shall be approved administratively within a 2 year period.

Section 8. Table 3.c of the Zoning Ordinance (Civic) is hereby amended to add “Public park, City of New Richmond only” as a permitted use (A) use within the Z1, Z2, Z3, Z4, Z5, Z6, and Z7 Districts.

Section 9. Table 3.c of the Zoning Ordinance (Civic) is hereby amended to add “Public park, other than City of New Richmond” as a conditional use (C) use within the Z1, Z2, Z3, Z4, and Z5 Districts.

Section 10. Section 121-48.C of the Zoning Ordinance (General Performance Standards – Loading and trash/refuse collection areas) is hereby amended read as follows:

C. Loading and trash/refuse collection areas:

Loading areas and trash/refuse collection areas shall be screened from view from the front of the lot, public rights-of-way and adjacent properties, and located on the lot according to District standards. The screening shall be accomplished with an enclosed structure constructed of materials consistent with that of the principal building and solid gate, as well as evergreen landscaping, earth berms, or a combination of these items as described in Table 15 for uses developed or redeveloped after January 1, 2015, except within the Z6 District where only a fence or other enclosed structure is to be required.

Section 11. Section 121-48 of the Zoning Ordinance (General Performance Standards) is hereby amended to add the following provisions:

G. Waste Water Treatment Facility Buffer Zone.

In accordance with Wisconsin Statutes NR 110.15(3)(d) a 500 foot setback is hereby established for all uses, lots and buildings, except for those owned or operated by the City of New Richmond, from the City Waste Water Treatment Facility (WWTF).

Section 12. Section 121-49.A of the Zoning Ordinance (Additional Building and Lot Regulations – Residential Dwelling Units) is hereby amended to add the following provisions:

3. No garage, tent, accessory building or motor home shall at any time be used as temporary or permanent living quarters; tents, playhouses or similar structures may be used for play or recreational purposes.

Section 13. Section 121-49 of the Zoning Ordinance (Additional Building and Lot Regulations) is hereby amended to add the following provisions:

H. Temporary Structures.

The placement and use of a temporary structure in all zoning districts may be approved by an administrative permit issued by the Zoning Administrator subject to the following provisions:

1. No administrative permit shall be issued for a temporary structure unless a building permit has been issued for a new structure, addition or remodeling of an existing structure on the property.
2. The administrative permit shall terminate nine (9) months from its date of issuance, or within thirty (30) days after a certificate of occupancy has been issued by the building inspector for the permanent structure, whichever occurs first, unless a different time schedule is approved as part of the permit.
3. Temporary structures may be placed in a required building setback area, provided that no such structure may be placed within thirty feet (30') of a public right-of-way or obstruct visibility at any street intersection or driveway access.
4. Temporary structures shall comply with all applicable requirements of the Building Code.
5. Provisions for water and sewer servicing the temporary structures shall be subject to the review and approval of the Building Inspector.
6. There shall be adequate access and off-street parking provided for the temporary structure subject to approval of the Zoning Administrator.

Section 14. Section 121-55.G.2 of the Zoning Ordinance (Landscape Standards) is hereby amended to read as follows:

- 2. Screening adjacent to public sidewalks and streets shall include at least 2 of the following:
 - a. A landscape screening strip at least 5 feet wide, planted with turf grass and deciduous and/or evergreen shrubs.
 - b. One deciduous shade tree per every 40 linear feet of perimeter.
 - c. Earth berm (if space permits).

Section 15. Section 121-52A.1.C. of the Zoning Ordinance (Parking and Loading) is hereby amended to read as follows:

- c. Driveways and vehicular entrances to parking lots, garages and parking structures shall be no wider than 24 feet for residential and 26 feet for commercial/industrial at the lot line. The Director of Public Works may approve wider driveways or additional turn lanes to accommodate larger vehicles or high traffic areas in accordance with Section 70-39(b)(1) of the City Code.

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



TO: Mayor Horne and City Council

FROM: Mike Darrow, City Administrator
Beth Thompson, Community Development Director

DATE: March 10, 2016

RE: Willow River Bluffs Subdivision – Update

The purpose of this memorandum is to provide an update of the Willow River Bluffs subdivision. This area is under the ownership of St. Croix County due to the property being in tax foreclosure. Last year, St. Croix County's Community Development Department discussed an idea of creating a regional campground or park within that site. Two months ago the County held a Community Development meeting and the idea of a regional park system was again brought up as an option for consideration of this area, but the issue was deferred to the County's Administrative Committee. At last month's Plan Commission and City Council meetings a Resolution was approved stating the following:

RESOLUTION #021601
WILLOW RIVER BLUFFS SUBDIVISION

WHEREAS, the Willow River Bluffs Subdivision was annexed into the City on June 13, 2015, for the purpose of a residential subdivision; and

WHEREAS, at the time of approval from the City, a total of \$935,000 in infrastructure was put in place, which includes streets, curb and gutter for this area; and

WHEREAS, the City's Comprehensive Plan calls for this area to be guided as low-density residential; and

WHEREAS, the City of New Richmond's Park Plan and the St. Croix County's Outdoor Recreation Plan, dated January 2013, do not call for this area to be a regional park; and

WHEREAS, a change in land use from low-density residential to park would require a change in the City's Comprehensive Plan which is a policy decision after public input; and

WHEREAS, the City's current Zoning Ordinance makes residential development an allowable use within the City; and

WHEREAS, the City undertook a recent housing study which highlighted the need for a mix of lots within the City's existing housing inventory; and

WHEREAS, the City of New Richmond affirms Willow River Bluffs Subdivision is best suited for residential development as originally proposed in 2005. To ensure that the Willow River Bluffs Subdivision be protected, the incorporation of a Conservation Easement be established within all non-developable areas.

NOW, THEREFORE BE IT RESOLVED, that the City of New Richmond requests St. Croix County to sell the property known as Willow River Bluffs in its entirety without delay.

Passed and approved: February 8, 2016.

This resolution was presented to Pat Thompson, County Administration, from St. Croix County and was put on the Administration Committee agenda for February 17, 2016. City Council members Ard and Hansen along with Mike Darrow and Beth Thompson attended the Administration meeting where they discussed Willow River Bluffs. The Administration Committee members passed the following motion:

“Motion by Kiesler, 2nd by Berke to sell the tax deed property in its entirety with conservation of easement restriction as part of the sale, with the City of New Richmond and St Croix County staff working together to determine what that might be.” Motion approved.

City staff has completed a map showing the area that is developable and the area that we propose for the Conservation and Trail Easement. The area that will be designated Conservation and Trail Easement is approximately 29 acres with a trail easement around the entire piece of property for future trail development, which is consistent with the County’s proposed Bike and Trail Plan. This area was delineated for the following reasons:

1. Low lands with water
2. Topography is such that the area in the easement is drastically sloped and unbuildable
3. Labeled as Flood Plain area in the FIRM (Flood Insurance Rate Map) Map #55109C0202E, Effective Date March 16, 2009
4. The river is a great resource for us to preserve and use in the future for trails, canoe launching, bird watching, etc.

The land that staff has designated as developable is approximately 35 acres. Staff overlaid the first plat that was approved by the Plan Commission and also added the roads from the concept plan. With this in place, we were able to estimate that 85 developable lots can be safely created. This area was delineated for the following reasons:

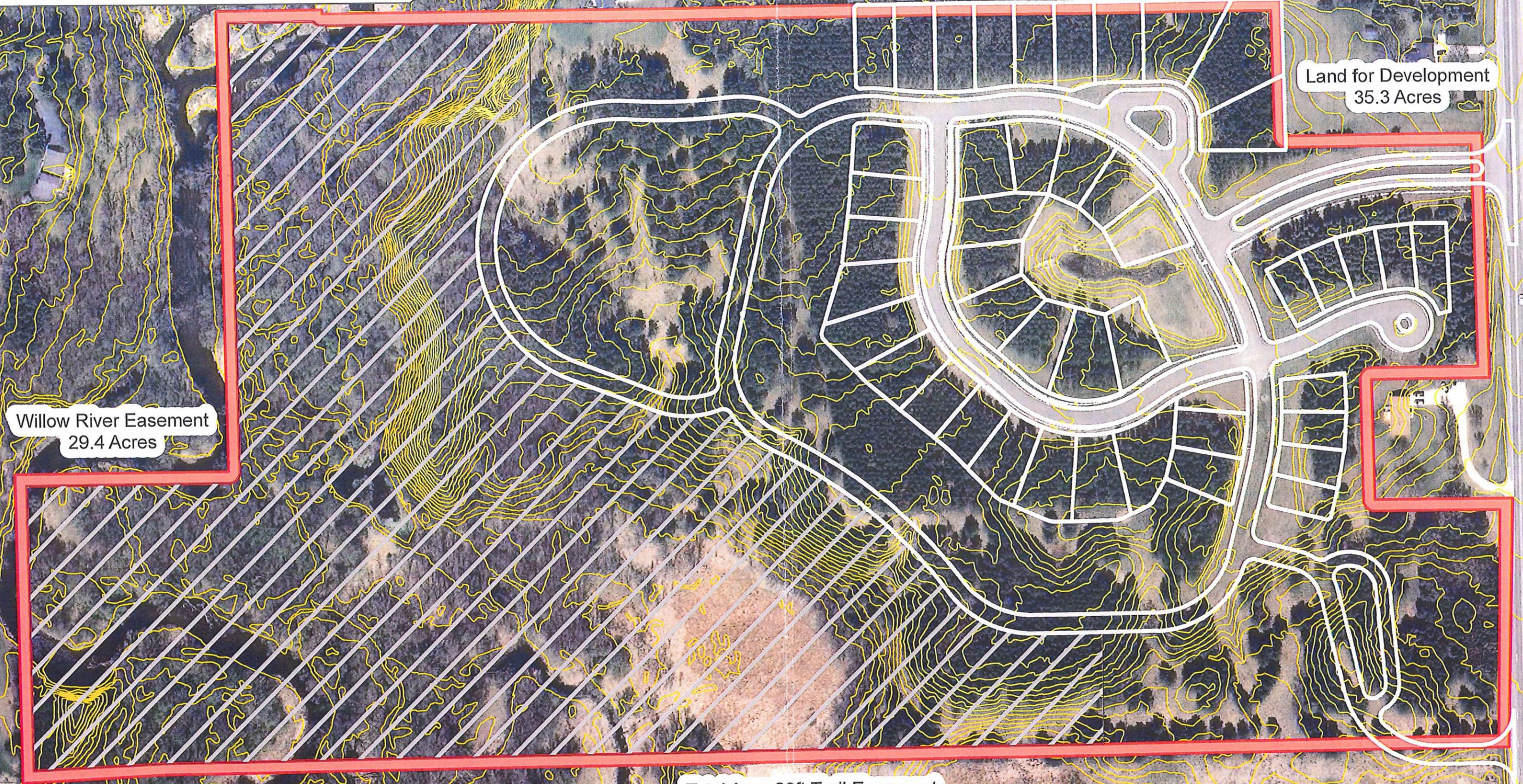
1. Area is suitable for residential development
2. Topography in this area is flat land
3. \$950,000 of infrastructure is in place for development
4. Not in the Flood Plain area per the FIRM (Flood Insurance Rate Map) Map #55109C0202E, Effective Date March 16, 2009 or will not require a variance for setbacks

City Attorney, Nick Vivian, has met with staff and will be creating a legal document for the Conservation and Trail Easement. This document could be formally approved by the City Council.

Action

The Plan Commission met on March 2, 2016 and made a motion to recommend to the City Council moving forward with the Conservation and Trail Easement as presented by staff. City staff is recommending that the City Council approve the Conservation and Trail Easement as presented and direct staff to work with the County and bring this information back to the County Administration Committee for final approval.

Willow Bluffs Development



Land for Development
35.3 Acres

Willow River Easement
29.4 Acres

Total Area 20ft Trail Easement
3.76 Acres

2ft Contour Lines

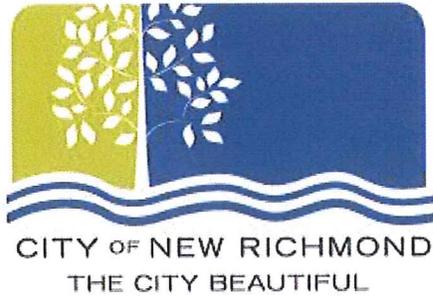
- 921 - 954
- 955 - 978
- 979 - 994

Projected Easement

20ft Trail Easement



A



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

TO: New Richmond City Council

FROM: Andrew Lamers, St. Croix Bike and Pedestrian Trails Coalition

DATE: March 2, 2016

RE: St. Croix County Bike and Pedestrian "Meeting in a Box"

Background

St. Croix County has been working with WCWRP and Toole Design Group to help develop their new County Bike and Pedestrian Plan. The St. Croix Bike and Pedestrian Trails Coalition has several members who are on the County's advisory team for this project, and as such we have been asked to present to groups and municipalities on behalf of the County to inform all interested parties on how the project is unfolding and where we are in the projects timeline.

The Trails Coalition would also like to present/handout materials for a future committee which would be made up of communities along the Hwy 64 Corridor.

There is no action item; we simple wish to inform the New Richmond City Council and attendees on where the County's project is currently at, and what future development options will be available in the future.



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: Friday, March 11, 2016

SUBJECT: Bicycle and Pedestrian Master Plan

BACKGROUND

This past fall, City staff assembled a small focus group to help provide input to be incorporated into an updated Bicycle and Pedestrian Master Plan. An online survey was also shared with the community via social media to allow for additional feedback, and was completed by nearly one hundred people. City staff presented draft recommendations to the Plan Commission and Park Board at their respective February meetings as an opportunity to provide additional feedback. The proposed Bicycle and Pedestrian Master Plan is included with this memo. If approved, the document will be posted on the City website and used as another resource as part of the upcoming Comprehensive Plan update.

RECOMMENDATION

City staff recommend the formal adoption of the 2016 Bicycle and Pedestrian Master Plan.



BICYCLE & PEDESTRIAN MASTER PLAN

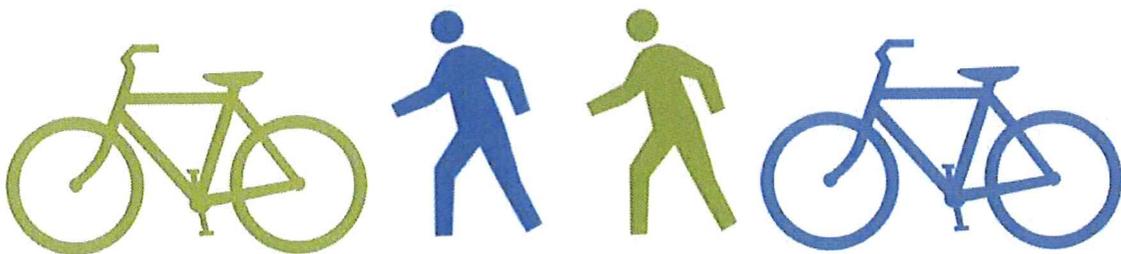
20
16

City of New Richmond, WI



Table of Contents

Acknowledgements.....	Page 3
Background.....	4
Process.....	5
Guiding Principles.....	6
Existing Conditions.....	7
Recommendations.....	13
Education.....	15
Encouragement.....	16
Engineering.....	17
Enforcement.....	26
Evaluation.....	27
Appendices.....	28
City of New Richmond Trails Map.....	29
City of New Richmond Sidewalk Survey 2014.....	30



Acknowledgements

We would like to recognize the following individuals for their assistance in producing this document:

Stakeholder Meeting Participants

- Vicki Gjovik, New Richmond School District
- Rachel Greenwold, Plan Commission
- Jon Hailey, Park Board
- Aaron Halle, Westfields Hospital & Clinic
- Jane Hansen, New Richmond City Council
- Rod Hawkins, Big Ring Flyers
- Greg Kier, New Richmond School District
- Frank Norton, New Richmond School District
- Russ Patten, Big Ring Flyers
- Jim Remington, Pathway Committee
- Brian Schroeder, New Richmond Area Centre
- Jonathan Timm, JET's Coffee Bistro
- Tara Van Eperen, New Richmond School District
- Marty Wold, Big Ring Flyers
- Jim Zajkowski, New Richmond City Council

Boards & Commissions

- Park Board
- Plan Commission
- City Council

City of New Richmond Staff

- Mike Darrow, City Administrator
- Andrew Lamers, IT/GIS Analyst
- Michael Mroz, Public Works Operations Manager
- Jeremiah Wendt, Director of Public Works
- Noah Wiedenfeld, Management Analyst

Background

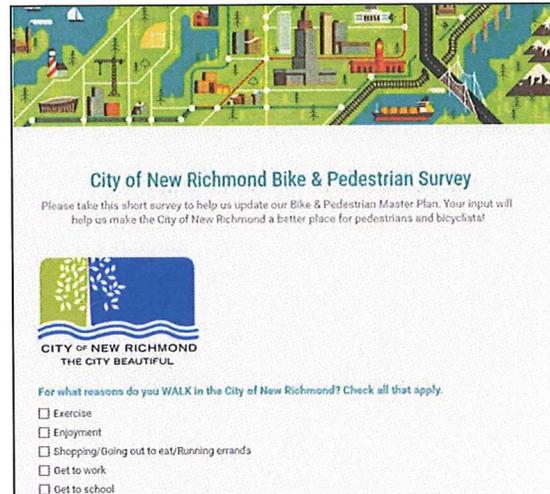
The City of New Richmond's Bicycle and Pedestrian Master Plan was last updated in June of 2003 by the consulting firm Vierbicher Associates, which is headquartered in Reedsburg, WI. Since then, the City of New Richmond and the surrounding community have changed in many ways. The City of New Richmond's population has increased 25 percent since 2003. Voters in the New Richmond School District have since passed a \$92 million referendum for new and remodeled school facilities. After many years of debate, the St. Croix River Crossing Bridge Project was approved and is scheduled to be completed in 2017. New housing subdivisions have been developed, traffic rates have increased, new parks and trails have been created, and there is a new emphasis across the nation on both personal health and environmental sustainability.



Other local governing bodies are also making bicycle and pedestrian accommodations a priority. For example, the New Richmond School District developed its first-ever Safe Routes to School Plan in November of 2015. Also, St. Croix County is in the early stages of updating its Comprehensive Bicycle and Pedestrian Facilities Plan through a federal grant, and will conclude its process in the late fall of 2016.

Process

In the fall of 2015, City of New Richmond staff developed a short survey that was shared on social media. About 100 people took the survey in just two days, and the results provided an extremely valuable snapshot of public opinion. Survey respondents shared their thoughts related to destinations, frequently used trails, dangerous streets and intersections, and suggestions for improvements.



A small group of 10-15 stakeholders met on two occasions - once in November, and again in early December. Members represented many influential organizations in the community and offered a variety of opinions and perspectives. The small group viewed the results of the community survey and discussed other improvements and initiatives they would like to see in the future related to bicyclists and pedestrians.

City staff reviewed the recommendations from the 2003 Bicycle and Pedestrian Master Plan, as well as plans from the cities of Minneapolis, La Crosse, Madison, and Waukesha. After reviewing these documents, City staff took the feedback from the community survey and two small stakeholder group meetings and developed a first draft of a revised edition of the Bicycle and Pedestrian Master Plan. A presentation of the draft recommendations was made to the Plan Commission and Park Board in February of 2016 for additional input. The draft document then advanced to the City Council for comments and final approval in March.

Guiding Principles

The purpose of the Bicycle and Pedestrian Master Plan is to serve as a guide to making the City of New Richmond more friendly for bicyclists and pedestrians of all ages and abilities, from young children to senior citizens, and from beginning to experienced and competitive athletes.

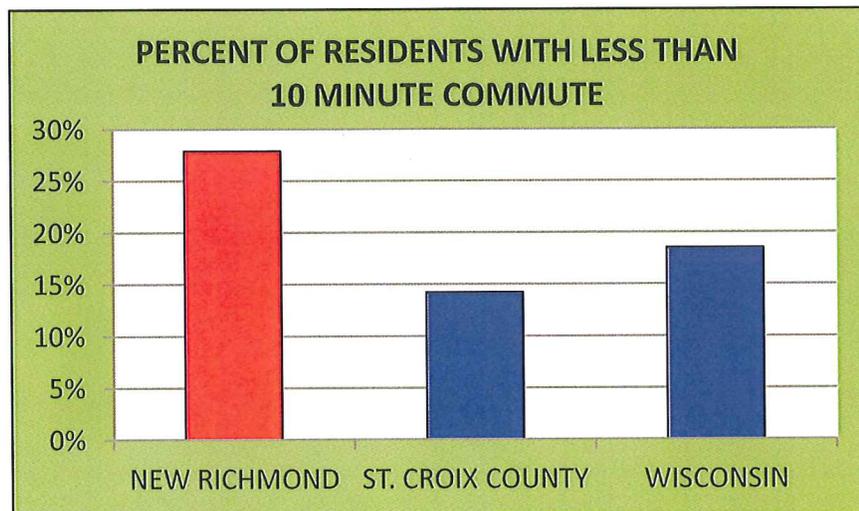


The City Beautiful has a great trail system and wonderful parks. The Bicycle and Pedestrian Master Plan can serve as a guide to improving these existing amenities, while also offering recommendations for new pathways in the future. A community that encourages exercising - whether it's running long distances, walking the dog, rollerblading, or bicycling - is a community that not only promotes physical wellbeing, but also recognizes the related social, economic and environmental benefits. Providing connections to destinations throughout the city and to neighboring communities can make the City of New Richmond an even better place to live, work, and play for generations to come.

Existing Conditions

NEW RICHMOND COMMUTING STATISTICS - 2013			
MEANS OF TRANSPORTATION	2013	2011	2009
DROVE ALONE	87.40%	89.40%	85.90%
CARPOOLED	7.20%	8.10%	11.50%
PUBLIC TRANSPORTATION	0.00%	0.00%	0.20%
WALKED	1.50%	1.10%	1.10%
BICYCLE	0.40%	0.00%	0.30%
OTHER	0.00%	0.00%	0.30%
WORKED AT HOME	3.50%	1.30%	0.60%

Commuting: According to data from the 2013 American Community Survey, more than 87 percent of New Richmond residents drive alone to work. This is more than the averages for St. Croix County (82%) and Wisconsin (80.2%). Only 1.9 percent of New Richmond residents walk or bike to work, as compared to 2.4 percent average for St. Croix County and 4.1 percent average for the state of Wisconsin. This is despite the fact that nearly 28 percent of New Richmond residents travel less than ten minutes to work, which is much greater than the county (14.2%) and state (18.5%) averages.



Traffic: The data below shows the most recent traffic counts from the Wisconsin Department of Transportation.

North of Railroad Tracks	Traffic Count
STH 65 North of STH 64	5,600
CTH CC	3,900
STH 64 Between CTH CC & STH 65	5,700
N 4th Street	1,600
CTH CC South of STH 64	1,900
STH 65 Between N 4th & N Shore Dr	10,600
STH 65 Between N 4th & High St	13,100

South of Paperjack Drive	Traffic Count
W Richmond Way West of STH 65	4,100
STH 65 Between 12 ST & Paperjack Dr	11,700
Bilmar Ave Between Paperjack Dr & 11th St	1,500
CTH GG Between Knowles Ave. & Starr	4,300
CTH GG Between Bilmar & 140th	2,400
Bilmar Avenue Between Paperjack & CTH GG	1,500
CTH GG Between Riley & Bilmar Aves	3,900

Downtown	Traffic Count
STH 65 Between E Sixth & CTH GG	15,300
E Sixth St Between STH 65 & Arch Ave	4,600
Dakota Ave Between W Eighth St & W Sixth St	3,000
Arch Ave S Between E Sixth & E Fourth	2,900
E Fourth Between S Knowles & S Arch	2,500
W 4th St Between Minnesota & Knowles	8,300
STH 65 Between W First St & W Second St	13,600
E First St Between N Arch & Knowles Ave	3,000

East or West of Downtown	Traffic Count
CTH K Between 140th & Grand	2,100
CTH A South of W Fourth St	5,000
Old 64 Between CTH K & CTH A	7,600

Public Health: According to data from the Wisconsin Department of Health Services, about eighteen percent of total deaths in St. Croix County in 2013 were due to an underlying cause of heart disease. An additional four percent of total deaths were due to diabetes. Also, hospitalizations for coronary heart disease and diabetes in St. Croix County cost \$11 million and \$1.5 million, respectively. Physical activity protects against a multitude of chronic health problems including both diabetes and many forms cardiovascular disease.

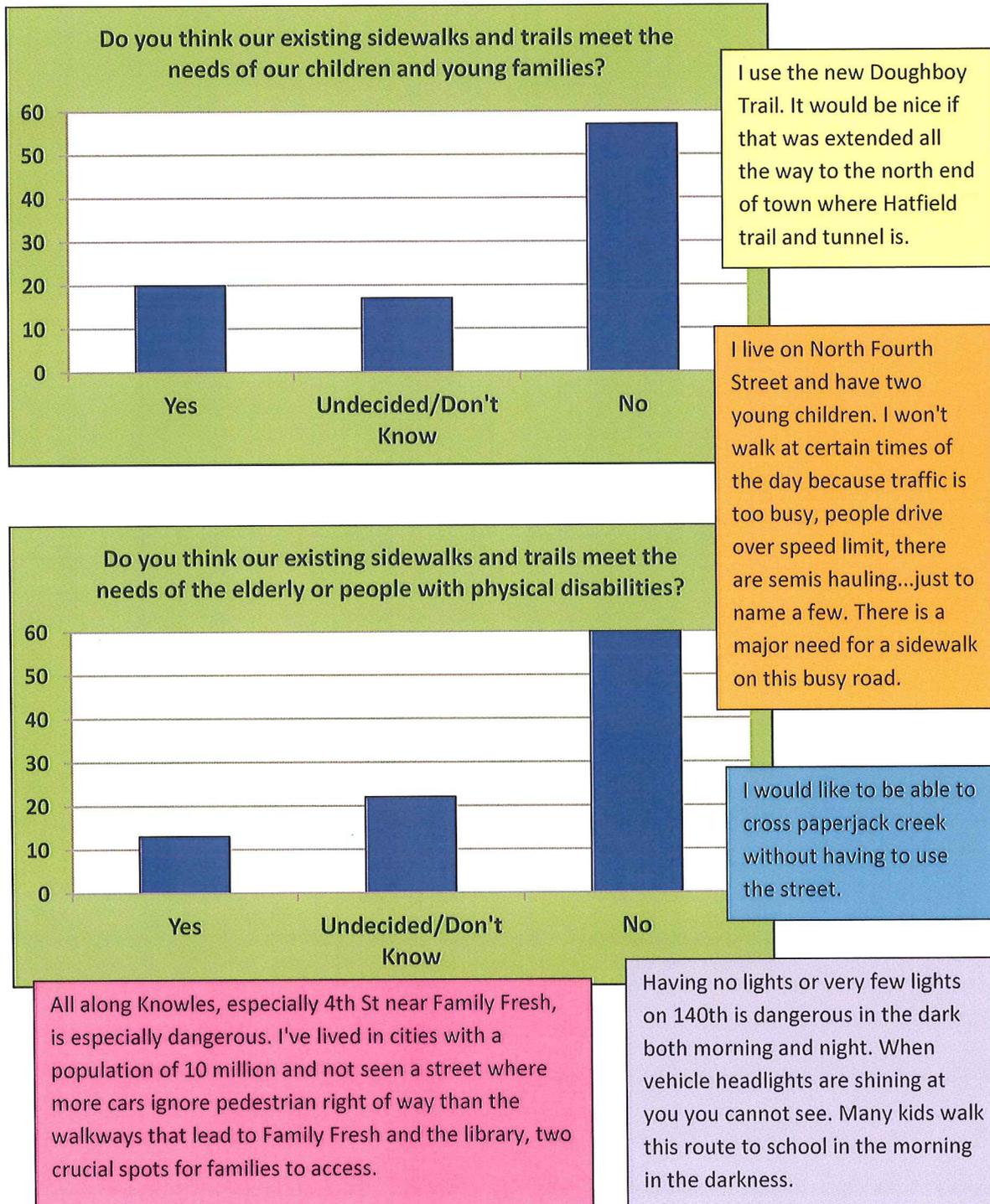


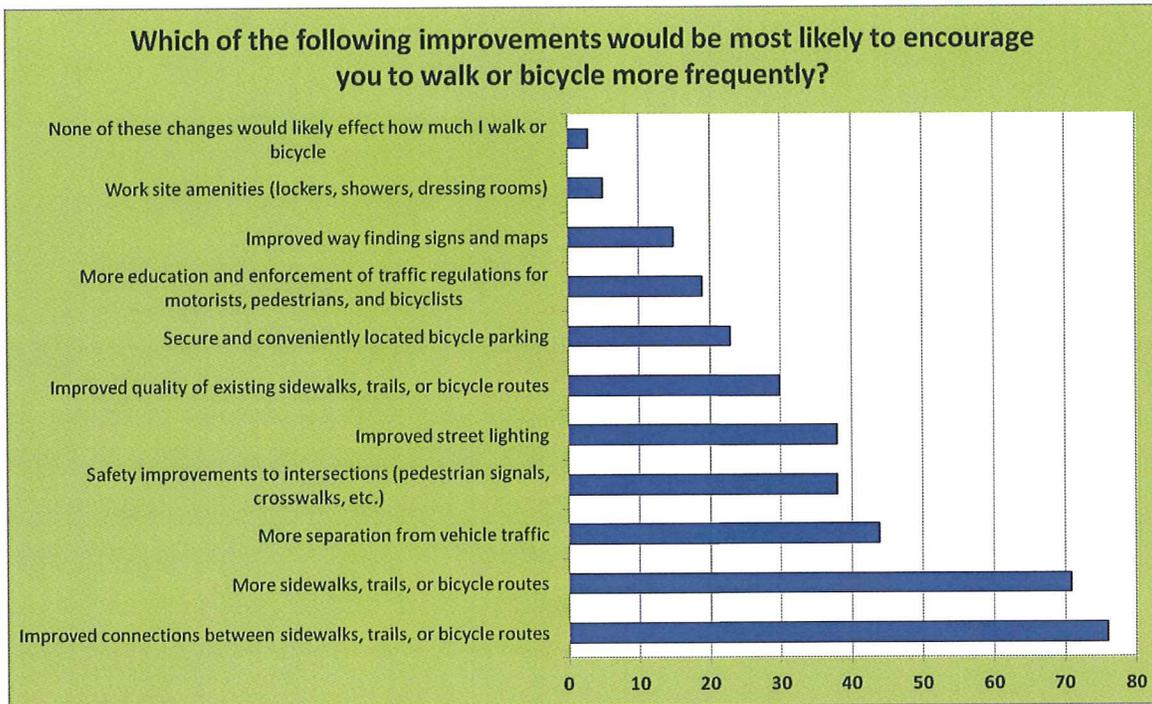
Trails: The City of New Richmond currently maintains 19 public trails totaling 14 miles. This includes a mixture of paved trails, signed bike routes, nature trails, and street shoulders. A map of this trail system is included in the appendices.

Sidewalks: Another important component of the City of New Richmond's transportation infrastructure is its sidewalks. Recognizing the need for sidewalk improvements and the importance of having well-connected, walkable communities, the City's FY2016 Budget allocates \$30,000 for sidewalk repair and/or replacement. At its December 14, 2015 monthly meeting, the City Council repealed and recreated Section 70-3 "*Sidewalk construction and repair*" of the City's Code of Ordinances. The City of New Richmond will bear the costs of new sidewalk construction in a location where a street exists but no sidewalk currently exists. Fifty percent of the cost of repairs or replacements of existing sidewalks will be borne by the City. Minor repairs, the cost of which does not exceed \$100, will also be a cost of the City of New Richmond. A sidewalk survey showing the conditions of all sidewalks within the city and identifying hazards was completed in 2014. A map is included in the appendices.

Survey Results

About 100 people completed an online survey that was developed by City staff and shared on social media. Many of the questions asked were open-ended and allowed respondents to provide written feedback.





Paperjack drive has no sidewalks for our family to walk or bike on. This is a huge safety concern for my children.

People need to be provided a safe place to walk/bike but motorists in New Richmond also need to be re-educated on what pedestrian and bicycle laws are.

The north end of Knowles (past the railroad tracks) does not have enough pedestrian crossings.

What are some of your most frequent destinations when you walk or bicycle?

New Richmond Area Centre	Downtown (JET's, Mill Pond)
Family Fresh	Paperjack Park
Friday Memorial Library	Westfields Hospital
Kwik Trip	Post Office
Wal-Mart	Churches

I live on West 7th out by the golf course. My son has to bike to the high school in the summer months for sports and Tiger Strength. There is no good way for him to get from our house to the high school. I also feel that the speed limit on 4th street leaving town out by the golf course needs to be reduced due to kids that have to bike on the side of the road since the bike path does not extend out past the bridge at the bottom of the hill. It makes me nervous!

What do you feel are the most dangerous streets or intersections in the City of New Richmond for bicyclists and pedestrians?

Knowles Avenue	North Shore Drive
Paperjack Drive	First Street/CTH K
140th Street	North Fourth Street
CTH GG	Paperjack Drive
Business Hwy 64	125th Street

We live in the Woodland Development off of County Road A, and the only route to get to the school by bike or walk is by going on County Road A (which has no walking or biking option). We would love a bridge/path from our development to the walking paths in the development just to the north east of us.

We live in the Fox Run neighborhood that has many families with school aged children. We are within a short enough distance to walk or bike to school, however there is not a bike/walking path along first street that connects our neighborhood. We have biked the route as a family many times but it is dangerous and not enough shoulder on the road. Cars going 45MPH have to cross into the oncoming lane to move around us. There is only about a half mile length that needs a side walk. Please please please consider!

Are there any destinations in the City of New Richmond that you would like to travel to by walking or bicycling that you are currently unable to because of safety concerns or inadequate pathways?

140th Street	Doar Prairie Restoration
Hatfield Park & Freedom Park	North Fourth Street
Friday Memorial Library	Hillside Elementary School
Nature Center	Downtown
Wal-Mart	County Road CC

The trails that we have are not accommodating to road bicycles. A lot of the bicyclist in town are athletes and reach speeds anywhere from 15 to 20 miles per hour. That is not safe on a sidewalk or legal. And as you can imagine that is really hard on the bike wheels when you're going up and down curbs and intersections. Take for instance Richmond Way sidewalk. That is great for runners however for bicyclist it would be better served to have a painted white line on the Street.

The most dangerous street is Knowles Ave at the River, it is a bottle neck and the only river crossing in town. For exercise cycling at 15-20mph I will not use sidewalks due to pedestieans and poor quality. We must be on the road.

Recommendations

The recommendations that follow are placed in five categories, otherwise known as the "Five Es." These categories are recognized by the League of American Bicyclists and are used by communities across the United States as a guide in developing comprehensive bicycle and pedestrian plans.

Education

Giving people of all ages and abilities the skills and confidence to ride and walk.



Encouragement

Creating a strong culture that welcomes and celebrates bicycling and walking.



Engineering

Creating safe and convenient places to walk or bicycle.



Enforcement

Ensuring safe roads for all users.



Evaluation

Help decision makers plan, create, implement, and prioritize programs and policies.



Education

Recommendation 1. Provide a bicycle safety class to local youth. This could potentially be a collaboration between the New Richmond Area Centre, New Richmond School District, and the New Richmond Police Department. Also, the Bike Federation of Wisconsin offers a two-week-long Safe Routes to School program curriculum package that includes instructors, bicycles, helmets, homework assignments, and pre- and post-testing.



Recommendation 2. Create a public awareness campaign about driving safely near bicyclists and pedestrians, and distracted driving.

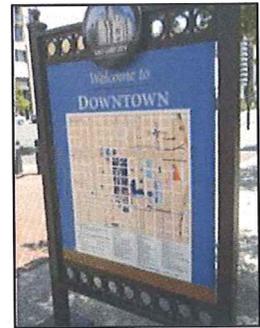


Encouragement

Recommendation 1. Organize activities for "National Bike to Work Week" and "National Bike Month." Possible events could include a community-wide bike ride featuring local celebrities, a proclamation from the City Council, a community "bike swap" or tune-up event, and a social media campaign that encourages people to submit photos of themselves bicycling to work.



Recommendation 2. Add signage and wayfinding maps near all trails and strategic locations, such as the downtown, the Heritage Center, and Paperjack Park. Trail signs should have consistent branding that includes the name of each trail and its length. Wayfinding signs should be explored that show distances in the number of minutes it takes to walk or bicycle to a destination, rather than miles.



Recommendation 3. Add bicycle parking in the downtown and at key destinations, including the Civic Center, Friday Memorial Library, local businesses, and parks. The bicycling parking racks could be artistically designed or be constructed in a partnership with students from WITC or New Richmond High School.



Engineering

Recommendation 1. Extend the Doughboy Trail to Hatfield Park using the old railroad route.

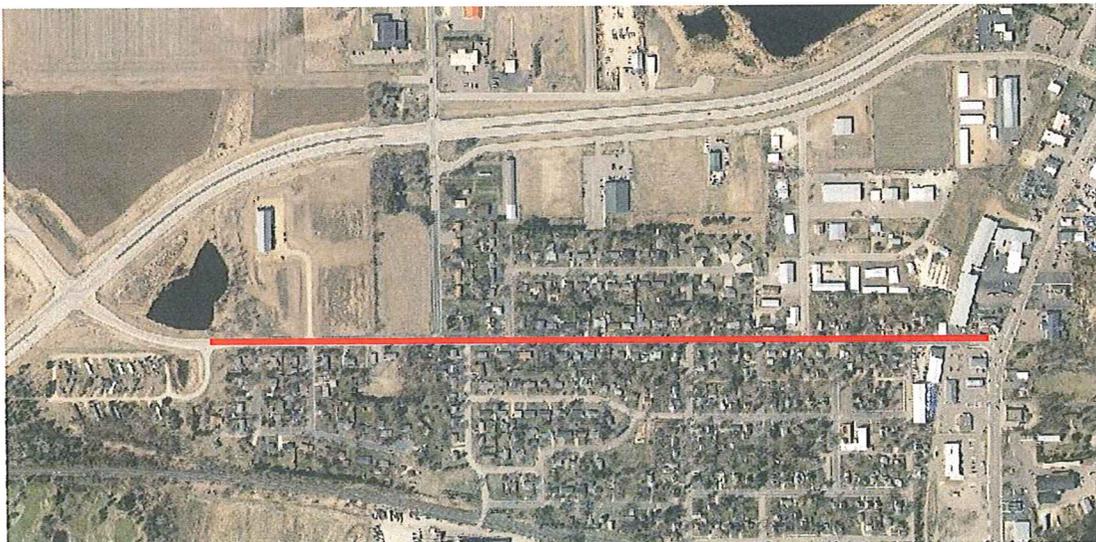


Recommendation 2. Add street lighting to 140th Street along the Drumstick Trail from CTH K south to E Richmond Way. With new residential development on the eastern limits of the City and the traffic associated with events at New Richmond High School, the need for street lighting along 140th Street will only continue to increase in the future.

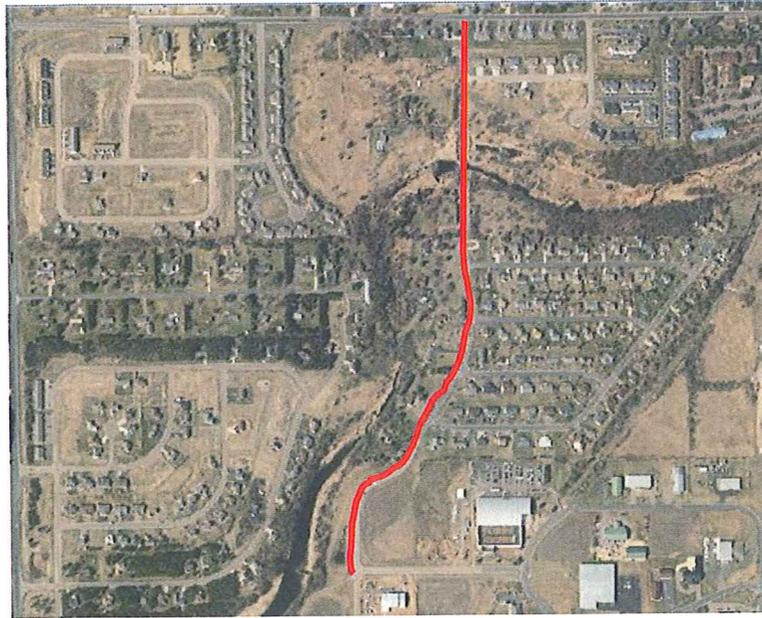
Recommendation 3. Add bicyclist and pedestrian accommodations from the eastern extent of Paperjack Drive to 140th Street



Recommendation 4. Add bicyclist and pedestrian accommodations to North Fourth Street as part of the planned street reconstruction in 2017.



Recommendation 5. Add bicyclist and pedestrian accommodations to 125th Street, connecting to the existing Rail Bridge Trail to the south.



Recommendation 6. Connect the Doar Prairie Restoration to the Nature Center. Due to steep terrain near the river, such access may be needed along private property.



Recommendation 7. Explore the addition of traffic calming measures to Knowles Avenue, including textured sidewalks, landscaping, parklets, bump outs, and improved pedestrian crossing signage.



Recommendation 8. Collaborate with St. Croix County and the Town of Richmond to improve the safety of East First Street/CTH K. This is especially important for residents who live in Fox Run and Whispering Prairie developments and want to travel to the downtown or schools.



Recommendation 9. Consider adopting a local Complete Streets ordinance which would require that all local street improvement projects be designed and constructed to efficiently serve all users, including pedestrians, bicyclists, and motorists.

Recommendation 10. Improve the safety of key intersections identified in the Safe Routes to School Plan, including the following:

- STH 65/6th Street
- Grand Avenue/6th Street
- Starr Avenue/8th Street
- Green Avenue/1st Street
- Paperjack Drive/Bilmar Avenue
- Paperjack Drive/Hallewood Blvd
- Bilmar Avenue/11th Street



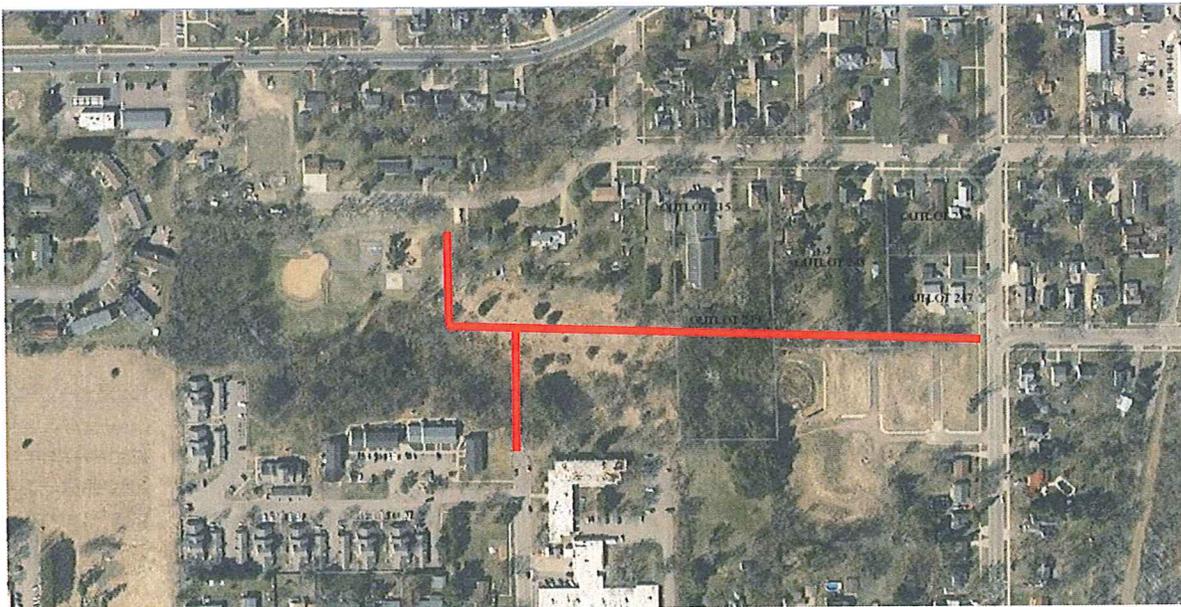
Recommendation 11. Explore ways to improve the connection from the Rail Bridge Trail to the Mill Pond Trail (currently a signed bike route) such as with a bike lane or a bicycle boulevard.



Recommendation 12. Explore creating a short-cut bike path from Monette Park Trail to Marshall/Jefferson Road.



Recommendation 13. Explore creating a short-cut bike path from Monette Avenue to 5th Street through Monette Park, and extend the Monette Park Trail to the east to the Rail Bridge Trail.



Recommendation 14. Explore creating a short-cut bike path from the north end of Williams Avenue to Mary Park.



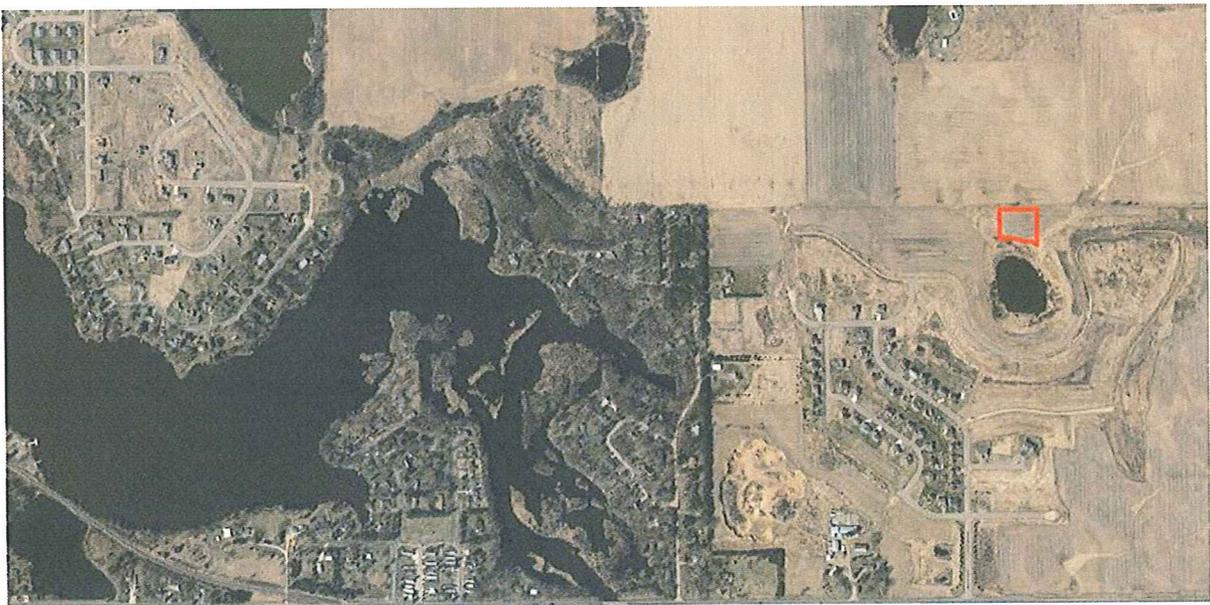
Recommendation 15. Create a permanent pathway across the Mill Pond Dam/Willow River. The wooden ramp constructed in 2015 is a nice but temporary improvement.



Recommendation 16. Create a trail connecting the Peninsula Heights subdivision to the Paperjack Place subdivision using an existing easement.



Recommendation 17. Connect the existing North Shore Trail to the east to Oak Ridge Estates and the Fox Run Development.



Recommendation 18. Connect so-called "orphan trails" to the larger City of New Richmond trails system. Orphan trails do not connect to other sidewalks or mixed use trails, and were constructed as part of residential developments. Orphan trails identified include North Shore Trail, Willowind Trail, Monette Park Trail, and Woodland Creek Trail.



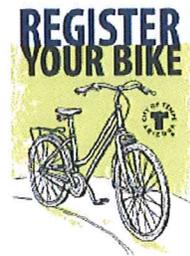
Recommendation 19. Explore the creation of a new trail, or extension of the existing Doughboy Trail, on City-owned land along the Willow River. Such a trail could help create a downtown that is scenic, economically vibrant, and a destination for people of all ages.



Enforcement

Recommendation 1. City staff and the City Council should review local ordinances to ensure that bicyclist and pedestrian safety is promoted and that ordinances are being enforced. This includes ordinances relating to bicycling on sidewalks, yielding to pedestrians in crosswalks, and wearing lighting or reflective clothing at night when bicycling.

Recommendation 2. City staff should review the bicycle registration process in an effort to simplify the process for residents and get the most bicycles registered as possible in order to help recover lost or stolen bicycles.



Recommendation 3. The New Richmond Police Department should explore the possibility of adding a police bicycle patrol during the summer months. Bicycle patrols can offer many benefits, including improved community relations due to increased contacts with the public and discouragement of illegal activity in the City's trail system.



Evaluation

Recommendation 1. The City Council should review the Bicycle and Pedestrian Master Plan annually to identify goals and action steps, with input from the Park Board and the Plan Commission.

Recommendation 2. The City of New Richmond should join other progressive communities in Wisconsin in pursuing designation as a gold level Bicycle Friendly Community and Walk Friendly Community.



Recommendation 3. City staff should apply for private, state, and federal funding on an annual basis that would help fund the many recommendations identified in this document.

Recommendation 4. City staff should acquire data regarding sidewalk and trail use in New Richmond through manual counts twice each year.



Appendices

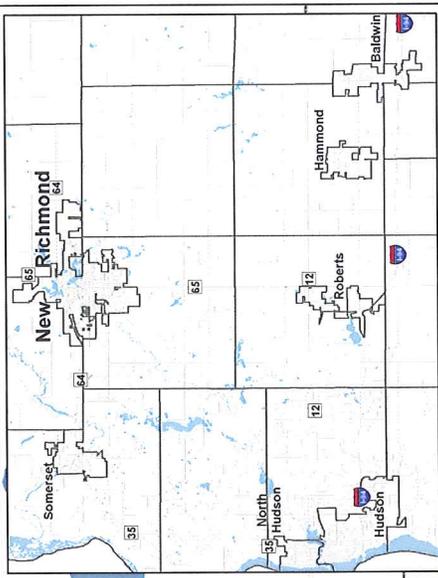
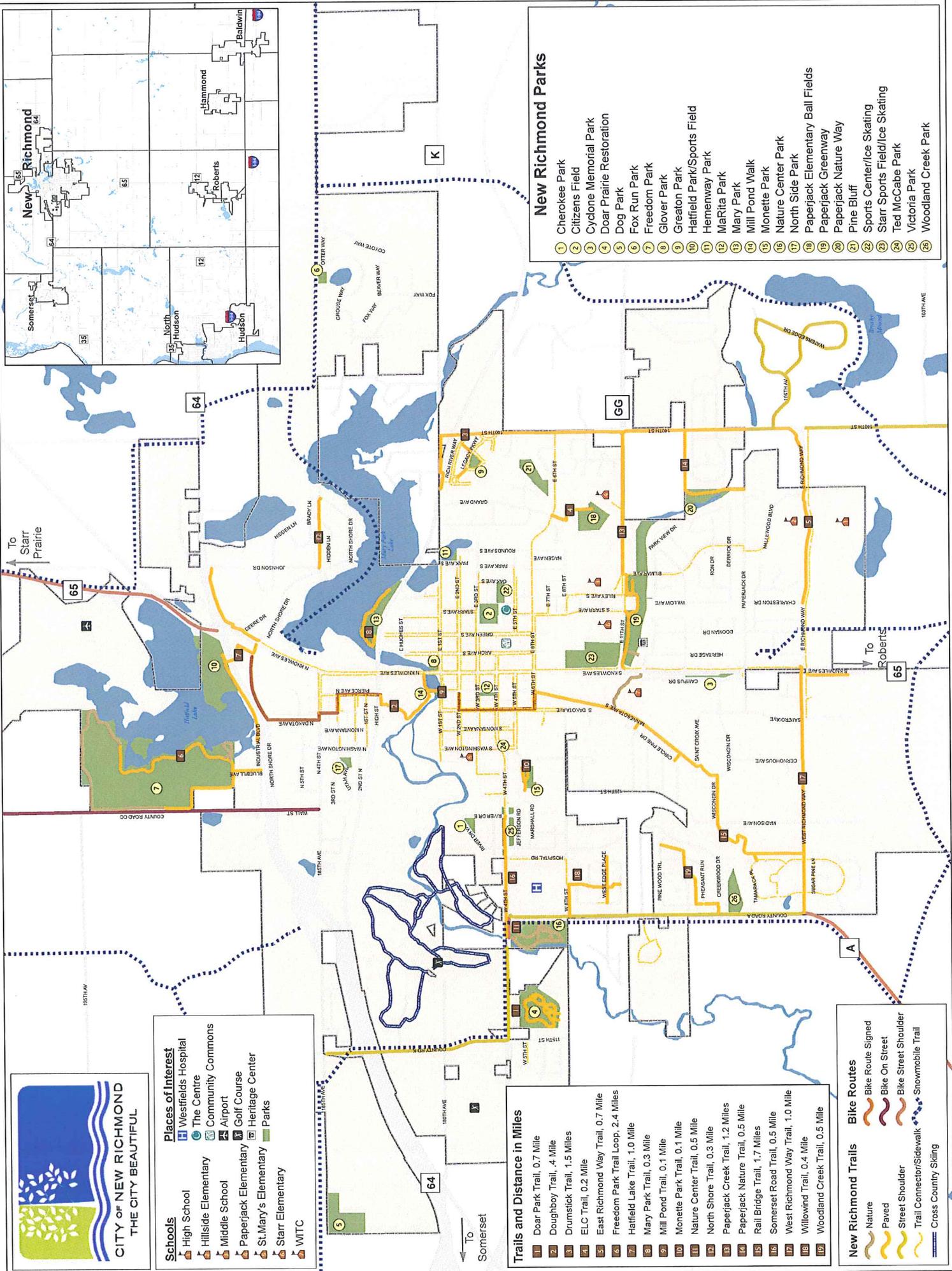


- Schools**
- High School
 - Hillside Elementary
 - Middle School
 - Paperjack Elementary
 - Paperjack Elementary
 - St. Mary's Elementary
 - Starr Elementary
 - WITC
- Places of Interest**
- Westfields Hospital
 - The Centre
 - Community Commons
 - Airport
 - Golf Course
 - Heritage Center
 - Parks

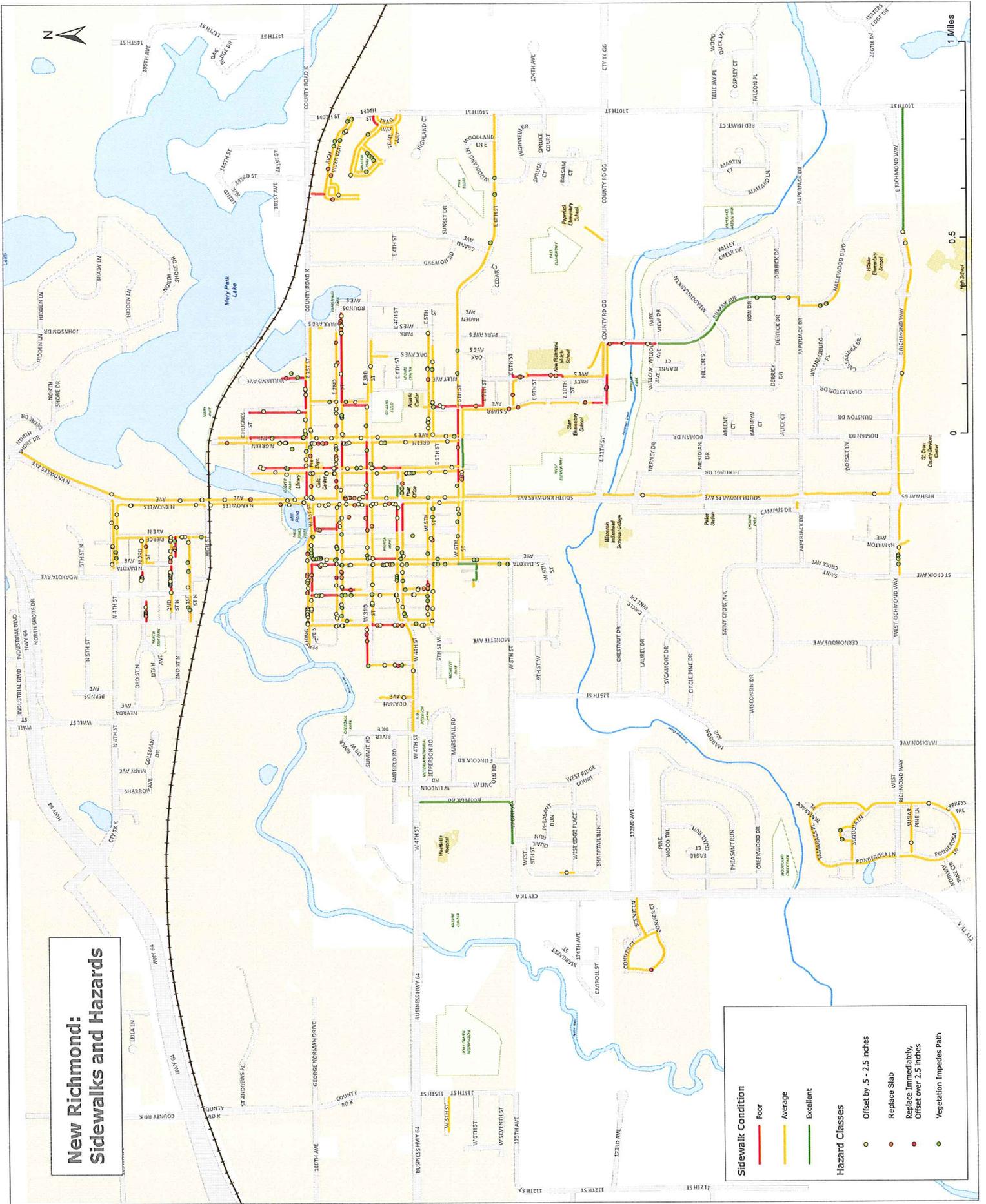
- Trails and Distance in Miles**
- 1 Doar Park Trail, 0.7 Mile
 - 2 Doughboy Trail, .4 Mile
 - 3 Drumsick Trail, 1.5 Miles
 - 4 ELC Trail, 0.2 Mile
 - 5 East Richmond Way Trail, 0.7 Mile
 - 6 Freedom Park Trail Loop, 2.4 Miles
 - 7 Hatfield Lake Trail, 1.0 Mile
 - 8 Mary Park Trail, 0.3 Mile
 - 9 Mill Pond Trail, 0.1 Mile
 - 10 Monette Park Trail, 0.1 Mile
 - 11 Nature Center Trail, 0.5 Mile
 - 12 North Shore Trail, 0.3 Mile
 - 13 Paperjack Creek Trail, 1.2 Miles
 - 14 Paperjack Nature Trail, 0.5 Mile
 - 15 Rail Bridge Trail, 1.7 Miles
 - 16 Somerset Road Trail, 0.5 Mile
 - 17 West Richmond Way Trail, 1.0 Mile
 - 18 Willownd Trail, 0.4 Mile
 - 19 Woodland Creek Trail, 0.5 Mile

- New Richmond Trails**
- Nature
 - Paved
 - Street Shoulder
 - Trail Connector/Sidewalk
 - Cross Country Skiing
- Bike Routes**
- Bike Route Signed
 - Bike On Street
 - Bike Street Shoulder
 - Snowmobile Trail

- New Richmond Parks**
- 1 Cherokee Park
 - 2 Citizens Field
 - 3 Cyclone Memorial Park
 - 4 Doar Prairie Restoration
 - 5 Dog Park
 - 6 Fox Run Park
 - 7 Freedom Park
 - 8 Glover Park
 - 9 Greaton Park
 - 10 Hatfield Park/Sports Field
 - 11 Hemerway Park
 - 12 MaRita Park
 - 13 Mary Park
 - 14 Mill Pond Walk
 - 15 Monette Park
 - 16 Nature Center Park
 - 17 North Side Park
 - 18 Paperjack Elementary Ball Fields
 - 19 Paperjack Greenway
 - 20 Paperjack Nature Way
 - 21 Pine Bluff
 - 22 Sports Center/Ice Skating
 - 23 Starr Sports Field/Ice Skating
 - 24 Ted McCabe Park
 - 25 Victoria Park
 - 26 Woodland Creek Park



New Richmond: Sidewalks and Hazards



Sidewalk Condition	
—	Poor
—	Average
—	Excellent

Hazard Classes	
○	Offset by .5 - 2.5 inches
●	Replace Slab
●	Replace Immediately, Offset over 2.5 inches
●	Vegetation Impedes Path



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

TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: March 11, 2016

RE: 2016 Street & Utility Projects Advertisement for Bids

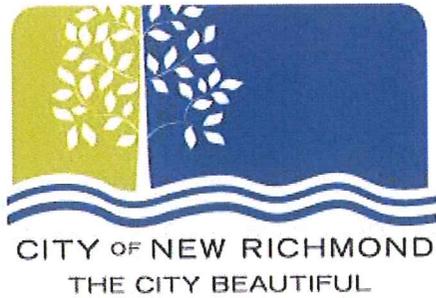
Background

As discussed at the February work session, the 2016 Street and Utility Projects are ready for the City to bid. The current timeline for these projects is as follows:

- March 14 – City Council approve Advertisement for Bids
- March 24 - 1st Advertisement
- March 31 - 2nd Advertisement
- April 7 - 3rd Advertisement
- April 19 - Bid Opening
- Week of April 19th - Bid Tabulation, Check References, Prepare Summary for Council
- April 25 - Council Work Session - Approve Contract
- Weeks of April 25 & May 2 - Contracts, Precon Prep, Submittals
- May 10th - Preconstruction Meeting
- May 16 - Start Construction

Recommendation

Staff and the Utility Commission recommend approval to advertise for bids on the 2016 Street and Utility Projects.



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

TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: March 11, 2016

RE: Driveway Variance

Background

Creative Homes has requested a variance to the City's Ordinance 70-39 (a)(1) which requires that "Private driveways shall be of such width and so located that all of such driveways and their appurtenances are within the limits of frontage abutting the street of the property served." In this case, they are requesting a shared driveway for two twin homes that will abut CTH K near the New Richmond Golf Course, as shown on the attached certificate of survey. Ordinance 70-39(a)(10) indicates that "Any of the above requirements may be varied by the Common Council in such instances where the peculiar nature of the property or the design of the street may make the rigid adherence to the above requirements impossible or impractical." Since this property abuts CTH K, St. Croix County has authority to permit driveways, and their requirements cannot be met with separate driveways from the two properties in question.

Recommendation

Based on St. Croix County's requirements for driveway spacing, as detailed in the attached variance request letter, staff recommends a variance to allow a shared driveway at this location, with the condition that an easement be placed on the driveway area to allow for perpetual access to both properties.



707 Commerce Drive
STE 410
Woodbury, MN 55125
March 7, 2016

Dear Jeremiah Wendt -

Creative Homes will be building twin homes at 262 and 274 120th St. in New Richmond, WI. We would like to apply for a variance to City Ordinance 70-39 (a) 1 & 10 that prohibits shared driveways. Given the driveways approach Cty Rd K, we've consulted with the St. Croix County Engineer, Jeff Dunke, and he supports a single access location (see attached notes from Jeff).

The reasons we would like to use a single access location are listed below:

- Tree conservation. Minimize the number of trees that need to be removed from the lot. In an effort to conserve the number of mature pines on this lot, a single driveway approach would save ~10-20 large trees.
- Safety. A single driveway approach on a heavily utilized County Road would be much safer than separate driveways that are a short distance apart. St. Croix County also has a goal to reduce the number of accesses in order to reduce the risk of accidents.
- Homeowner convenience. The homeowners would like to share the responsibility of snow removal and overall maintenance of the asphalt driveway.
- Driveway spacing. St. Croix County requires 200-500 ft. of separation between driveways, which is not feasible on the lot type these homes will be built on.

Also attached are surveys showing the current 2 driveways, and a survey showing the shared driveway. Please add this as a topic to the City Council meeting on 3/14 and let us know if you have any questions or concerns.

Thank you,

Olivia Gavic

Olivia Gavic

Construction Coordinator, Creative Homes



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

TO: Mayor and City Council

FROM: Jeremiah Wendt, Public Works Director

DATE: March 11, 2016

RE: Sidewalk Repair/Replacement Plan

Background

In light of recent updates to the City's sidewalk ordinance, and the allocation of funds for sidewalk repair/replacement in the 2016 budget, staff has developed a sidewalk repair/replacement plan for 2016. The focus of the 2016 plan will be on improving accessibility by eliminating spot hazards throughout the City. Staff will identify these spot hazards, methods for correcting them, and estimated costs. Additionally, staff will identify some lengths of sidewalk for replacement, along with some lengths of sidewalk that can be removed altogether.

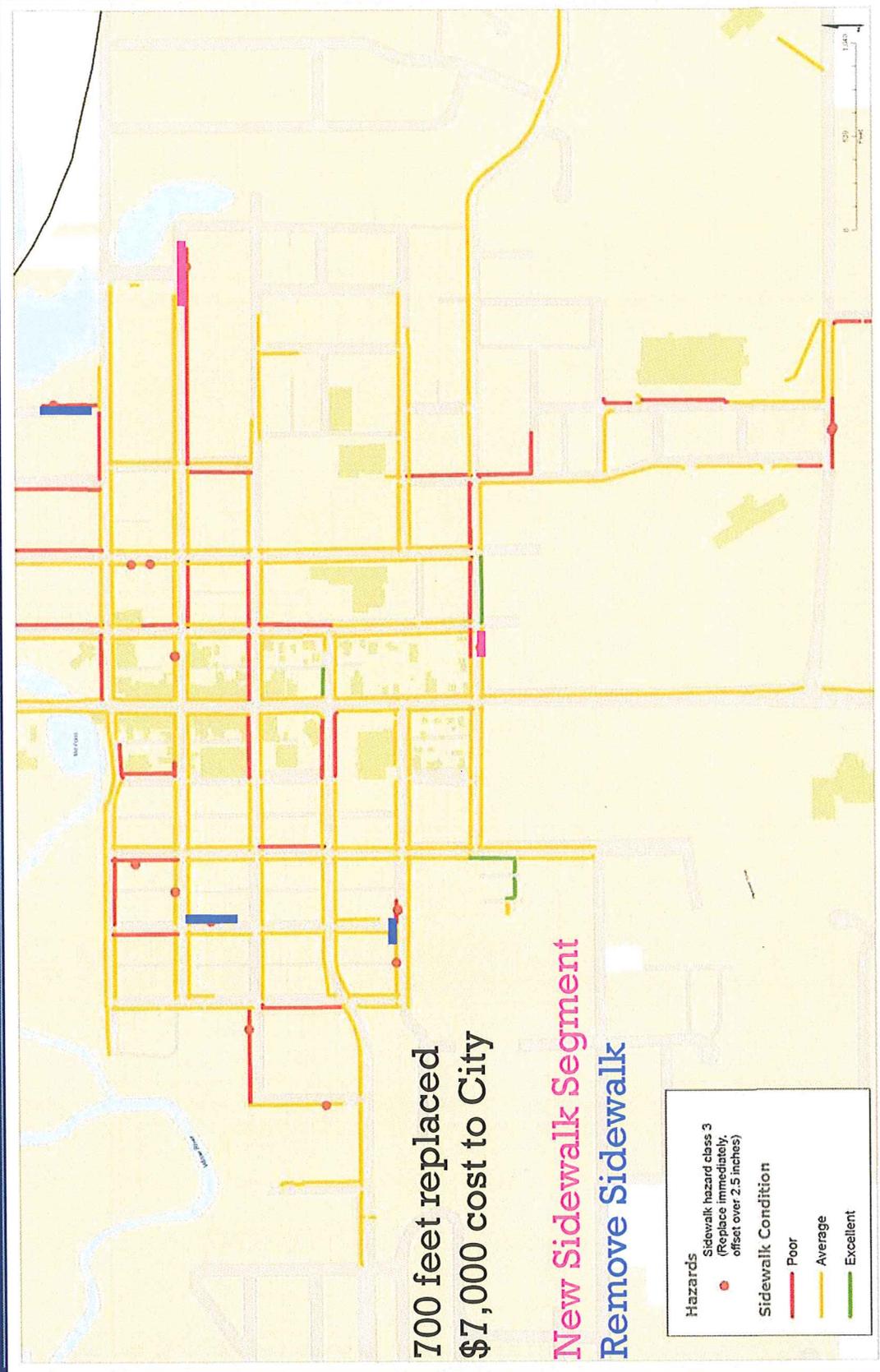
The attached maps show a summary of the hazards by class, areas of sidewalk to be replaced with new, and areas of sidewalk that staff is recommending that we remove altogether. The hazards noted on the drawing that aren't overlain with replacement or removal lines will be addressed on a spot basis, either with the replacement of one panel or the grinding of one edge to remove a trip hazard. Staff will replace the most significant hazards first, and address as many of the existing hazards as possible within the City's \$20,000 budgeted amount for this work.

The cost estimate to address all of the spot hazards currently identified is just over \$30,000, which means that the lowest priority hazards (some panels with a 0.5-1" offset) will need to wait until next year.

Recommendation

Staff and the Public Works Committee recommend the approval of the 2016 Sidewalk Repair/Replacement Plan.

Sidewalk Repair/Replacement Class 3 (Offset over 2.5")

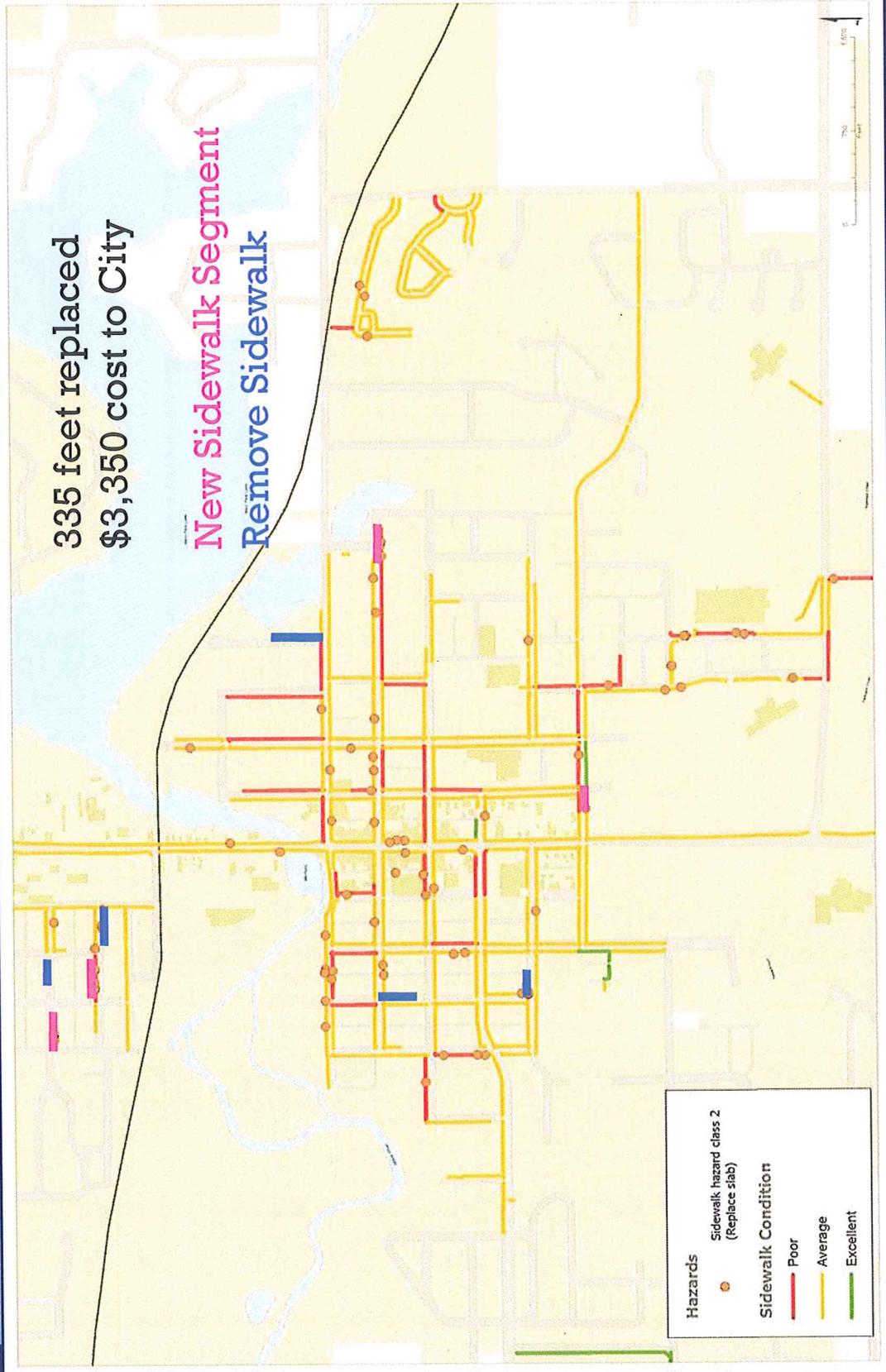


700 feet replaced
\$7,000 cost to City

New Sidewalk Segment
Remove Sidewalk

Hazards	Sidewalk hazard class 3 (Replace immediately, offset over 2.5 inches)
Sidewalk Condition	
—	Poor
—	Average
—	Excellent

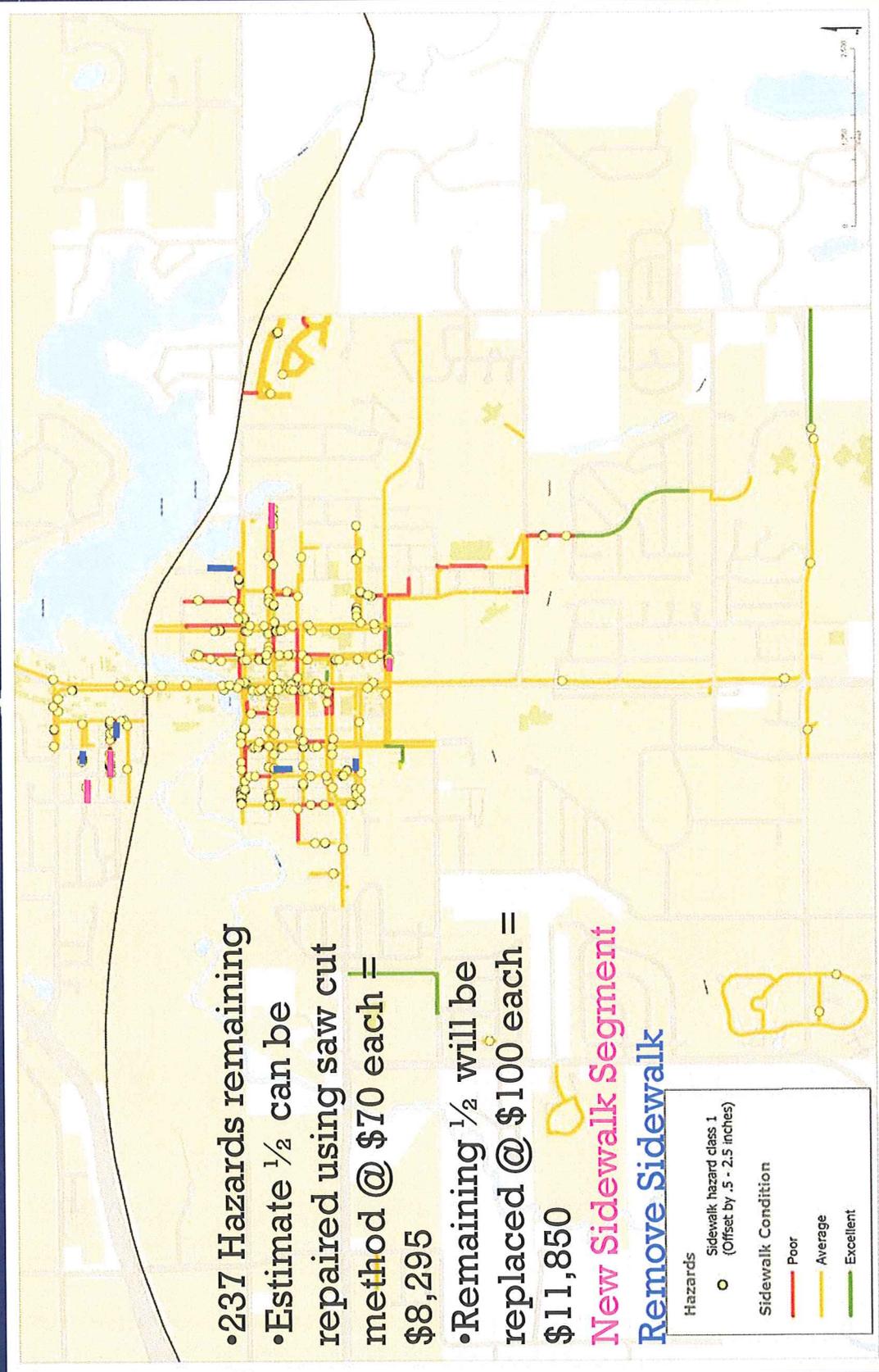
Sidewalk Repair/Replacement Class 2 (Replace Slab)



Sidewalk Repair/Replacement

- 237 Hazards remaining
- Estimate 1/2 can be repaired using saw cut method @ \$70 each = \$8,295
- Remaining 1/2 will be replaced @ \$100 each = \$11,850

New Sidewalk Segment
Remove Sidewalk





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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst
Michael Mroz, Public Works Operations Manager

DATE: Thursday, March 10, 2016

SUBJECT: Skate Park Request for Proposals (RFP)

BACKGROUND

The City Council voted in May of 2015 to amend the Park System Plan to include a skateboard and BMX park in Hatfield Park. A groundbreaking ceremony was held in October. Pre-site engineering was provided by Short Elliott Hendrickson Inc. (SEH) at a reduced cost, and site work was generously completed free of charge by Monarch Paving. The creation of a "Friends of the Skate Park" group was approved by the City Council in November of 2015. Fundraising efforts have continued during the winter, with a goal of constructing a skate park in the spring of 2016.

FUNDRAISING

As of March 10, 2016, approximately \$92,250 has been committed to the skate park from a combination of private donors, local businesses, and grants. A detailed list of sources of funds is attached.

REQUEST FOR PROPOSALS

A formal Request for Proposals (RFP) would allow for a competitive selection process for an experienced and reputable skate park contractor. The RFP will be sent electronically to companies that have previously constructed concrete skate parks in the Midwest, including but not limited to Evergreen Skateparks, Dreamland Skateparks, Misiano Skateparks, Grindline, and Artisan Skateparks. The RFP will also be posted on the City of New Richmond website. The budget listed in the RFP would only use the funds raised to date, with the disclaimer that if additional funds are raised prior to the start of construction, the City will work with the contractor accordingly to increase the size and/or scope of the project if agreeable by both parties. Proposals would include information pertaining to experience, references, project timeline, design options, warranties, and a detailed budget, among other items.

TIMELINE

With approval of the RFP from the City Council this evening, the following timeline would be proposed:

RFPs Published:	March 15, 2016
RFPs Due:	March 29, 2016
RFPs Reviewed:	March 30, 2016
Firm Interviews (if Necessary):	April 1, 2016
Award Contract:	April 11, 2016
Construction Begins:	May 2016
Construction Completed:	June 2016

RECOMMENDATION

The Park Board and City staff recommend publishing the Request for Proposals for skate park design and construction services that is included with this memo.

Supporter	Contribution	Recognition Level
Irv & Mary Sather Fund	\$ 40,000	Platinum
Westfields Hospital & Clinic	\$ 20,000	Platinum
Tony Hawk Foundation	\$ 10,000	Platinum
WESTconsin Credit Union	\$ 5,000	Gold
RCU	\$ 5,000	Gold
Walmart Foundation	\$ 2,500	Silver
New Richmond Area Community Foundation	\$ 1,500	Silver
Isometric Tool and Design	\$ 1,000	Silver
R&Z Properties	\$ 1,000	Silver
Eckberg Lammers	\$ 1,000	Silver
Bernard's	\$ 1,000	Silver
Guinn, Vinopal, & Zahradka, LLP	\$ 500	Silver
Liquid Waste Technology LLC	\$ 500	Silver
New Richmond Utilities	\$ 500	Silver
Doar, Drill, & Skow	\$ 500	Silver
New Richmond Area Centre	\$ 500	Silver
Michael & Misty Monette	\$ 500	Silver
Dadez Physical Therapy Inc	\$ 500	Silver
Dowd Reliance Insurance Agency	\$ 250	Bronze
Lakeside Foods	\$ 200	Bronze
Doyle's Farm & Home	\$ 200	Bronze
Countryside Veterinary Clinic	\$ 100	Bronze



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

**REQUEST FOR PROPOSALS
SKATEPARK DESIGN & CONSTRUCTION SERVICES
NEW RICHMOND SKATE PARK
NEW RICHMOND, WISCONSIN**

The City of New Richmond, Wisconsin is soliciting proposals from qualified contractors for the design and construction of a state-of-the-art concrete skate park.

Proposals in accordance with the specifications and scope of work below will be accepted until **5:00 P.M. CDT on Tuesday, March 29, 2016.**

To be considered, one (1) electronic email copy should be submitted to Public Works Operations Manager Michael Mroz at mmroz@newrichmondwi.gov prior to the due date and time. The City of New Richmond ("The City") reserves the right to evaluate all proposals, to reject any or all proposals, and solicit again at a later date. The City may waive any irregularities in the proposal or negotiate variances from specifications, and make awards that are in the best interests of the City. The City will have final decision in all matters regarding acceptance of proposals and issuance of awards. The full RFP can be viewed on the City's website at www.newrichmondwi.gov.

For questions, please contact the following:

Michael Mroz
Public Works Operations Manager
City of New Richmond
156 East First Street, New Richmond, WI 54017
(715) 246-4268
mmroz@newrichmondwi.gov

SCOPE OF SERVICES

Provide complete design and build services for a state-of-the-art concrete skate park. The minimum scope of work is outlined below:

- 1) Develop three (3) conceptual design options for the skate park
- 2) Develop a complete project cost estimate to include all required services, costs, and contingencies to assure budget compliance
- 3) Develop a complete set of construction drawings and specifications for the project that meet all applicable local code requirements.
- 4) Construction services
- 5) Award all necessary contracts
- 6) Obtain all required permits and contractors' licenses
- 7) Provide proper concrete curing systems or methods
- 8) Complete a written warranty with the City of New Richmond at the completion of the contract that includes warranty coverage for materials and workmanship for a period of one year from substantial completion of the project.

PROJECT SITE

The skate park will be constructed at the City of New Richmond's Hatfield Park (1321 Highway 65, New Richmond, Wisconsin, 54017). Hatfield Park is a very popular park with baseball diamonds, playground equipment, and RV campsites.

PROJECT DESCRIPTION

- 1) Pre-construction engineering and site work was completed in the fall of 2015 for a 10,000 square-foot (100' x 100') skate park. No concrete has yet been poured.
- 2) The skate park should be designed and constructed to accommodate use by skateboarders and BMX riders. The skate park shall draw and engage local users to a facility that will challenge both beginners and advanced users.
- 3) A street/plaza style design with a variety of stairs, rails, ledges, and banked concrete areas is most preferable.
- 4) Consideration should be given to landscaping amenities and overall park aesthetics.
- 5) Poured in place concrete shall have a minimum compressive strength of not less than 4,000 psi.
- 6) The design shall include steel coping edges, smooth flowing and seamless transitions, and superior concrete finish work that can hold up to the extensive use by skateboard and BMX users. At no point should standard flat concrete be less than 5" thick, and at no point shall ramp or bank concrete be less than 6" thick.
- 7) The City of New Richmond prohibits the use of wood, precast concrete, and prefabricated steel or composite materials that could diminish the quality of the project.
- 8) Granular fill material is available from the City of New Richmond free of charge.

PROJECT BUDGET

The total project budget for design, materials, equipment, labor, transportation, administration, insurance, and services is approximately \$90,000. Prices shall be inclusive of all costs. In the event that additional funds are raised for the project prior to the start of construction through private donations, grants, or other sources, the City will work with the contractor accordingly to increase the size and/or scope of the project if agreeable by both parties. Ongoing fundraising efforts suggest that a total fundraising goal of \$100,000 is likely to be reached.

TENTATIVE SCHEDULE OF EVENTS

RFPs Due:	3/29/16
RFPs Review Date:	3/30/16
Firm Interviews (if Necessary):	4/01/16
Award Contract:	4/11/16

STANDARD OF CONDUCT

- 1) The contractor is responsible for repairing any damage to facilities, grounds, or landscape that occurs as a result of the work.
- 2) The City of New Richmond may direct specific times for certain work to be performed so as not to interfere with community events.
- 3) Hatfield Park will be open to the public during the construction of the skate park. The contractor is responsible for maintaining a safe working area while the project is under construction, including any perimeter safety fencing.
- 4) The contractor is responsible for the cost of removing and the disposal of any and all construction debris from the site.
- 5) The site must remain clean, orderly, and free of trash or debris at all times.

WARRANTY INFORMATION

The contractor shall warrant that the product be free from hydration cracking for the entire duration of the construction project. Cracks in excess of 1/4 inch shall be warranted for one year. All steel edging shall be warranted against becoming loose for a period of one year. All concrete surfaces shall be warranted against spalling or scaling for a period of one year. Concrete under or adjacent to steel edging or coping shall be free from voids, chipping, and/or failure for a period of one year.

MINIMUM QUALIFICATIONS

Qualified candidates must have constructed a minimum of three poured in place concrete skate parks in the past year, and have at least five years of professional experience constructing public skate parks.

SUBMISSION REQUIREMENTS AND FORMAT

Proposals should address the items below in a detailed yet concise manner.

- 1) Describe your firm's experience designing and constructing concrete municipal skate park facilities that meet the needs of both skateboarders and BMX riders.
- 2) Identify the key staff members who will be assigned to the City of New Richmond for this project. Describe their professional qualifications and roles.
- 3) Provide a tentative project schedule that reflects realistic activity durations. The City of New Richmond desires to have the project completed in June 2016.
- 4) Describe any guarantee or warranty provided to the City of New Richmond. Describe the remedies available for the correction of any defective skate elements or flatwork.
- 5) Include three (3) design options for the skate park. Please include the specific design dimensions, project elements included, and total area (square feet).
- 6) Provide a detailed project budget for all materials and services, such as concrete, coping, rebar, travel, equipment, labor, drainage, greenery, insurance, etc.
- 7) Provide at least three (3) references from previous municipal clients
- 8) Provide proof of proper liability and Workers Compensation Insurance including limits
- 9) Declare any suits or claims against bidder (or subsidiary or co-owned entity) for warranty, negligence, or failure to complete any project within the last ten years.

CONTACT WITH CITY COUNCIL AND STAFF

Questions relating to this RFP should be directed exclusively to the Public Works Operations Manager at mmroz@newrichmondwi.gov. This is intended to ensure a fair and equitable review process so that there is no actual or perceived situation where one RFP Respondent secures or attempts to secure an unfair advantage over another RFP Respondent or creates a situation where there is an appearance of impropriety.

SUBMISSION OF PROPOSAL

Submit one (1) electronic email copy of the proposal to:

Michael Mroz
Public Works Operations Manager
156 East First Street, New Richmond, WI 54017
mmroz@newrichmondwi.gov

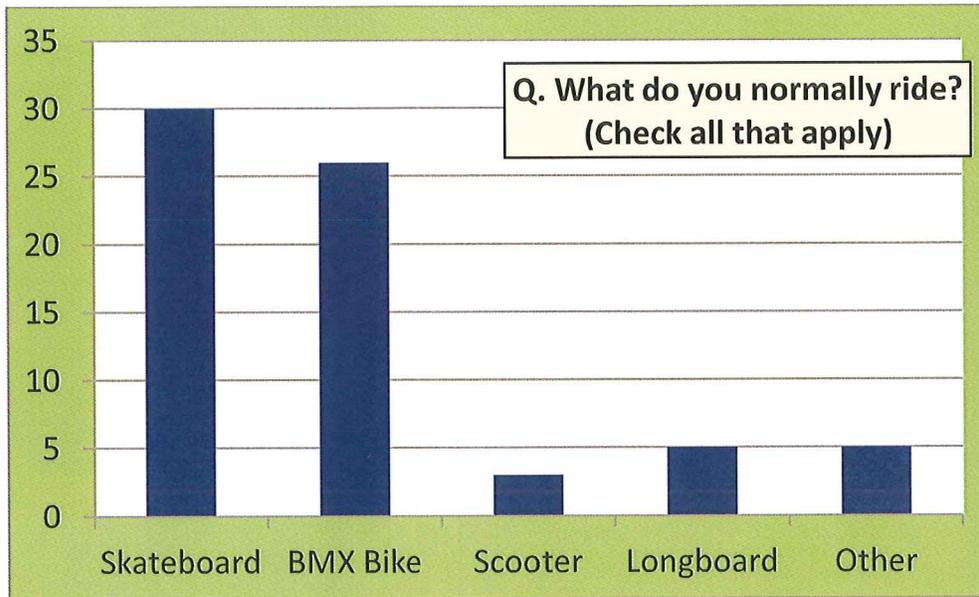
EXHIBITS

- A. Skate Park Location
- B. Skate Park Site Plan
- C. Skate Park Survey Data
- D. Photo of Current Site

Exhibit A. Skate Park Location



Exhibit C. Skate Park Survey Data (Note: 52 Responses)



Q. On a scale of 1 to 5 (with 5 being the highest), rate how important it is to have the following aspects in your skate park?

Quarter pipes	4.07
Ledges	4.05
Rail variety	3.98
Mini-ramps	3.88
Stairs	3.88
Bowl/Transition	3.68
Pyramid	3.67
Benches	3.63
Manual pads	3.56
Banks	3.49
Flat ground areas	3.42
Jump Box	3.4
Gaps	3.36
Bumps	3.12
Spine	3.02

Skill Level of Users (Self-Identified)

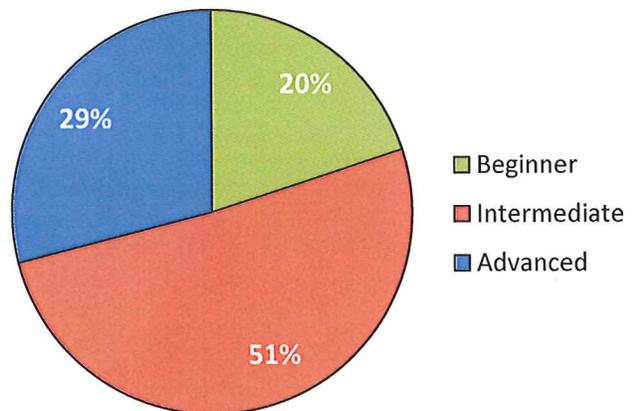


Exhibit D. Photo of Current Site

