

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

**April 23, 2015**

**CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND**

**Notice is hereby given that there will be a Special Session of the Council of the City of New Richmond on Monday, April 27, 2015 at 5:00 p.m. in Lower Conference Room #1 of the Civic Center, 156 East First Street, New Richmond, WI 54017.**

**AGENDA:**

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. CDBG Grant Recommendation**
- 6. Community Commons/Library Update**
- 7. Capital Improvement Update**
- 8. Mayor's Appointments**
- 9. Closed Session per State Statute 19.85)(e) - TIF#6**
- 10. Open Session – Action on Closed Session Agenda**
- 11. Communications and Miscellaneous**
- 12. Adjournment**

*Fred Horne, Mayor*

**cc: The New Richmond News  
Northwest Communications  
City Website**



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**TO: Mayor and City Council**

**FROM: Mike Darrow, City Administrator**

**DATE: April 23, 2015**

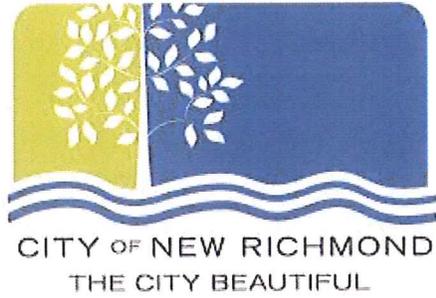
**RE: CDBG Grant Funds**

**Background**

The City of New Richmond received a CDBG Grant in 2014 related to the Commons building. We have been working with Leo A. Daly regarding plans for this building. Due to recent cost findings, the committee has decided not to proceed with the grant project as outlined.

**Recommendation**

Staff is recommending returning the CDBG funds related to the commons building. We will re-submit once a project is outlined.



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**TO: Mayor and City Council**

**FROM: Mike Darrow, City Administrator**

**DATE: April 23, 2015**

**RE: Community Commons/Library Update**

Staff will give an update at the meeting regarding the Community Commons and Library.



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**TO: Mayor and City Council**

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

**DATE: April 23, 2015**

**RE: Capital Improvement Update**

### Project Approach

#### **Contracts Structure and Detail**

SEH will set up a total of four contracts for design and construction services related to Street and Utility projects in the 2015 and 2016 construction seasons. Three contracts will be with the City of New Richmond and one will be with the Town of Richmond.

- The first contract will include design of all streets for both 2015 and 2016 construction, with the exception of the Township share of the 175<sup>th</sup> Avenue project. The estimated amount of this contract is \$251,350. The contract will be finalized and presented to the Finance Committee and the Utility Commission at their May meetings, and presented to the City Council for final approval on May 11.
- The second contract will include construction services for the streets planned to be constructed in 2015. The estimated amount of this contract is \$22,800, but this amount is subject to change based on any changes that occur during the design process. This contract will be presented to the Finance Committee, Utility Commission, and City Council for approval in July or August of this year.
- The third contract will include construction services for the streets planned to be constructed in 2016. The estimated amount of this contract is \$206,700, but this amount is subject to change based on any changes that occur during the design process. This contract is expected to be presented to the Finance Committee, Utility Commission, and City Council for approval in early 2016 in anticipation of the 2016 construction season.

- The fourth contract will be with the Town of Richmond and will include design and construction services for the Township's share of 175<sup>th</sup> Avenue. The estimated amount of this contract with the Town is \$10,750. This contract will be presented to the Township at their May 14 meeting for consideration.

In addition to the 175<sup>th</sup> Avenue project, 125<sup>th</sup> Street also lies partially in the Town of Richmond, so it is anticipated that there will be a cost share between the Town of Richmond and the City of New Richmond for 125<sup>th</sup> Street. As 125<sup>th</sup> Street is a 2016 project, we have not had the opportunity yet to discuss the design or contracting options with the Town.

### **Scope Changes from Original Proposal**

The High Street/N. Pierson Avenue project involves a change in scope that was not included in the original proposal. After the engineering proposal was submitted, three alignment alternatives were discussed with the City of New Richmond and Lakeside Foods, Inc. as well as the general traffic volume and flow in and out of the plant entrances. Lakeside Foods and City staff would like to see cost comparisons among the various alternatives in order to decide what design approach to choose. The cost estimate presented as part of the original proposal utilized the current alignment, so both the construction and engineering costs may be subject to change depending on the alignment chosen. The proposed engineering fee would cover the work involved with either of the first two alignments. However, if the third alignment is chosen by Lakeside Foods (along the railroad spur), the engineering design fee will increase by \$2,500 and the engineering construction fee would increase by \$1,200 due to the additional engineering work involved with that particular alignment.

The contract approach would be to have the work performed under contract with the City and the City would get reimbursed for 50% of the costs from Lakeside under a separate agreement between the City and Lakeside.

Paperjack Creek currently passes under 125<sup>th</sup> Street through twin metal culverts and the replacement of these culverts was not in the original proposal. SEH recommends that the City assesses the condition of these culverts for potential consideration of replacing the existing corrugated metal culverts with reinforced concrete culverts, end walls and riprap. Since the road is proposed to have curb and gutter on one side, the culverts may need to be extended even if the City elects not to replace them. Either replacing or lengthening the culverts would result in the need for a wetland delineation, and permits for the culvert installation or extension. A preliminary design for this street that was started in 2009 showed the possible addition of a multi-use path on the City (east) side of the street. Staff is recommending that this multi-use path be included in the design, as well as replacement of the culverts to accommodate it. With the aforementioned permitting, delineation, and trail and culvert design

work, this adds \$13,200 to SEH's original amount for design services on this project. This amount is already included in the estimated \$251,350 design contract. The extent and cost of additional right-of-way that may be required to construct a multi-use path is not included in the estimates, as it has not been determined at this time. Further design work is needed to determine the cost and feasibility of building this trail.

### **Geotechnical Investigation**

SEH has prepared a soil boring program RFP and map in order to obtain geotechnical information for all proposed streets in the 2015/2016 construction seasons. The proposal was sent out to 4 Geotechnical Firms, and the responding quotes ranged in cost from about \$8,000 to \$15,000. We are in the process of evaluating these quotes for completeness, and will present a breakdown of the quotes, along with a recommended contract for approval, to the Finance Committee, Utility Commission and City Council in May.

### **Funding Status for North 4<sup>th</sup> Street and North Shore Drive**

North 4<sup>th</sup> Street qualifies for the WisDOT STP Urban funding program. The program applications are due at the end of July, with successful projects being published in November. In order for SEH to be eligible to provide design services on the project, WisDOT rules would require someone other than SEH to prepare and submit the funding application. If the City wished to submit the application itself, the City could scope and develop a cost estimate for the project, and SEH could respond to any questions that the City had regarding the application submittal process. If the application was submitted this year (2015) and approved by the WisDOT, construction would likely take place in 2017. If the North 4<sup>th</sup> Street project is delayed to pursue this funding source, the Council might consider moving another project from the 2017 CIP list to 2016. Because North Shore Drive has a similar cost estimate to the North 4<sup>th</sup> Street Project, staff is recommending that North Shore Drive be moved to 2016, and North 4<sup>th</sup> Street be pushed back to 2017. The estimated cost to design North Shore Drive is \$6,700 more than the cost to design North 4<sup>th</sup> Street due to the additional complexities of North Shore Drive, so that additional amount has been included in the proposed design contract.

## MAYOR'S APPOINTMENTS

FINANCE -	Fred Horne, Jane Hansen, Jim Zajkowski
PUBLIC WORKS -	Jim Zajkowski, Ron Volkert, Craig Kittel
PUBLIC SAFETY-	Jane Hansen, Jim Jackson, Scottie Ard
PLAN COMMISSION - Council President	Jane Hansen
LIBRARY BOARD -	Scottie Ard
PARK BOARD -	Jim Zajkowski
ETHICS BOARD -	Ronald Volkert and Scottie Ard
AIRPORT COMMISSION –	Jim Jackson and Craig Kittel
BOARD OF REVIEW -	Kittel, Ard, Jackson
HISTORIC PRESERVATION COMMISSION -	Scottie Ard
EDC	Jim Zajkowski
COMMUNITY DEVELOPMENT AUTHORITY -	Jim Jackson and Scottie Ard
AMBULANCE BOARD –	Jane Hansen, Craig Kittel, Jim Jackson
FIRE BOARD -	Jane Hansen, Jim Zajkowski, Fred Horne
HOUSING AUTHORITY -	Scottie Ard

## CITIZEN APPOINTMENTS

UTILITY COMMISSION -	Robert Mullen
PLAN COMMISSION -	Ron Volkert
LIBRARY BOARD -	Gordon Granroth, Jeff Peplau
PARK BOARD -	Tawnia Strawn, Joseph Ard
ETHICS BOARD -	Bob Larson, Nick Vivian
POLICE AND FIRE COMMISSION -	David Levi
HISTORIC PRESERVATION -	Esther Wentz

EDC – CHAMBER REPRESENTATIVE

Rob Kreibich

EDC – BUSINESS TECH PARK REP

Scott Jones, Royal Credit Union

EDC - MEMBER AT LARGE

John Soderberg

CDA -

Jason Zahradka

HOUSING AUTHORITY -

Delores Quinn