

# AGENDA FOR COUNCIL MEETING

## CITY OF NEW RICHMOND, WISCONSIN

MONDAY, SEPTEMBER 14, 2015 - 7:00 P.M.

### AGENDA:

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

### PUBLIC COMMENT

### CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, August 10, 2015 and Special Council Meeting, August 24, 2015
2. Applications for License to Serve from Julia L. Martin, Osceola; Laura J. Miller, New Richmond; Allison P. Hagen, Hammond; Samantha R. Foster, New Richmond; Mariah K. Gravelle, Amery; Christina M. Rineck, Glenwood City; Anthony F. Kilian, New Richmond; Brian D. Anderson, Glenwood City; Abraham C. Anderson, New Richmond; Broderick A. Larson, New Richmond; Nicholas J. Henderson, New Richmond; Ronald A. Swanson, Osceola; and Scott E. Hansen, New Richmond
3. Application for Temporary Wine License from the Friends of the Library for September 19, 2015 from 4 to 6 p.m. at 155 East First Street, New Richmond
4. A Run/Walk Permit from the New Richmond Youth Hockey Association on October 17, 2015 at 7:30 a.m.
5. A Run/Walk Permit from the Deerfield on September 19, 2015 at 9:00 a.m.
6. A Run/Walk Permit from New Richmond Heritage Center for September 26, 2015 at 8:00 a.m.
7. Skate Park Donation of \$5,000 from Westconsin Credit Union
8. Payment of VO#58455 through VO#58557 totaling \$701,941.48 plus electronic fund transfers of \$2,067,175.73 for a grand total of \$2,769,117.21

### DEPARTMENT REPORTS:

Administration  
Public Works  
Community Development  
Library  
Police  
Fire

### UNFINISHED BUSINESS:

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

## **NEW BUSINESS:**

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

1. Direct Seller's Permit for Jack Links Auto/RV for October 22-31, 2015
2. **Plan Commission Recommendation:**
  - a. Ordinance #478 – Shoreland Wetland Zoning
  - b. Certified Survey Map – City of New Richmond
  - c. Certified Survey Map – Skoglund Properties
3. **Finance Committee Recommendations:**
  - a. Transfer Fund Balance to Replacement Levy
  - b. Resolution #091501 State Trust Fund Loan For \$605,000
  - c. RFP – Assessor's Contract
  - d. 2016 Vehicle Replacement Plan & Approval
4. **Park Board Recommendations:**
  - a. Short-Elliott-Hendrickson Contract for Skate Park
  - b. Monarch Paving Site Work – In Kind Donation for Skate Park
  - c. Cemstone Contract for Concrete Slab for Skate Park
  - d. 2015 Park Plan Update
5. Ordinance #479 Amending Section 86-1 Special Assessment for Delinquent Utility Bills
6. Mayor's Appointment – Matt Brotzler to the Airport Commission
7. Council Work Session on September 21, 2015 – Payroll Services, Health Insurance, Budget
8. Communications & Miscellaneous - League Conference, October 28-30, 2015
9. Closed Session per State Statute 19.85 1(c) –
  - a. Employee Benefit Information and/or Wages in Which the City of New Richmond has Jurisdiction
10. Open Session – Action on Closed Session Agenda
11. Adjournment

Frederick Horne, Mayor

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

\*\*Late Changes and Additions

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

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

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

REGULAR COUNCIL MEETING AUGUST 10, 2015 7:00 P.M.

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

Roll call was taken.

Members Present: Mayor Horne, Alderman Kittel, Ard, Jackson, Hansen, and Volkert, and Student Representative Victoria Johnson

Members Absent: Alderman Zajkowski and Student Representative Elliott Smallidge

The Pledge of Allegiance was recited.

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

**Public Comment**

None

**Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, July 13, 2015
2. Applications for License to Serve from Amanda M. Vorwald, New Richmond; Lory J. Gramberg, New Richmond; Robert W. Canfield, New Richmond; and Alexandra L. LaPitz, Roberts
3. Application for Amplification Permit and Exemption from Sec. 50-87 Loud & Unnecessary Noise from the Stronger Together – Operation Welcome Home – VFW Post 10818 for September 10-14, 2015 between Noon and 8 p.m. each day for programs
4. Application for Direct Seller's Permit from Mark Dickerson to sell area rugs in the vacant lot south of 575 North Knowles Avenue
5. Application for Temporary Class B License from the Knights of Columbus at 155 East Fourth Street for September 13, 20, 25, 27, October 4, 11, 18, 25, 30, November 1, 8, 15, 22, 27, 29, December 6, 13, 20, 27
6. Payment of VO#58374 through VO#58454 totaling \$237,444.00 plus electronic fund transfers of \$516,456.60 for a grand total of \$753,900.60

General Fund	\$681,233.57
Impact Fees Fund	28,410.02
Debt Service Fund	3,058.22
Capital Projects	4,487.52
Landfill Cleanup Fund	5,590.42
TIF District #10	50.00
TIF District #6	10,471.47

Storm Water Utility	18,951.14
Park Land Trust Fund	1,648.24

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

**Department Reports**

Administration- Mike Darrow stated that over 1,000 people showed up for the Utility Picnic and National Night out. He also thanked Jeremiah and Scottie for taking a turn in the dunk tank. Thank you to the VFW for serving hotdogs and to Family Fresh for donating the food.

Public Works – Jeremiah Wendt stated that the utility has paid the final payment for the regional biosolids facility that has been in operation for twenty years. An application has been submitted to the State of Wisconsin for funding of the street and utility improvements on North Fourth Street. This grant would pay 80% of the cost of the improvements. Jeremiah also thanked the seasonal staff for their help maintaining the downtown flowers and maintaining the parks.

Community Development – Beth Thompson reported that there is digging going on at the corner of Richmond Way and South Knowles Avenue for Culvers. There was a groundbreaking on July 24<sup>th</sup> for them and they hope to be open by December 1, 2015.

**Mayor Fred’s Reading Challenge Recipients**

Kim Henning, Library Director, stated that the reading challenge was very successful. There were 890 people who signed up for the challenge and the kids present tonight all completed the challenge and received a certificate. They also had a picture taken together with the Mayor and had cake after receiving their award.

**2014 Audit Presentation**

Amanda Mboga, from Baker Tilly Virchow Krause, LLP, gave a review of the 2014 audit and the City’s financial condition at year end. She also thanked City staff for their cooperation during the audit.

**Resolution #081501 – 2015 Budget Amendment for ERP Program**

Staff recommended amending the 2015 budget in order to qualify for the State of Wisconsin budget restraint program. Alderman Hansen offered the following resolution and moved for its adoption:

RESOLUTION #081501

CITY OF NEW RICHMOND				
RESOLUTION #081501				
WHEREAS, the City of New Richmond has levied taxes and appropriated monies for City operations, and				
WHEREAS, the City desires to qualify for the expenditure restraint program under the Wisconsin Department of Revenue;				
NOW, THEREFORE, BE IT RESOLVED by the common council of the City of New Richmond that the				
2015 budget be amended as follows:				
		2015	2015	
		ADOPTED	AMENDED	
		<u>BUDGET</u>	<u>BUDGET</u>	
	<b>REVENUES</b>			
	General Property Taxes	2,923,900.90	2,923,900.90	0.641%

Taxes (other than property)	692,201.64		692,201.64	
Public Imp Revenue-Assessments	4,195.93		4,195.93	
Intergovernmental Revenues	1,488,841.57		1,488,841.57	
Licenses & Permits	303,500.00		303,500.00	
Public Charges for Service	320,674.00	(500.00)	320,174.00	
Miscellaneous Revenue	76,282.40		76,282.40	
Other Financing Sources	100,000.00		100,000.00	
TOTAL REVENUES	5,909,596.44		5,909,096.44	
<b>EXPENDITURES</b>				
General Government	1,287,517.36	(500.00)	1,287,017.36	
Protection - Person & Property	2,184,604.66		2,184,604.66	
Public Works - Streets	1,147,582.07		1,147,582.07	
Education & Recreation	1,106,595.89		1,106,595.89	
Health & Sanitation	12,250.00		12,250.00	
Conservation & Development	133,704.66		133,704.66	
Outlay	24,341.80		24,341.80	
Other Financing Uses / Transfers	13,000.00		13,000.00	
TOTAL EXPENDITURES	5,909,596.44		5,909,096.44	1.992%
			Property Tax	
			Contribution	
			Plus	
			TIF Increments	
General Fund			2,923,900.90	
Debt Service Fund			1,532,420.24	
Capital Replacement Fund			96,350.00	
Tax Increments			869,414.07	
Totals			5,422,085.21	

Motion was seconded by Alderman Ard and carried.

**Plan Commission Recommendation – Ordinance #477 Text Amendments**

The Plan Commission recommended approving Ordinance #477 Text Amendments to Chapter 121 Zoning Ordinance. Beth Thompson explained each of the amendments. Alderman Kittel moved to suspend the rules and adopt Ordinance #477, seconded by Alderman Hansen and carried.

**Finance Committee Recommendation – Downtown Parking Signage**

Noah Wiedenfeld, presented a plan for downtown parking signage. This was presented to the Finance Committee as well. Staff would like to proceed with purchasing three signs 36’ x 36’ and nine signs 18’ x 20’. Alderman Ard moved to approve the purchase of three signs 36’ x 36’ and nine signs 18’ x 20’ with the color of Green 370 for a total cost of \$997.67, seconded by Alderman Kittel. These signs will be ordered right away and installed in September.

**Finance Committee Recommendation – Approval of Capital Improvement Sources and Uses of Funds**

Jeremiah gave an update on the 2015 projects. With all of the projects listed, staff feels the need to apply for a loan of \$604,374 from the State Trust Fund. Alderman Ard moved to proceed with the application for State Trust Fund in the amount of \$604,374, seconded by Alderman Hansen and carried.

**Finance Committee Recommendation – Public Works Reorganization**

Mike Darrow explained that the Finance Committee is recommending combining the Park and Street departments having two levels of employees, Public Works 1(Parks) and Public Works 2 (Streets). There will be job sharing for snow removal. They also recommend hiring an Assistant Public Works Director to assist with operations at the campground and oversee all recreation activities including Hatfield and Citizen’s Field. These changes will have a zero impact on the budget. Alderman Ard moved to table this item, seconded by Alderman Hansen and carried.

**Resolution #081502 – Resolution Authorizing \$3,455,000 GO Refunding Bonds**

Sean Lentz, from Ehlers, explained that the City retained their bond rating of Aa3 from Moody’s. Because of this rating we were able to get very competitive bids for our bonds and decrease the amount we are borrowing. Discussion followed. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #081502  
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF  
\$3,455,000 GENERAL OBLIGATION REFUNDING BONDS, SERIES 2015A  
(complete copy on file in the Clerk’s office)

Motion was seconded by Alderman Hansen and carried.

**Resolution #081503 – Resolution Authorizing \$1,765,000 Electric Utility Bonds**

Sean Lentz, from Ehlers, explained that the utility retained their bond rating of A2 from Moody’s. This rating is a little lower than the City’s but is due to the utility’s reliance on the Wisconsin Public Service Commission for approval of rate increases. Discussion followed. Alderman Hansen offered the following resolution and moved for its adoption:

RESOLUTION #081503  
RESOLUTION AUTHORIZING THE ISSUANCE AND SALE OF  
\$1,765,000 ELECTRIC UTILITY REVENUE REFUNDING BONDS, SERIES 2015B  
(complete copy on file in the Clerk’s office)

Motion was seconded by Alderman Ard and carried.

**Driveway Permit – North Knowles Avenue**

Jeremiah Wendt, Public Works Director, explained that Skoglund Properties has applied for the modification of an existing driveway on North Knowles Avenue. The location of the driveway is approximately 135 feet south of the existing southernmost driveway serving 575 North Knowles Avenue (Snap Fitness). The modified driveway would be intended to serve the remaining parcels between this location and the intersection with High Street. As such, two existing curb cuts could be eliminated and no additional driveways on this stretch of North Knowles would be required. Alderman Hansen moved to approve this driveway permit, seconded by Alderman Ard and carried.

**Driveway Permit – High Street**

Jeremiah Wendt explained that Skoglund Properties has applied for the modification of an existing driveway on High Street. The location of the driveway is approximately 300 feet west of the intersection of High Street and North Knowles Avenue. The modified driveway would be intended to serve as the southern termination of the access driveway that runs behind the businesses on the west side of North Knowles Avenue between High Street and North Fourth Street. Alderman Hansen moved to approve the driveway permit, seconded by Alderman Ard and carried.

**Moving Wall Transportation Approval**

Jeremiah Wendt stated that staff and Short-Elliott-Hendrickson have been investigating potential traffic impacts of the Moving Wall Event, scheduled for September 10-14, 2015 at Freedom Park, on the intersection of STH 64 and Wall Street. They have two DOT approved options at this time. One option is to have temporary signal traffic lights in all four directions. The other alternative is a temporary four-way stop at this intersection. Both options will cost \$10,000 to \$20,000. This item

will be discussed at the work session on August 24, 2015. Funding avenues will also be presented at that time.

**Council Work Session – 5:00 p.m. on August 24, 2015**

Tentative agenda items for this meeting include: Department Head Presentations on 2016 Budget, Library, Street Naming, and 2016 Budget.

**Communications and Miscellaneous**

None

**Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e)(g) TIF#6; Airport Litigation Update; and Employee Benefit Information and/or Wages in Which the City of New Richmond has Jurisdiction, seconded by Alderman Kittel and carried.

**Open Session**

Alderman Jackson moved to approve moving forward with construction bids for the extension of Hamilton Avenue, seconded by Alderman Kittel and carried.

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

RESOLUTION #081504

RESOLUTION AUTHORIZING SALE OF REAL ESTATE

WHEREAS, the City of New Richmond is the owner of real estate described as:

Described as a portion of the total site consisting of 2.5 acres, depicted in Exhibit A

WHEREAS, the City has entered into an Offer to Purchase and Sale Agreement with

Oppidan Holdings LLC

Holdings, LLC , Whereby the City would sell this parcel to Oppidan Holdings, LLC; and

WHEREAS, all necessary contingencies have been met and the transaction is ready to be closed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond as follows:

1. That the City shall proceed with the sale of the real estate to Oppidan Holdings, LLC
2. That Mayor, Frederick Horne, and Tanya Reigel, City Clerk, are authorized to execute all documents necessary to complete the sale of the property.

Motion was seconded by Alderman Ard and carried.

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

Meeting adjourned at 10:20 p.m.

Tanya Reigel  
City Clerk

SPECIAL COUNCIL MEETING  
AUGUST 24, 2015 AT 5:00 PM

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

Roll call was taken.

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

Members Absent: Alderman Hansen

The Pledge of Allegiance was recited.

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

**Resolution #081505 Proclamation**

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

RESOLUTION #081505  
THE CITY OF NEW RICHMOND  
PROCLAMATION

COMMEMORATION OF THE 50<sup>TH</sup> ANNIVERSARY OF THE VIETNAM WAR

WHEREAS: The wounds of the past must be tended and healed by the generations of today; and  
WHEREAS: The City of New Richmond, Wisconsin is a Commemorative Partner and is committed to the initiatives set forth by Public Law 110-181 SEC.598; the 2008 National Defense Authorization Act and the Secretary of Defense; and

WHEREAS: The Honor, Valor and Dedication to Freedom as demonstrated by Vietnam Veterans and our allies shall be heralded with the greatest effort of recognition; and

WHEREAS: The 58,307 Valiant men and women including 1,161 Wisconsin Soldiers, who gave the Ultimate Sacrifice in the defense of Freedom shall not be forgotten; and

WHEREAS: By the combined efforts of the City New Richmond, VFW Post 10818, American Legion Post 80 and 111, Vietnam Veterans of American 331 and the Leathernecks MC (USMC) as well as the many sponsors and supporters; have created Stronger Together – Operation Welcome Home; and

WHEREAS: Stronger Together – Operation Welcome Home will provide an environment for Reflection, Respect, Honor and the Validation of Service to this Nation with the immeasurable Gratitude of the People.

Now, Therefore, I, Fred G. Horne, Mayor of the City of New Richmond, do hereby proclaim September 10-14, 2015, STRONGER TOGETHER – OPERATION WELCOME HOME in the City of New Richmond, Wisconsin in honor of and with respect for the 50th Commemoration of the Vietnam War.

Motion was seconded by Alderman Zajkowski and carried.

**Contract Award for 2015 Street & Utility Projects**

Jeremiah Wendt, Public Works Director, explained the contract. The low bid was from Heartland Contractors from Chippewa. There was a base bid and an alternate bid for a trail on the west side of 115<sup>th</sup> Street. The trail would end at West Seventh Street with a painted crosswalk to the Wastewater Treatment Plant driveway and bike lanes painted down the driveway to the Doar Prairie Restoration. The trail would be on City property. Alderman Kittel moved to accept the total bid from Heartland for \$425,160.31 which includes the alternate bid for the trail, seconded by Alderman Zajkowski and carried.

### **Contract Award for 2015 Richmond Crossing Project**

Jeremiah Wendt, Public Works Director, explained the contract for this project. The low bid was from Albrightson Excavating for \$107,101.78. Alderman Kittel moved to accept the low bid from Albrightson Excavating for \$107,101.78, seconded by Alderman Zajkowski and carried.

### **Cost Sharing Agreement with Lakeside Foods**

Jeremiah Wendt has a letter of intent from Lakeside Foods to pay 50% of the cost of this project. Nick Vivian, City Attorney has a revised agreement with the City paying \$40,237.24 and Lakeside Foods paying \$40,237.24. Alderman Kittel moved to approve the cost sharing agreement with Lakeside Foods as stated, seconded by Alderman Zajkowski and carried.

### **Short-Elliott-Hendrickson Contract for Construction Engineering**

Jeremiah Wendt presented a supplement letter of agreement for engineering services including the alternate bid approved above for the trail totaling \$27,850. Alderman Zajkowski moved to approve the contract with Short-Elliott-Hendrickson not to exceed \$27,850, seconded by Alderman Ard and carried. We can possibly offset some of the engineering costs if staff is available to do this.

### **Public Works Recommendation – Street Naming – Richmond Crossing Development**

The Public Works Committee recommended naming the street from Hamilton Avenue to Culvers Grant Way. Alderman Kittel moved to approve this street name as Grant Way, seconded by Alderman Zajkowski and carried.

### **Public Works Recommendation – Street Naming – Richmond Crossing Development**

The Public Works Committee recommended naming the street from Hamilton Avenue to St. Croix Avenue Roosevelt Drive. Alderman Zajkowski moved to approve this street name as Roosevelt Drive, seconded by Alderman Kittel and carried.

### **Public Works Recommendation – Moving Wall**

The Public Works Committee recommended using barrels and portable signs for the Moving Wall event at Freedom Park due to the fact that the numbers may not be as high because a similar event is happening that same time at Ft. Snelling in Minnesota. There will be additional police officers on duty from September 10-14 so there will be overtime costs involved. Other personnel will be available from the Public Works and Electric departments on Saturday and Sunday as well. No parking signs will be posted along with other temporary signs for the event. The total cost for the signs is estimated at \$3,702.90. Alderman Zajkowski moved to approve the temporary signs and barrels as recommended, seconded by Alderman Kittel and carried. Alderman Ard stated that the Moving Wall Committee will be discussing paying for the cost of temporary signs and barrels of \$3702.90. A final decision will be made on August 25, 2015.

### **Public Works Department Organizational Update and Job Description Approval**

Mike Darrow explained that the organizational update and job description was tabled at the last Council meeting so that all council members could read through the job descriptions. Considerable discussion followed including the title of the new position to be created. It was the consensus of the Council to call this position Operations Manager. Alderman Kittel moved to proceed with the organizational update and approve the job description for the Operations Manager, seconded by Alderman Zajkowski and carried.

### **Departmental Budget Updates and 2016 Budget Process**

Department heads gave presentations for their departments reviewing 2015 and discussing plans for 2016.

### **Student Council Representative Process and Authorization**

Noah Wiedenfeld presented a process for recruiting student representatives for the City Council. The purpose for having a student representative on the Council is to have a learning opportunity and give the Council a different perspective. Criteria include: a City resident; enrolled at New Richmond High School, a private school or home schooled; have an interest in government or willingness to learn; and the confidence to share their opinion. It would be a one year position and every fall a new person would be chosen. Responsibilities include: attend regular Council meetings, participate in discussions, and assist

with one project per academic semester led by the City Council. The position would be supervised by the Management Analyst. The proposal is to advertise the position, make applications available at the High School and library and interview the candidates. The students could receive a letter of recommendation, or another form of recognition for their efforts. If there is a lot of interest we could include student representatives on other boards or commissions as well. Alderman Ard moved to approve the proposal, seconded by Alderman Jackson and carried.

#### **City Library Project Update and Next Steps**

Mike Darrow explained that he has talked to the new School Superintendent and the school board has put the commons property up for sale. They are exhausting all options. No formal offers have been received. The City needs to keep the momentum going. Several options were discussed including finding out the value of the commons property if it is available to the City and they would be willing to purchase it. The consensus of the Council was to have the Library Board brainstorm location ideas and bring those back to the Council in October.

#### **Communications and Miscellaneous**

Alderman Ard stated that we are on the countdown to the Stronger Together Operation Welcome Home event and volunteers are needed for Friday, Saturday and Sunday, September 11-13. Anyone interested in helping, please let her know.

#### **Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(c)(e) TIF#6; Employee Benefit Information and/or Wages in Which the City of New Richmond has Jurisdiction; and Labor Negotiations, seconded by Alderman Kittel and carried.

#### **Open Session**

Alderman Ard moved to approve the purchase agreement with Oppidan as discussed in Closed Session, seconded by Alderman Zajkowski, and carried.

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

Meeting adjourned at 8:28 p.m.

Tanya Reigel  
City Clerk

**SKATE PARK  
DONATION AGREEMENT**

**THIS DONATION AGREEMENT** (“Agreement”) is entered into this 14th day of September, 2015, by and between the City of New Richmond (“City”) and WESTconsin Credit Union (“Donor”).

**RECITALS**

- A. The City is the owner of parkland property throughout the City’s corporate jurisdiction.
- B. The City intends to erect a skate park which will serve the community.
- C. The City has solicited donations to pay for the skate park.

NOW, **THEREFORE**, in consideration of the mutual covenants and agreements contained in this Agreement, City and Donor agree as follows:

**AGREEMENT**

- 1. **CONTRIBUTION.** Donor hereby agrees to contribute and donate to the City, the sum of \$5,000.00 which shall be used for the construction of a skate park on City property within the City of New Richmond.
- 2. **SEVERABILITY.** The invalidity of any provision of this Agreement shall not impair the validity of any other provision. If any provision of this Agreement is determined by a court of competent jurisdiction to be unenforceable, that provision will be deemed severable and the Agreement may be enforced with that provision severed or as modified by the Court.
- 3. **BINDING EFFECT.** This Agreement shall be binding upon and inure to the benefit of the successors and assigns of City and Donor.
- 4. **GOVERNING LAW.** This Agreement shall be construed and enforced in accordance with the statutes and common laws of the State of Wisconsin.
- 5. **COUNTERPARTS.** This Agreement may be executed in counterparts, all of which taken together shall be deemed one original.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date first written above.

**CITY:**

**DONOR:**

**CITY OF NEW RICHMOND**

**WESTconsin Credit Union**

\_\_\_\_\_  
By: Frederick Horne  
Its: Mayor

Marie Sheenore

ATTEST:

\_\_\_\_\_  
By: Tanya Reigel  
Its: City Clerk

VOUCHERS PRESENTED TO THE COUNCIL SEPTEMBER 14, 2015

VO #	PAYMENT TO:	AMOUNT
58444	VOID	(50.00)
58455	AMERIPRIDE LINEN & APPAREL SERVICES	577.24
58456	APPLIED ECOLOGICAL SERVICES, INC	1,576.00
58457	BENEFIT EXTRAS, INC	378.25
58458	BOARDMAN & CLARK LLP	8,681.21
58459	BOSS EQUIPMENT CORP	3,400.00
58460	CITY OF NR - LIBRARY	175.00
58461	CITY OF NR - REVOLVING FUND	132.81
58462	CLERK OF COURT - ST CROIX CO	50.00
58463	DOAR DRILL & SKOW S.C.	15.00
58464	ECKBERG LAMMERS BRIGGS WOLFF & VIERLING	9,134.50
58465	FLEX-O-SWEEP	55.20
58466	FRONTIER COMMUNICATIONS	767.80
58467	KWIK TRIP	20.06
58468	LETOURNEAU, NATHAN	606.34
58469	MSA PROFESSIONAL SERVICES INC	12,786.95
58470	ST CROIX COUNRTY SHERIFF'S DEPT	210.00
58471	STEPHENS SANITATION - REFUSE	487.15
58472	WI MUNICIPAL COURT CLERKS ASSN	265.00
58473	WILLIAMSON & SILER S.C.	2,122.87
58474	WISCONSIN SUPREME COURT	40.00
58475	WITC - CABLE	5,488.06
58476	CITY UTILITIES - INVOICES	1,110.98
58477	CITY UTILITIES - TAX ROLL	5,616.07
58478	DOUVILLE'S BAKERY INC	170.00
58479	E O JOHNSON COMPANY	1,810.28
58480	KNUTSON, WENDELL	1,000.00
58481	KSTP-TV	11,925.00
58482	MUNSON PLUMBING SERVICE LLC	254.63
58483	ROGERS, MARSHA	60.00
58484	VILLAGE OF STAR PRAIRIE	102.41
58485	VOID	-
58486	VOID	-
58487	VOID	-
58488	VOID	-
58489	CITY UTILITIES - 2ND BILLING	27,857.31
58490	FRONTIER COMMUNICATIONS (2)	40.76
58491	KWIK TRIP	5.47
58492	MUNSON PLUMBING SERVICE LLC	157.39
58493	ST CROIX COUNTY	750.00
58494	WAL-MART (OTHER PMTS)	52.72
58495	WI DEPT OF JUSTICE - CRIME INFO BUREAU	112.00
58496	BALDWIN TELECOM, INC	566.60
58497	HUDSON MUNICIPAL COURT	190.00
58498	SHORT-ELLIOTT-HENDRICKSON	22,918.87
58499	VOID	-
58500	ST CROIX COUNTY TREASURER - TAXES	600.77
58501	ST CROIX COUNTY TREASURER - DOG LICENSES	739.00
58502	ALL PIPE CLEANING SEWER SERVICE LLC	200.00
58503	AMAZON (CITY)	1,000.97
58504	AMAZON (LIBRARY)	2,117.33
58505	AMERIPRIDE LINEN & APPAREL SERVICES	186.62
	SUB - TOTAL	126,464.62

	SUB - TOTAL CARRIED FORWARD	126,464.62
58506	BALDWIN PUBLIC LIBRARY	12.00
58507	BENEFIT EXTRAS, INC	403.00
58508	CDW GOVERNMENT, INC	339.56
58509	CEDAR CORPORATION	16,474.36
58510	CITY OF MEDFORD	193.50
58511	CITY UTILITIES - 1ST BILLING	1,039.48
58512	CITY UTILITIES - INVOICES	25.98
58513	CITY UTILITIES - LANDFILL	1,096.80
58514	CITY UTILITIES - OTHER	52.90
58515	CITY UTILITIES - SAC CHARGES	8,000.00
58516	CITY UTILITIES - SALES TAX	265.77
58517	CITY UTILITIES - WATER IMPACT FEES	8,000.00
58518	CUMMINS - NPOWER, LLC	605.00
58519	CYCLONE FENCE	280.00
58520	DRISCOLL, MARI	20.00
58521	ELLSWORTH PUBLIC LIBRARY	12.98
58522	FLEET ONE LLC	3,580.67
58523	FREEDOM VALU CENTERS	2,505.00
58524	FRONTIER COMMUNICATIONS (3)	36.53
58525	G & K SERVICES, INC	120.86
58526	GHD SERVICES INC	5,307.92
58527	GILLEN'S LIME QUARRY	14,098.52
58528	HUDSON AREA LIBRARY	30.00
58529	INDUSTRIAL HEALTH SERVICES NETWORK INC	92.40
58530	INDUSTRIAL SAFETY	11,704.21
58531	KWIK TRIP / KWIK STAR STORES	855.18
58532	LANDSCAPES BY LEMIRE, LLC	1,740.00
58533	MIDWEST TAPE	6.00
58534	MINNESOTA LIFE INSURANCE CO	2,188.33
58535	MSA PROFESSIONAL SERVICES INC	17,172.25
58536	NR AMBULANCE SERVICE	4,325.16
58537	PHILLIPS MEDISIZE MEDICAL	444,237.75
58538	POPULAR SUBSCRIPTION SERVICE	3,629.14
58539	PRICE, MISTY	106.25
58540	RICE, CYNTHIA	900.00
58541	RIVERTOWN MULTIMEDIA	4,119.05
58542	ROCKET INDUSTRIAL INC	80.15
58543	RUNNING, INC	6,903.56
58544	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	159.30
58545	ST CROIX COUNTY HIGHWAY DEPT	5,491.36
58546	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	880.80
58547	STATE OF WI - COURT FINES & ASSESSMENTS	1,680.48
58548	STEPHENS SANITATION - RECYCLING	3,991.00
58549	STEPHENS, LORI	749.32
58550	VERIZON WIRELESS (CITY)	262.13
58551	VERIZON WIRELESS (LERT B)	100.00
58552	VILLAGE OF STAR PRAIRIE	67.22
58553	WASHINGTON NATIONAL INS CO	390.50
58554	WI DEPT OF JUSTICE - CRIME INFO BUREAU	91.00
58555	WI PROFESSIONAL POLICE ASSN, INC	529.75
58556	WISCONSIN CHAPTER IAEI	280.00
58557	XCEL ENERGY	243.74

SUB - TOTAL

701,941.48

SUB - TOTAL CARRIED FORWARD 701,941.48

**TOTAL VOUCHERS 701,941.48**

**ELECTRONIC FUND TRANSFERS**

PAYROLL (8/21, 9/4)	218,493.47
DEFERRED COMP	10,230.00
ROTH - WI	200.00
FEDERAL W/H	84,944.81
STATE W/H	15,117.85
POSTAGE	2,000.00
LT DISABILITY PREMIUMS	1,437.49
MEDICAL PREMIUMS	89,204.13
RETIREMENT	49,319.14
VISA P-CARDS	27,402.62
HRA	3,580.79
WI - SCTF	1,804.56
FLEX SPENDING	3,090.42
EMPLOYEE FUND	224.00
FIREMEN DUES DEDUCTIONS	370.00
INVESTMENT TRANSFER	1,500,000.00
AFLAC	1,564.03
ASM TRANSFER	-
IMPACT FEE TRANSFERS	15,000.00
SPORTS CENTER LEASE	-
MISC - BILLINGS	-
MISC - RESTITUTIONS	311.70
TID FEES	-
WPPI LOAN PMTS	1,363.47
DEBT PAYMENTS	41,517.25

**TOTAL ELECTRONIC FUNDS 2,067,175.73**

**GRAND TOTAL 2,769,117.21**

CHAIRMAN OF FINANCE COMMITTEE  
9/14/2015

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2031 South Prairie View Road  
Chippewa Falls, Wisconsin 54729  
Phone: 715-514-4370  
Toll-free: 877-334-8514  
Fax: 715-514-4371

City of New Richmond

9-8-15

The Link Auto and Rv group would like to conduct an offsite Auto and Rv sale 10-22-15 through 10-31-15. The location of the sale would be, 1470 S Knowles Ave New Richmond, WI. This facility is owned by Federal Foam Technologies. We would have between 10 and 12 sales staff to run the sale. I will have all of the direct sellers applications filled out by your next meeting on Oct. 13<sup>th</sup> as well as a check for \$125/per person License fee and the \$7 Police investigation fee. The Link Auto/Rv group conducts 10-12 of these sales throughout the year. We mail out about 40,000 flyers which brings a lot of people to your town. Gas stations, restaurants, and retail outlets will see an increase during the 10 days of our sale. Attached is my application with business name, address and WI Department of Transportation license numbers.

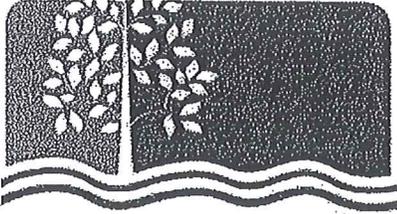
Thank you for your time,

A handwritten signature in black ink, appearing to read "D. E. Breitzman". The signature is fluid and cursive, with a long horizontal stroke at the end.

Don Breitzman

Corporation Inventory Manager Link Auto/Rv Group

715-225-751



# APPLICATION FOR DIRECT SELLER'S PERMIT

CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

Last Name: BREITZMAN First Name: DON Middle Name E

Applicant Address: 2031 S. PRAIRIE VIEW RD City CHIPPewa FALLS

State: WI Zip: 54729 Telephone Number: 715-225-7510

Date of Birth: 12-15-54 Height: 5'10" Weight: 200 Eye Color BRO

Hair Color: GRAY Driver's License Number: 8632-1855-4455-08 State: WI

Business Name: JACK LINKS AUTO/RV

Address: 2031 S PRAIRIE VIEW City: CHIPPewa FALLS State: WI

Phone Number: 715-225-7510

Nature of Business: RV AND Auto SALES

Proposed Method of Delivery: \_\_\_\_\_

Make, Model, and License Number of any Vehicle to be Used: NEW AND USED

RV'S 2006-2015 AUTO'S 2004-2015

Last cities, villages, towns where you conducted similar business: AMERY WI

ST CROIX WI Black River Falls Superior WI

Place Where Applicant Can be Contacted For Seven (7) Days After Leaving Here: SAME

Have you ever been convicted of any crime or ordinance violation related to your transient merchant business within the last five (5) years? NO

Nature of Offense: N/A

Place of Conviction: N/A

Wisconsin Seller's Permit Number: Dept of Transportation Lic MV 2367 RV 423

Date(s) Permit is Requested For: OCT 22<sup>ND</sup> Location requested For: OCT 31<sup>ST</sup>

Fees: \$30.00 per person/per day or \$125.00 per person/per month Plus \$7.00 Police Investigation Fee

\*\*\*Must submit copy of driver's license with Application

Receipt # \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's Signature D. E. Breitman

PLAN COMMISSION MEETING  
SEPTEMBER 9, 2015 - 5:00 P.M.

Members Present: Fred Horne, Jane Hansen, Ron Volkert, MaryKay Rice  
Kyle Hinrichs, David Wilford and Sarah Skinner (ex-officio)

Members Absent: Rachel Greenwold

Others Present: Beth Thompson, Tanya Reigel, Karl Skoglund, Jay Moore, Ray Rivard, Steve  
Pott, Steven T'Kach, Terry Anderson and Dan Licht

Fred Horne called the meeting to order and roll call was taken.

Jane Hansen moved to adopt the agenda as presented, seconded by David Wilford and carried.

Jane Hansen moved to approve the minutes of the previous meeting on August 6, 2015, seconded by Kyle Hinrichs and carried.

**Public Hearing**

Fred Horne declared the Public Hearing open to discuss the following:

- a. Shoreland Wetland Zoning Ordinance

Dan Licht explained that this is an ordinance the DNR has requested each municipality adopt. Sarah Skinner, Building Inspector, City Staff and Nick Vivian, City Attorney have reviewed the ordinance and recommend approval. Most of the changes were very minor. One major change was that the DNR now allows a 50 foot setback versus 75 foot setback previously. Considerable discussion followed. Jane Hansen was concerned with allowing the 50 foot setback. The City could require a conditional use permit to allow a property owner to be closer than 75 feet from a body of water.

- b. Application for a Conditional Use Permit from St. Croix County to allow installation of a monopole at the Health Center Site. A Conditional Use Permit is required per Article 121-61 Airport Overlay District and per Article 121-47 Telecommunication Towers and Antennas. Property is located at 1445 North Fourth Street and described as SEC 35 T31N R18W SE NW EXC PT TO CSM 7/2100 FORMERLY 577D T STAR PRAIRIE ANNEXED CITY NR #480541 EXP PT TO HWY AS IN 2521/543 (HWY PROJ 1559-08-24) PARCEL 22 FARM, EXC PT AS DESC IN 976142

Dan Licht explained that the Conditional Use Permit is needed to allow an antenna to be higher than 130 feet and because the monopole is located in the airport overlay district. Accessory equipment will be at the base of the pole and will be enclosed in a fence. Considerable discussion followed regarding requiring the pole to have lighting. The Public Hearing was declared closed.

Jane Hansen moved to recommend City Council approval of the Shoreland-Wetland Ordinance update as presented with the following change:

Section 109-255

- (e) Shoreland Setback Area. A Shoreland Setback Area of at least 75 feet from the ordinary high-water mark applicable to all land parcels within the Shoreland Wetland Zoning District is hereby established. The Shoreland Setback Area may be reduced to at least 50 feet from the ordinary high-water mark as a conditional use pursuant to the procedure outlined in Section 109-257(d). Further deviations from this setback shall only be allowed for parcels pursuant to the variance procedure outlined in Section 109-257 or by the method described in Subsection (f) of this section.

Motion was seconded by Fred Horne and carried. MaryKay Rice voted no.

MaryKay Rice moved to approve a Conditional Use Permit for construction of a telecommunications tower upon the St. Croix County Health Services property in accordance with Article 121-47 and Article 131-61 subject to the following conditions:

1. The existing decommissioned water tower shall be deconstructed within one year from the date that the monopole tower construction is complete, subject to review and approval of the Building Inspector.
2. The height of the monopole tower shall be limited to 70 feet unless a variance to allow the proposed height of the monopole tower is approved by the Board of Appeals.
3. Construction of the proposed tower is subject to review and approval of the Airport Commission and Federal Aviation Administration (FAA).
4. The applicant shall submit details regarding the type and height of the proposed fence that comply with Section 121-54 of the Zoning Ordinance.
5. The proposed tower will require issuance of a building permit subject to review and approval of the Building Inspector.
6. Air safety lights shall be installed upon the tower as required by the Airport Commission and FAA.
7. No signs shall be installed upon the tower except as may be required by the Federal Communications Commission (FCC).

Motion was seconded by Kyle Hinrichs and carried.

#### **Certified Survey Map from Skoglund Properties**

There was discussion regarding the Certified Survey Map from Skoglund Properties. This CSM creates a lot that is not buildable, but there will be a deed restriction placed on the lot so any new owner is aware of the condition. Jane Hansen moved to recommend City Council approval of the Certified Survey Map from Skoglund Properties subject to the following conditions:

1. A deed restriction shall be recorded over Outlot 1 designating it as an unbuildable parcel for driveway and utility purposes unless combined with abutting Lot 4 or Lot 5, subject to review and approval of City staff.
2. The location of the proposed accesses and the ingress/egress easements are to be subject to review and approval of the Public Works Director.
3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
4. All utility issues are subject to review and approval of the Public Works Director.
5. 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.

Motion was seconded by MaryKay Rice and carried.

#### **Certified Survey Map from City of New Richmond**

Dan Licht explained the Certified Survey Map from the City of New Richmond for the 18 acres on the south end of town. This CSM creates Lot 12 and an outlot for the City to put a stormwater retention

pond. Jane Hansen moved to recommend City Council approval of a CSM for the City of New Richmond, subject to the following conditions:

1. All right-of-way and street issues are subject to review and approval of the Public Works Director.
  2. Development of Lots 12 and 13 shall comply with the “City of New Richmond – 2013 Street and Utility Improvements – Richmond Crossing Construction Site Erosion Control and Stormwater Management Plan” and the “Regional Pond” Tributary Area Based on the 2004 Regional Pond, as Revised 12/05/13; all grading drainage and erosion control issues are subject to review and approval of the Public Works Director.
  3. All easements are subject to review and approval of the Public Works Director.
- Motion was seconded by Kyle Hinrichs and carried.

**Site Plan and Stormwater Review for Oppidan**

Dan Licht explained the Site Plan for Oppidan. Jay Moore, from Oppidan, stated the building will be built and owned by them and then leased to Goodwill. Discussion followed. Jane Hansen moved approve of a site plan and stormwater plan for Oppidan Investment Company, subject to the following conditions:

1. The section details for the proposed asphalt and concrete parking surface shall be specified and are subject to review and approval of the Public Works Director.
2. Any exterior trash storage shall comply with Section 121-48.C of the Zoning Ordinance requiring all trash containers be fully screened from view.
3. All signs shall comply with Section 121-44 of the Zoning Ordinance and Section 2.15 of the Development Covenants and requires issuance of a building permit prior to construction.
4. The developer shall submit a photometric lighting plan identifying the type, location, height and illumination pattern and intensity of all proposed exterior lighting; all exterior lighting shall comply with Section 121-55 of the Zoning Ordinance and Section 2.13 of the Development Covenants, subject to review and approval of the Building Inspector.
5. All utility plans are subject to review and approval of the Public Works Director.
6. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
7. Landscaping improvements require a financial guarantee per Section 121-31 and shall not be deemed complete until the City has verified survivability of all required plantings through two winter seasons which is defined for the purpose of this Section as the period of October 31 through April 30.
8. The site and building plans are subject to review and approval of the Architectural Review Board for compliance with the Development Covenants.

Motion was seconded by David Wilford and carried.

Meeting adjourned at 6:04 p.m.

Tanya Reigel  
City Clerk



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 31 August 2015

RE: New Richmond – Shoreland-Wetland Ordinance

TPC FILE: 164.01

## BACKGROUND

Concurrent with the update of the Zoning Ordinance and Subdivision Ordinance, City staff undertook an update of the Shoreland-Wetland Ordinance, which is adopted as Chapter 109, Article 3 of the City Code. In accordance with State law, the City's Shoreland-Wetland Ordinance must be consistent with State requirements. As such, this update was initiated in response to changes to the State mandated requirements for Shoreland-Wetland regulations adopted during the 2013-2014 legislative session. The update also includes a number of housekeeping issues such as correcting references to other sections of the City Code and application processes.

The proposed Shoreland-Wetland Ordinance has been reviewed by the Department of Natural Resources and found to be consistent with State requirements. The City Attorney has also reviewed the proposed Shoreland-Wetland Ordinance. A public hearing has been noticed for the Plan Commission meeting on 9 September 2015 to consider a recommendation to the City Council for adoption of the updated Shoreland-Wetland Ordinance.

### Exhibits:

- A. League of Municipalities of Wisconsin – Summary of Ordinance Changes
- B. DNR Draft Approval
- c. Draft Shoreland-Wetland Ordinance

## RECOMMENDATION

The Development Review Committee reviewed the proposed Shoreland-Wetland Ordinance amendment at their meeting on 25 June 2015. City staff recommends approval of the updated Shoreland-Wetland Ordinance in the form presented.

## POSSIBLE ACTIONS

- A. Motion to recommend **approval** of the Shoreland-Wetland Ordinance update as presented.
  - B. Motion to **table** for more information or further discussion.
- 
- cc. Mike Darrow, City Administrator  
Tanya Reigel, City Clerk  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Nick Vivian, City Attorney

## ORDINANCE #478

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

**Section 1.** Section 109-252 of the City Code is hereby amended to read as follows:

#### **Sec. 109-252. Definitions.**

- (a) For the purpose of administering and enforcing this article, the terms or words used herein shall be interpreted as follows: Words used in the present tense include the future; words in the singular number include the plural number; words in the plural number include the singular number. The word "shall" is mandatory, not permissive. All distances unless otherwise specified, shall be measured horizontally.
- (b) The following words, terms and phrases, when used in this article, shall have the meanings ascribed to them in this Section, except where the context clearly indicates a different meaning:

*Accessory structure or use* means a detached subordinate structure or a use which is clearly incidental to, and customarily found in connection with, the principal structure or use to which it is related and which is located on the same lot as that of the principal structure or use.

*Administrative Permit* means a permit issued by the Zoning Administrator after a proper application is submitted under this ordinance for the uses allowed under Section 109-255(c)(3).

*Boathouse* as defined in Wis. Stats. § 30.121(1) means a permanent structure used for the storage of watercraft and associated materials and includes all structures which are totally enclosed, have roofs or walls or any combination of structural parts.

*Class 2 public notice* means publication of a public hearing notice under Wis. Stats. ch. 985 in a newspaper of circulation in the affected area. Publication is required on two consecutive weeks, the last at least seven days prior to the hearing.

*Conditional use* means a use which is permitted by this article provided that certain conditions specified in this article are met and that a permit is granted by the Board of Appeals or, where appropriate, the planning agency designated by the municipal governing body.

*Department* means the Wisconsin Department of Natural Resources.

*Development* means any manmade change to improved or unimproved real estate, including, but not limited to, the construction of buildings, structures or accessory structures; the construction of additions or substantial alterations to buildings, structures or accessory structures; the placement of buildings or structures; ditching, lagooning, dredging, filling, grading, paving, excavation or drilling operations; and the deposition or extraction of earthen materials.

*Drainage system* means one or more artificial ditches, tile drains or similar devices which collect surface runoff or groundwater and convey it to a point of discharge.

*Environmental control facility* means any facility, temporary or permanent, which is reasonably expected to abate, reduce or aid in the prevention, measurement, control or monitoring of noise, air or water pollutants, solid waste and thermal pollution, radiation or other pollutants, including facilities installed principally to supplement or to replace existing property or equipment not meeting or allegedly not meeting acceptable pollution control standards or which are to be supplemented or replaced by other pollution control facilities.

*Fixed houseboat* as defined in Wis. Stats. § 30.121(1) means a structure not actually used for navigation which extends beyond the ordinary high-water mark of a navigable waterway and is retained in place either by cables to the shoreline or by anchors or spudpoles attached to the bed of the waterway.

*Navigable waters* means Lake Superior, Lake Michigan, all natural inland lakes within the State, and all streams, ponds, sloughs, flowages and other waters within the territorial limits of this State, including the State portion of boundary waters, which are navigable under the laws of this State. Notwithstanding any other provision of law or administrative rule promulgated thereunder, shoreland ordinances required under Wis. Stats. § 62.231, 62.233, and Wis. Admin. Code Ch. NR 117, do not apply to lands adjacent to farm drainage ditches if:

- (1) Such lands are not adjacent to a natural navigable stream or river;
- (2) Those parts of such drainage ditches adjacent to such lands were not navigable streams before ditching; and
- (3) Such lands are maintained in nonstructural agricultural use. "Wisconsin's Supreme Court has declared navigable bodies of water that have a bed

differentiated from adjacent uplands and levels or flow sufficient to support navigation by a recreational craft of the shallowest draft on an annually recurring basis (Muench v. Public Service Commission, 261 Wis. 492 (1952) and DeGaynor and Co., Inc., v. Department of Natural Resources, 70 Wis. 2d 936 (1975)). For example, a stream which is navigable by skiff or canoe during normal spring high water is navigable, in fact, under the laws of this State though it may be dry during other seasons."

*Ordinary high-water mark* means the point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

*Planning agency* means the municipal plan commission created under Wis. Stats. § 62.23(1), a board of public lands commissioners or a committee of the municipality's governing body which acts on matters pertaining to planning and zoning.

*Shoreland-wetland district* means the zoning district, created in this Shoreland-wetland zoning ordinance, comprised of shorelands that are designated as wetlands on the wetlands inventory maps which have been adopted and made a part of this article.

*Shorelands* means lands within the following distances from the ordinary high-water mark of navigable waters; 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the floodplain, whichever distance is greater.

*Unnecessary hardship* means that circumstance where special conditions, which were not self-created, affect a particular property and make strict conformity with restrictions governing area, setbacks, frontage height or density unnecessarily burdensome or unreasonable in light of the purposes of this article.

*Variance* means an authorization granted by the Board of Appeals to construct or alter a building or structure, or to use land in a manner that deviates from the dimensional standards of this article.

*Wetland alteration* means any filling, flooding, draining, dredging, ditching, tiling, excavating, temporary water level stabilization measures or dike and dam construction in a wetland area.

*Wetlands* means those areas where water is at, near or above the land surface long enough to support aquatic or hydrophytic vegetation and which have soils indicative of wet conditions.

**Section 2.** Section 109-253 of the City Code is hereby amended to read as follows:

**Sec. 109-253. Statutory authorization, findings of fact, Statement of purpose and title.**

- (a) This article is adopted pursuant to the authorization in Wis. Stats. §§ 62.23 and 62.231.
- (b) Uncontrolled use of the shorelands and shoreland-wetlands and pollution of the navigable waters of the municipality would adversely affect the public health, safety, convenience, and general welfare and impair the tax base. The Legislature of Wisconsin has delegated responsibility to all municipalities to:
  - (1) Promote the public health, safety, convenience and general welfare;
  - (2) Maintain the stormwater and floodwater storage capacity of wetlands;
  - (3) Prevent and control water pollution by preserving wetlands which filter or store sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters;
  - (4) Protect fish, their spawning grounds, other aquatic life and wildlife by preserving wetlands and other aquatic habitat;
  - (5) Prohibit certain uses detrimental to the shoreland-wetland area; and
  - (6) Preserve shore cover and natural beauty by restricting the removal of natural shoreland cover and controlling shoreland-wetland excavation, filling and other earth moving activities.

**Section 3.** Section 109-254 of the City Code is hereby amended to read as follows:

**Sec. 109-254. General provisions.**

- (a) *Compliance with regulations.* The use of wetlands and the alteration of wetlands within the shoreland area of the municipality shall be in full compliance with the terms of this article and other applicable local, State or Federal regulations. (However, see Section 109-256 for the standards applicable to nonconforming uses.) All permitted development within the shoreland area shall require the issuance of an administrative permit unless otherwise expressly excluded by a provision of this article.
  
- (b) *Municipalities and State agencies regulated.* Unless specifically exempted by law, all cities, villages, towns, and counties are required to comply with this article and obtain all necessary permits. State agencies are required to comply if Wis. Stats. § 13.48(13) applies. The construction, reconstruction, maintenance and repair of State highways and bridges by the Wisconsin Department of Transportation are exempt when Wis. Stats. § 30.2022(1) applies.
  
- (c) *Abrogation and greater restrictions.*
  - (1) This article supersedes all the provisions of any municipal zoning ordinance enacted under Wis. Stats. § 61.35, 62.23 or 87.30, which relate to floodplains, shorelands, and shoreland-wetlands, except that where another municipal zoning ordinance is more restrictive than this article, that ordinance shall continue in full force and effect to the extent of the greater restrictions, but not otherwise.
  
  - (2) This article is not intended to repeal, abrogate or impair any existing deed restrictions, covenants or easements. However, where this article imposes greater restrictions, the provisions of this article shall prevail.
  
- (d) *Interpretation.* In their interpretation and application, the provisions of this article shall be held to be minimum requirements and shall be liberally construed in favor of the municipality and shall not be deemed a limitation or repeal of any other powers granted by the State statutes. Where a provision of this article is required by a standard in Wis. Admin. Code Ch. NR 117 and where the ordinance provision is unclear, the provision shall be interpreted in light of the Wis. Admin. Code Ch. NR 117 standards in effect on the date of the adoption of the ordinance from which this article is derived or in effect on the date of the most recent text amendment to this article.

**Section 5.** Section 109-254 of the City Code is hereby amended to read as follows:

**Sec. 109-255. Shoreland-wetland zoning district.**

- (a) *Shoreland-wetland zoning maps.* The following maps are hereby adopted and made part of this article and are on file in the Office of the Municipal Clerk:
- (1) The most recent version of the Wisconsin Wetland Inventory as depicted on the Department of Natural Resources Surface Water Data Viewer is made part of this ordinance. The maps can be viewed at <http://dnrmaps.wi.gov/SL/Viewer.html?Viewer=SWDV&runWorkflow=Wetland>.
  - (2) Floodplain zoning maps, created as of the date of this Ordinance or subsequently created by the City and automatically incorporated herein.
  - (3) United States Geological Survey maps, as now existing or as hereafter amended and automatically incorporated herein.
  - (4) 2014 City of New Richmond Zoning Map.
- (b) *District boundaries.*
- (1) The Shoreland-Wetland Zoning District includes all wetlands in the municipality which are five acres or more and are shown on the final wetland inventory map that has been adopted pursuant to Subsection (a)(1) of this section and made a part of this article and which are:
    - a. Within 1,000 feet of the ordinary high-water mark of navigable lakes, ponds or flowages. Lakes, ponds or flowages in the municipality shall be presumed to be navigable if they are shown on the United States Geological Survey quadrangle maps or other zoning base maps which have been incorporated by reference and made a part of this article.
    - b. Within 300 feet of the ordinary high-water mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. Rivers and streams shall be presumed to be navigable if they are designated as either continuous or intermittent waterways on the United States Geological Survey quadrangle maps or other zoning base maps which have been incorporated by reference and made a part of this article. Floodplain zoning maps adopted in Subsection (a)(2) of this section shall be used to determine the extent of floodplain areas.

- (2) Determinations of navigability and ordinary high-water mark location shall initially be made by the Zoning Administrator. When questions arise, the Zoning Administrator shall contact the appropriate office of the Department for a final determination of navigability or ordinary high-water mark.
  - (3) When an apparent discrepancy exists between the shoreland-wetland district boundary shown on the official shoreland-wetland zoning maps adopted pursuant to Subsection (a) of this section and actual field conditions at the time the maps were adopted, the Zoning Administrator shall contact the appropriate office of the Department to determine if the shoreland-wetland district boundary as mapped, is in error. If Department staff concur with the Zoning Administrator that a particular area was incorrectly mapped as a wetland, the Zoning Administrator shall have the authority to immediately grant or deny a zoning permit in accordance with the regulations applicable to the correct underlying zoning district. In order to correct wetland mapping errors or acknowledge exempted wetlands designated in Subsections (b)(4) and (5) of this section, the Zoning Administrator shall be responsible for initiating a map amendment within a reasonable period.
  - (4) Wetlands which are filled prior to the effective date of the municipality's original implementation of shoreland-wetland zoning, in a manner which affects their wetland characteristics to the extent that the area can no longer be defined as wetland, are not subject to this article.
  - (5) Wetlands located between the original ordinary high-water mark and a bulkhead line established prior to May 7, 1982, under Wis. Stats. § 30.11 are not subject to this article.
- (c) *Permitted uses.* The following uses within the Shoreland-Wetland Zoning District are permitted subject to the provisions of Wis. Stats. chs. 30 and 31 and the provisions of other local, State and Federal laws, if applicable, and include but are not limited to:
- (1) Activities and uses which do not require the issuance of an administrative permit under the applicable municipal zoning ordinance, provided that no wetland alteration occurs:
    - a. Hiking, fishing, trapping, hunting, swimming, snowmobiling and boating;
    - b. The harvesting of wild crops, such as marsh hay, ferns, moss, wild rice, berries, tree fruits and tree seeds, in a manner that is not injurious to the natural reproduction of such crops;

- c. The practice of silviculture, including the planting, thinning and harvesting of timber;
  - d. The pasturing of livestock;
  - e. The cultivation of agricultural crops; and
  - f. The construction and maintenance of duck blinds.
- (2) Uses which do not require the issuance of an administrative permit under the applicable municipal zoning ordinance, and which may involve wetland alterations only to the extent specifically provided below:
- a. The practice of silviculture, including limited temporary water level stabilization measures which are necessary to alleviate abnormally wet or dry conditions that would have an adverse impact on the conduct of silvicultural activities if not corrected;
  - b. The cultivation of cranberries, including limited wetland alterations necessary for the purpose of growing and harvesting cranberries;
  - c. The maintenance and repair of existing drainage systems to restore preexisting levels of drainage, including the minimum amount of filling necessary to dispose of dredged spoil, provided that the filling is otherwise permissible and that dredged spoil is placed on existing spoil banks where possible;
  - d. The construction and maintenance of fences for the pasturing of livestock, including limited excavating and filling necessary for such construction or maintenance;
  - e. The construction and maintenance of piers, docks, walkways, observation decks and trail bridges built on pilings, including limited excavating and filling necessary for such construction or maintenance;
  - f. The installation and maintenance of sealed tiles for the purpose of draining lands outside the shoreland-wetland zoning district provided that such installation or maintenance is done in a manner designed to minimize adverse impacts upon the natural functions of the shoreland-wetland listed in Subsection 109-258(3); and



3. The building does not exceed 500 square feet in floor area; and
  4. Only limited filling and excavating necessary to provide structural support for the building is allowed.
- c. The establishment and development of public and private parks and recreation areas, outdoor education areas, historic, natural and scientific areas, game refuges and closed areas, fish and wildlife habitat improvement projects, game bird and animal farms, wildlife preserves and public boat launching ramps, provided that:
1. Any private development allowed under this subsection shall be used exclusively for the permitted purpose;
  2. Only limited filling and excavating necessary for the development of public boat launching ramps, swimming beaches or the construction of park shelters or similar structures is allowed;
  3. The construction and maintenance of roads necessary for the uses permitted under this subsection are allowed only where such construction and maintenance meets the criteria in Subsection (a) of this section; and
  4. Wetland alterations in game refuges and closed areas, fish and wildlife habitat improvement projects, game bird and animal farms and wildlife preserves shall only be for the purpose of improving wildlife habitat or to otherwise enhance wetland values.
- d. The construction and maintenance of electric and telephone transmission lines, water and gas distribution lines and sewage collection lines and related facilities and the construction and maintenance of railroad lines provided that:
1. The utility transmission and distribution facilities and railroad lines cannot, as a practical matter, be located outside the wetland;

2. Only limited filling or excavating necessary for such construction or maintenance is allowed; and
3. Such construction or maintenance is done in a manner designed to minimize adverse impacts upon the natural functions of the wetland listed in Subsection 109-258(3).

(d) *Prohibited uses.*

- (1) Any use not listed in Subsection (c) of this section is prohibited within the Shoreland-Wetland Zoning District, unless the wetland or a portion of the wetland has been rezoned by amendment of this article in accordance with Section 109-258.
- (2) The use of a boathouse for human habitation and the construction or placement of a boathouse or fixed houseboat below the ordinary high-water mark of any navigable waters are prohibited.

**Section 5.** Section 109-2555 of the City Code is hereby amended to read as follows:

**Sec. 109-2555. Zoning of Annexed or Incorporated Shorelands.**

- (a) *Applicability.* This section shall apply to all land parcels within the Shoreland-Wetland Zoning District, as shown in the maps adopted herein under Section 109-255(a), that have been annexed by the municipality after May 7, 1982 and up to the effective date of this Section, that prior to annexation were subject to a county shoreland zoning ordinance under Wis. Stats. § 59.692. This section additionally applies to all land parcels annexed by the municipality after the effective date of this Section and incorporated into the Shoreland-Wetland Zoning District.
- (b) *Authorization.* This section is adopted pursuant to the standards described in Wis. Stats. § 62.233.
- (c) *Definitions.* For the purposes of this section, in addition to the definitions provided by Section 109-252 of this article, the following definitions shall apply:
  - (1) *Principal Building* means the main building or structure on a single lot or parcel of land and includes any attached garage or attached porch.
  - (2) *Shorelands* has the meaning given in Wis. Stats. § 59.692(1)(b).

- (3) *Shoreland Setback Area* has the meaning given in Wis. Stats. § 59.692(1)(bn).
- (d) The Shoreland Zoning District includes all the lands (referred to as shorelands) in the City of New Richmond that are:
  - (1) Within one thousand (1,000) feet of the ordinary high-water mark of navigable lakes, ponds or flowages. Lakes, ponds or flowages in the City shall be presumed to be navigable if they are shown on the United States Geological Survey quadrangle maps or other zoning base maps which have been incorporated by reference and made a part of this Ordinance.
  - (2) Within three hundred (300) feet of the ordinary high-water mark of navigable rivers or streams, or to the landward side of the floodplain, whichever distance is greater. Rivers and streams shall be presumed to be navigable if they are designated as either continuous or intermittent waterways on the United States Geological Survey quadrangle maps or other zoning base maps which have been incorporated by reference and made a part of this Ordinance. Any floodplain zoning maps adopted under this Ordinance shall be used to determine the extent of floodplain areas.
  - (3) Determinations of navigability and ordinary high-water mark location shall initially be made by the Zoning Administrator. When questions arise, the zoning administrator shall contact the appropriate district office of the Department for a final determination of navigability or ordinary high-water mark.
- (e) *Shoreland Setback Area*. A Shoreland Setback Area of at least 75 feet from the ordinary high-water mark applicable to all land parcels within the Shoreland Wetland Zoning District is hereby established. The Shoreland Setback Area may be reduced to at least 50 feet from the ordinary high-water mark as a conditional use pursuant to the procedure outlined in Section 109-257(d). Further deviations from this setback shall only be allowed for parcels pursuant to the variance procedure outlined in Section 109-257 or by the method described in Subsection (f) of this section.
- (f) A Principal Building may be placed or constructed within the Shoreland Setback Area only if all of the following apply:
  - (1) The Principal Building is constructed or placed on a lot or parcel of land that is immediately adjacent on each side to a lot or parcel of land containing a Principal Building; and
  - (2) The Principal Building is constructed or placed within a distance equal to the average setback of the Principal Buildings on the adjacent lots or 35 feet from the ordinary high-water mark, whichever distance is greater. Under no

circumstances shall a Principal Building be placed or constructed in a Shoreland Setback Area less than 35 feet from the ordinary high-water mark.

- (g) *Vegetation.* All owners of property within the Shoreland-Wetland Zoning District that contains vegetation must maintain that vegetation in a vegetative buffer zone along the entire shoreline of the property and extending 35 feet inland from the ordinary high-water mark of the navigable water. Notwithstanding this requirement, if the vegetation in a vegetative buffer zone contains invasive species or dead or diseased vegetation, the owner of the shoreland property may remove the vegetation, except that if the owner removes all of the vegetation in the vegetative buffer zone, the owner shall establish a vegetative buffer zone with new vegetation. Additionally, all persons who are required to maintain or establish a vegetative buffer zone pursuant to this Subsection may remove all of the vegetation in a part of that zone to establish a viewing or access corridor that is no greater than 30 feet for every 100 feet of shoreline frontage, and that extends no more than 35 feet inland from the ordinary high-water mark. For example, if a property owner maintains 300 feet of shoreline frontage, the owner may remove up to 90 feet of vegetation for viewing and access purposes.
  
- (h) *Inapplicability.* This section does not apply to lands adjacent to an artificially constructed drainage ditch, pond, or stormwater retention basin if the drainage ditch, pond, or retention basin is not hydrologically connected to a natural navigable water body.

**Section 6.** Section 109-256 of the City Code is hereby amended to read as follows:

**Sec. 109-256. Nonconforming structures and uses.**

- (a) The lawful use of a building, structure or property which existed at the time the ordinance from which this article is derived, or an applicable amendment to the ordinance from which this article is derived, took effect and which is not in conformity with the provisions of this article, including the routine maintenance of such a building or structure, may be continued, subject to the following conditions:

- (1) The shoreland-wetland provisions of this article authorized by Wis. Stats. § 62.231 shall not limit the repair, reconstruction, renovation, remodeling or expansion of a nonconforming structure in existence on the effective date of the shoreland-wetland provisions, or of any environmental control facility in existence on May 7, 1982, related to such a structure. All other modifications to nonconforming structures are subject to Wis. Stats. § 62.23(7)(h) which limits total lifetime structural repairs and alterations to 50 percent of current fair market value.
  - (2) If a nonconforming use or the use of a nonconforming structure is discontinued for 12 consecutive months, any future use of the building, structure or property shall conform to this article.
  - (3) Any legal nonconforming use of property which does not involve the use of a structure and which existed at the time of the adoption or subsequent amendment of this article adopted under Wis. Stats. § 61.351 or 62.231 may be continued although such use does not conform with the provisions of the article. However, such nonconforming use may not be extended.
  - (4) The maintenance and repair of nonconforming boathouses which are located below the ordinary high-water mark of any navigable waters shall comply with the requirements of Wis. Stats. § 30.121.
- (b) Uses which are nuisances under common law shall not be permitted to continue as nonconforming uses.

**Section 7.** Section 109-257 of the City Code is hereby amended to read as follows:

**Sec. 109-257. Administrative provisions.**

- (a) *Zoning Administrator.*
- (1) The Building Inspector is appointed Zoning Administrator for the purpose of administering and enforcing this article.
  - (2) The Zoning Administrator shall have the following duties and powers:
    - a. Advise applicants as to the provisions of this article and assist them in preparing permit applications and appeal forms.

- b. Issue permits and certificates of compliance and inspect properties for compliance with this article.
- c. Keep records of all permits issued, inspections made, work approved and other official actions.
- d. Have access to any structure or premises between the hours of 8:00 a.m. and 6:00 p.m. for the purpose of performing these duties.
- e. Submit copies of decisions on variances, conditional use permits, appeals for a map or text interpretation, and map or text amendments within ten days after they are granted or denied, to the appropriate office of the Department.
- f. Investigate and report violations of this article to the appropriate municipal planning agency and the District Attorney, corporation counsel or municipal attorney.

(b) *Administrative Permits.*

- (1) *When required.* Unless another Section of this article specifically exempts certain types of development from this requirement, an administrative permit shall be obtained from the Zoning Administrator before any new development, as defined in Section 109-19, or any change in the use of an existing building or structure is initiated.
- (2) *Application.* An application for an administrative permit shall be made to the Zoning Administrator upon forms furnished by the municipality and shall include, for the purpose of proper enforcement of these regulations, the following information:
  - a. *General information.*
    - 1. Name, address, and telephone number of applicant, property owner and contractor, where applicable.
    - 2. Legal description of the property and a general description of the proposed use or development.
    - 3. Whether or not a private water supply or sewage system is to be installed.

b. *Site development plan.* The site development plan shall be submitted as a part of the permit application and shall contain the following information drawn to scale:

1. Dimensions and area of the lot;
2. Location of any existing or proposed structures with distances measured from the lot lines and centerline of all abutting streets or highways;
3. Description of any existing or proposed on-site sewage systems or private water supply systems;
4. Location of the ordinary high-water mark of any abutting navigable waterways;
5. Boundaries of all wetlands;
6. Existing and proposed topographic and drainage features and vegetative cover;
7. Location of floodplain and floodway limits on the property as determined from floodplain zoning maps;
8. Location of existing or future access roads; and
9. Specifications and dimensions for areas of proposed wetland alteration.

(3) *Expiration.* All permits issued under the authority of this article shall expire 12 months from the date of issuance.

(c) *Certificates of compliance.*

(1) Except where no administrative permit or conditional use permit is required, no land shall be occupied or used, and no building which is hereafter constructed, altered, added to, modified, rebuilt or replaced shall be occupied, until a certificate of compliance is issued by the Zoning Administrator subject to the following provisions:

- a. The certificate of compliance shall show that the building or premises or part thereof, and the proposed use thereof, conform to the provisions of this article.
  - b. Application for such certificate shall be concurrent with the application for an administrative or conditional use permit.
  - c. The certificate of compliance shall be issued within ten days after notification of the completion of the work specified in the administrative or conditional use permit, providing the building or premises and proposed use thereof conforms with all the provisions of this article.
- (2) The Zoning Administrator may issue a temporary certificate of compliance for a building, premises or part thereof pursuant to rules and regulations established by the municipal governing body.
- (3) Upon written request from the owner, the Zoning Administrator shall issue a certificate of compliance for any building or premises existing at the time of ordinance adoption, certifying after inspection, the extent and type of use made of the building or premises and whether or not such use conforms to the provisions of this article.
- (d) *Conditional use permits.*
- (1) *Application.* Any use listed as a conditional use in this article shall be permitted only after an application has been submitted to the Zoning Administrator and a conditional use permit has been granted by the Plan Commission following the procedures in Subsections 109-257(h)(2) and (3).

- 2) *Conditions.* Upon consideration of the permit application and the standards applicable to the conditional uses designated in Subsection 109-255(c)(3), the Plan Commission shall attach such conditions to a conditional use permit, in addition to those required elsewhere in this article, as are necessary to further the purposes of this article as listed in Section 109-253(b). Such conditions may include specifications for, without limitation because of specific enumeration: type of shore cover; erosion controls; increased setbacks; specific sewage disposal and water supply facilities; landscaping and planting screens; period of operation; operational control; sureties; deed restrictions; location of piers, docks, parking areas and signs; and type of construction. To secure information upon which to base its determination, the Plan Commission may require the applicant to furnish, in addition to the information required for a zoning permit, other pertinent information which is necessary to determine if the proposed use is consistent with the purpose of this article.
  
- (e) *Fees.* The municipal governing body may, by resolution, adopt fees for the following:
  - (1) Administrative permits.
  - (2) Certificates of compliance.
  - (3) Public hearings.
  - (4) Legal notice publications.
  - (5) Conditional use permits.
  - (6) Rezoning petitions.
  
- (f) *Recording.* Where an administrative permit or conditional use permit is approved, an appropriate record shall be made by the Zoning Administrator of the land use and structures permitted.
  
- (g) *Revocation.* Where the conditions of an administrative permit or conditional use permit are violated, the permit shall be revoked by the Plan Commission.
  
- (h) *Plan Commission and Board of Appeals.* For purposes of this article:
  - (1) *Powers and duties.* In addition to the powers granted by statute:

- a. The Plan Commission shall hear and decide applications for conditional use permits.
- b. The Board of Appeals may authorize upon appeal a variance from the dimensional standards of this article where an applicant convincingly demonstrates:
  - 1. That literal enforcement of the terms of this article will result in unnecessary hardship for the applicant;
  - 2. That the hardship is due to special conditions unique to the property; and is not self-created or based solely on economic gain or loss;
  - 3. That such variance is not contrary to the public interest as expressed by the purpose of this article; and
  - 4. That such variance will not grant or increase any use of property which is prohibited in the zoning district.

(2) *Public hearings.*

- a. Before making a decision on an appeal or application for a conditional use permit or a variance, the Plan Commission or the Board of Appeals, as the case may be, shall, within a reasonable period of time, hold a public hearing. Public notice of the hearing shall be given by publishing a class 2 notice under Wis. Stats. ch. 985, specifying the date, time and place of the hearing and the matters to come before the Plan Commission or the Board of Appeals, as the case may be. At the public hearing, any party may present testimony in person, by agent or by attorney.
- b. A copy of such notice shall be mailed to the parties in interest and the appropriate office of the Department at least ten days prior to all public hearings on issues involving shoreland-wetland zoning.

(3) *Decisions.*

- a. The final disposition of an appeal or application for a conditional use permit before the Plan Commission or a variance before the Board of Appeals shall be in the form of a written decision, made within a

reasonable time after the public hearing and signed by the Commission or Board chairperson. Such decision shall state the specific facts which are the basis of the Commission's or Board's determination and shall either affirm, reverse, or modify the order, requirement, decision or determination appealed, in whole or in part, dismiss the appeal for lack of jurisdiction or prosecution, or grant the application for a conditional use.

- b. A copy of such decision shall be mailed to the parties in interest and the appropriate office of the Department within ten days after the decision is issued.

(4) *Appeals.*

Appeals to the Board of Appeals may be taken by any person aggrieved or by an officer, department, board or bureau of the City affected by any order, requirement, decision, or determination of the zoning administrator or other administrative official. Such appeals shall be taken within a reasonable time, as provided by the rules of the Board by filing with the official whose decision is in question, and with the Board of Appeals, a notice of appeal specifying the reasons for the appeal. The zoning administrator or other official whose decision is in question shall transmit to the Board all the papers constituting the record on the matter appealed.

**Section 8.** Section 109-258 of the City Code is hereby amended to read as follows:

**Sec. 109-258. Amending shoreland-wetland zoning regulations.**

The municipal governing body may alter, supplement or change the district boundaries and the regulations contained in this article in accordance with the requirements of Wis. Stats. § 62.23(7)(d), Wis. Admin. Code Ch. NR 117, and the following:

- (1) A copy of each proposed text or map amendment shall be submitted to the appropriate office of the Department within five days of the submission of the proposed amendment to the municipal planning agency;
- (2) All proposed text and map amendments to the shoreland-wetland zoning regulations shall be referred to the municipal planning agency, and a public hearing shall be held after Class 2 notice as required by Wis. Stats. §

62.23(7)(d)2. The appropriate office of the Department shall be provided with written notice of the public hearing at least ten days prior to such hearing;

- (3) In order to ensure that this article will remain consistent with the shoreland protection objectives of Wis. Stats. § 281.31 the municipal governing body may not rezone a wetland in a Shoreland-Wetland Zoning District, or any portion thereof, where the proposed rezoning may result in a significant adverse impact upon any of the following wetland functions:
  - a. Stormwater and floodwater storage capacity;
  - b. Maintenance of dry season stream flow or the discharge of groundwater to a wetland, the recharge of groundwater from a wetland to another area or the flow of groundwater through a wetland;
  - c. Filtering or storage of sediments, nutrients, heavy metals or organic compounds that would otherwise drain into navigable waters;
  - d. Shoreline protection against erosion;
  - e. Fish spawning, breeding, nursery or feeding grounds;
  - f. Wildlife habitat; or
  - g. Areas of special recreational, scenic or scientific interest, including scarce wetland types and habitat of endangered species.
- (4) Where the Department determines that a proposed rezoning may have a significant adverse impact upon any of the criteria listed in Subsection 109-258(3), the Department shall so notify the municipality of its determination either prior to or during the public hearing held on the proposed amendment.
- (5) The appropriate office of the Department shall be provided with:
  - a. A copy of the recommendation and report, if any, of the municipal planning agency on a proposed text or map amendment, within ten days after the submission of those recommendations to the municipal governing body.
  - b. Written notice of the action on the proposed text or map amendment within ten days after the action is taken.

- (6) If the Department notifies the municipal planning agency in writing that a proposed amendment may have a significant adverse impact upon any of the criteria listed in Subsection 109-258(3), that proposed amendment, if approved by the municipal governing body, shall not become effective until more than 30 days have elapsed since written notice of the municipal approval was mailed to the Department, as required by Subsection (5)(b) of this section. If within the 30-day period, the Department notifies the municipality that the Department intends to adopt a superseding shoreland-wetland zoning ordinance for the municipality as provided by Wis. Stats. § 62.231(6) the proposed amendment shall not become effective until the ordinance adoption procedure under Wis. Stats. § 62.231(6) is completed or otherwise terminated.

**Section 9.** Section 109-259 of the City Code is hereby amended to read as follows:

**Sec. 109-259. Enforcement and penalties.**

Any development, building or structure or accessory building or structure constructed, altered, added to, modified, rebuilt or replaced or any use or accessory use established after the effective date of this article in violation of the provisions of this article, by any person, firm, association, corporation (including building contractors or their agents) shall be deemed a violation. The Zoning Administrator shall refer violations to the municipal planning agency and the district attorney, corporation counsel or municipal attorney who shall prosecute such violations. Any person, firm, association, or corporation who violates or refuses to comply with any of the provisions of this article shall be subject to forfeiture as prescribed in Section 1-7. Each day of continued violation shall constitute a separate offense. Every violation of this article is a public nuisance and the creation thereof may be enjoined and the maintenance thereof may be abated by action at suit of the municipality, the State, or any citizen thereof pursuant to Wis. Stats. § 87.30(2).

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

Passed and approved: September 14, 2015

Published and effective: September 24, 2015

\_\_\_\_\_  
Fred Horne, Mayor

ATTEST:

\_\_\_\_\_  
Tanya Reigel, City Clerk



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 31 August 2015

RE: New Richmond – Richmond Crossing; CSM

TPC FILE: 164.02

## BACKGROUND

The City of New Richmond has prepared a Certified Survey Map (CSM) to provide for subdivision of two lots, one outlot and dedication of public right-of-way within the Richmond Crossings development. The subject site is located at the northwest corner of West Richmond Way and Knowles Avenue (Highway 65). The CSM is subject to review by the Plan Commission and approval of the City Council, in accordance with Section 117-20 of the Subdivision Ordinance.

### Exhibits:

- A. Site Location
- B. CSM

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for commercial uses. The proposed CSM will provide for development of a medium box retail store on Lot 12 and future commercial development of Lot 13. The proposed subdivision is consistent with the land use plan designation established by the Comprehensive Plan.

**Zoning.** The City established a PUD District encompassing the subject site and surrounding undeveloped properties, as well as the Dollar Tree and Maurice's sites, located at the northwest corner of Knowles Avenue (TH 65) and West Richmond Way. By rezoning the area to establish a PUD District, the City seeks to provide for a comprehensive approach to considering site design for this area in conjunction with the requirements of the Zoning Ordinance and

Development Covenants. The proposed subdivision is consistent with the intent of the PUD District.

**Surrounding Uses.** The subject site is surrounded by the existing and planned land uses shown in the table below.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	PUD District	Retail/Service
East	Commercial	PUD District	Undeveloped
South	Commercial	PUD District	Retail Store
West	Commercial	Z3 District	Undeveloped

**Lot Requirements.** There are no minimum lot area or width requirements established for lots within the PUD District. The area and width of the lot is based on the functionality of the site plan for the respective lot, including compliance with the setbacks required by the PUD District:

Building			Parking	
ROW	Perimeter	Interior	ROW	Interior Lot Line
30 ft.	10 ft.	0 ft.	10 ft.	4 ft.

Each of the lots has sufficient area to meet the minimum requirements of the PUD District with an adequate building envelope for development of the type of uses allowed in the PUD District. Outlot 2 is provided to accommodate a regional storm water basin and will be retained by the City.

**Right-of-Way.** The proposed CSM provides for dedication of right-of-way for extension of Hamilton Road north from its current terminus to an intersection with Roosevelt Drive to be constructed between St. Croix Avenue and Hamilton Road. The proposed right-of-way measures 60 feet wide and is consistent with the requirements of Table 1 of the Subdivision Ordinance regarding street design. The City will be responsible for preparation of plans and specifications and construction of the public street. All right-of-way and street issues are subject to review and approval of the Public Works Director.

**Stormwater Drainage.** Section 117-34 of the Subdivision Ordinance requires a plan for stormwater management within the parcels being subdivided. Stormwater management for the proposed lots is to be handled on a regional basis with runoff channeled to the planned stormwater basin within Outlot 2 consistent with the “City of New Richmond – 2013 Street and Utility Improvements – Richmond Crossing Construction Site Erosion Control and Stormwater Management Plan” and the “Regional Pond” Tributary Area Based on the 2004 Regional Pond, as Revised 12/05/13. Development of each lot within the CSM will be subject to issuance of a stormwater plan and all grading drainage and erosion control issues are subject to review and approval of the Public Works Director.

**Easements.** Easements have been provided at the perimeter of each lot to provide a minimum 12 foot wide area for utilities and stormwater drainage as required by Section 117-41.C of the Subdivision Ordinance. All easements are subject to review and approval of the Public Works Director.

## **RECOMMENDATION**

The proposed complies with the requirements of the Subdivision Ordinance and PUD District. The Development Review Committee considered the proposed CSM at their meeting on 27 August 2015 and recommends approval subject to the conditions outlined below.

## **POSSIBLE MOTIONS**

- A. Motion to recommend City Council **approval** of a CSM for the City of New Richmond, subject to the following conditions:
  - 1. All right-of-way and street issues are subject to review and approval of the Public Works Director.
  - 2. Development of Lots 12 and 13 shall comply with the “City of New Richmond – 2013 Street and Utility Improvements – Richmond Crossing Construction Site Erosion Control and Stormwater Management Plan” and the “Regional Pond” Tributary Area Based on the 2004 Regional Pond, as Revised 12/05/13; all grading drainage and erosion control issues are subject to review and approval of the Public Works Director.
  - 3. All easements are subject to review and approval of the Public Works Director.
- B. Motion to recommend the application be **denied** based on a finding that the request is not consistent with the Comprehensive Plan, Zoning Ordinance and/or Subdivision Ordinance.
- C. Motion to **table** for further discussion.
- cc. Mike Darrow, City Administrator  
Tanya Reigel, City Clerk  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector



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

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

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

**1. Property Owner Information:**

Company name: City of New Richmond

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: 156 East First Street City/State/Zip: New Richmond, WI 54017

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

**2. Applicant Information: (if different from above)**

Company name: City of New Richmond

Last name: \_\_\_\_\_ First name: \_\_\_\_\_

Address: 156 E First Street City/State/Zip: New Richmond, WI 54017

Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

Richmond Crossing

**4. Zoning Designation: 2-3 Multi Use/Corridor District**

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

Commercial Development

**6. Additional Required Information:**

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

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

Property Owner: \_\_\_\_\_

Date: \_\_\_\_\_

Applicant: Tanya Reiges \_\_\_\_\_

Date: 9-1-15 \_\_\_\_\_

Fee Paid: \_\_\_\_\_

Date: \_\_\_\_\_

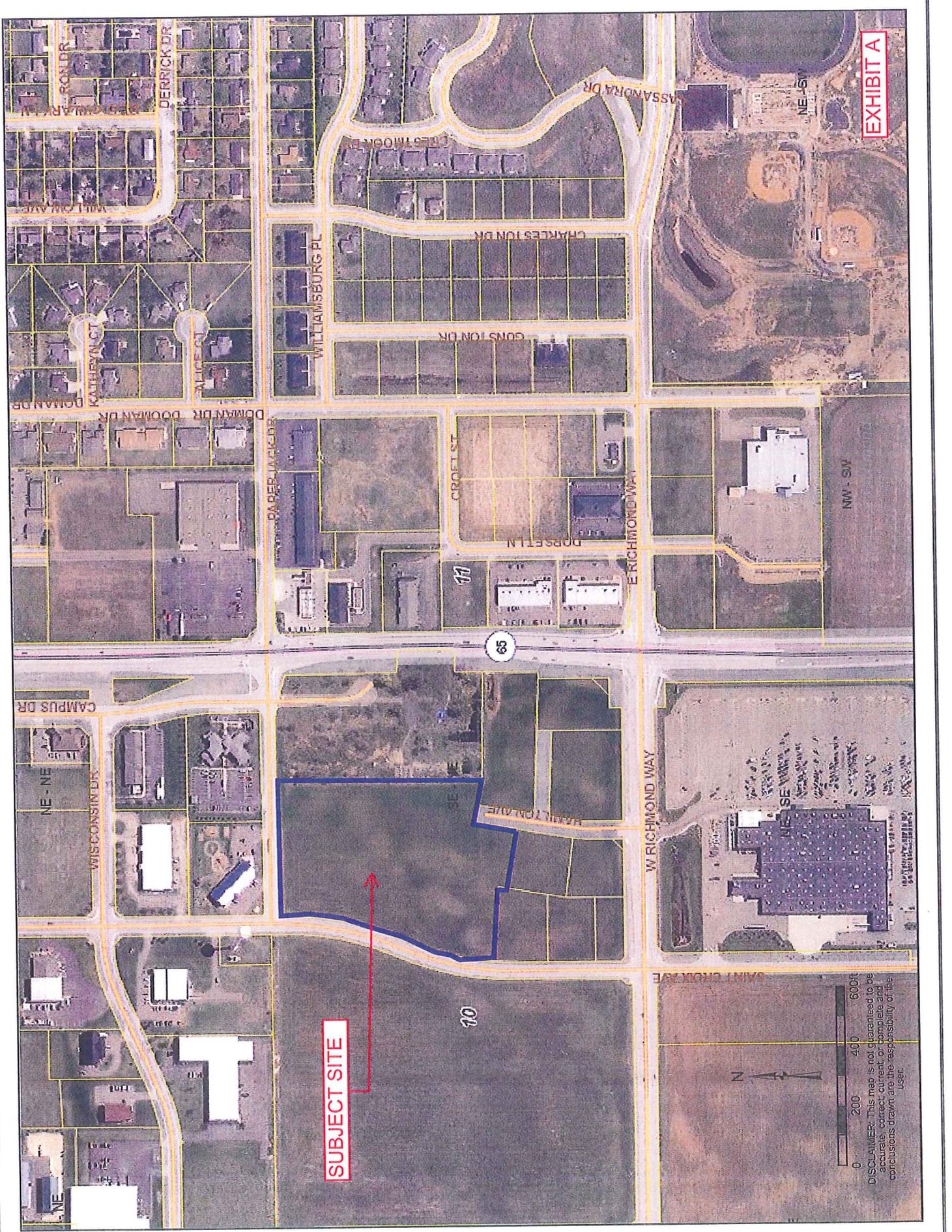
Receipt # \_\_\_\_\_

Escrow Paid: \_\_\_\_\_

Date: \_\_\_\_\_

Receipt # \_\_\_\_\_

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



SUBJECT SITE



DISCLAIMER: This map is not guaranteed to be accurate, correct, or complete and conclusions drawn are the responsibility of the user.



65

11

10

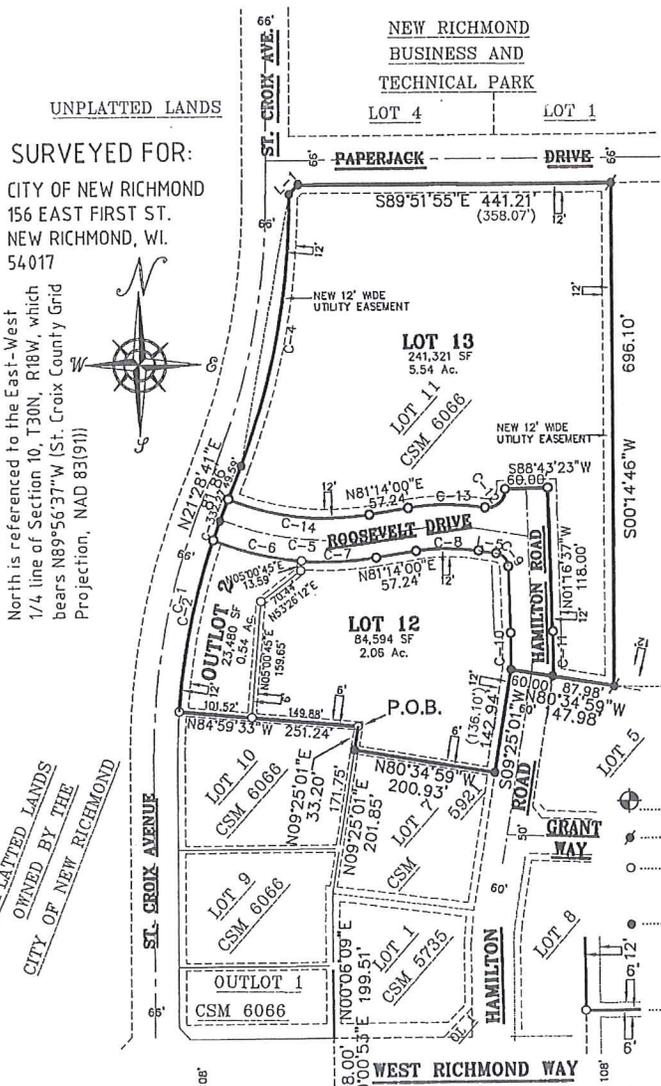
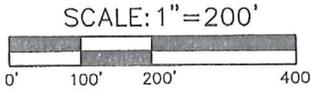
NW - SW

NE - NE

NE - SW

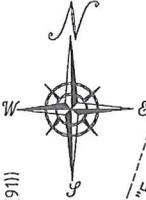
CERTIFIED SURVEY MAP NO. \_\_\_\_\_  
 VOLUME \_\_\_\_\_, PAGE \_\_\_\_\_.

BEING LOT 11, CERTIFIED SURVEY MAP NO 6066, VOLUME 26, PAGE 6066, LOCATED IN THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 10, TOWNSHIP 30 NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN



UNPLATTED LANDS  
 SURVEYED FOR:  
 CITY OF NEW RICHMOND  
 156 EAST FIRST ST.  
 NEW RICHMOND, WI.  
 54017

North is referenced to the East-West 1/4 line of Section 10, T30N, R18W, which bears N89°56'37"W (St. Croix County Grid Projection, NAD 83(91))



UNPLATTED LANDS OWNED BY THE CITY OF NEW RICHMOND

NEW RICHMOND BUSINESS AND TECHNICAL PARK



*James T. Swanson*  
 9/31/15

MAP OF SURVEY  
 BY JOSEPH GRANBERG  
 DATED 10-11-08

- LEGEND**
- Government Corner (Fd. Survey Mag Nail)
  - Found 1" Iron Pipe
  - Set 3/4" x 18" Iron Rebar weighing 1.502 lbs./lineal ft.
  - Found 3/4" Iron Rebar
  - Existing (10' & 5') and proposed (12' & 6') municipal utility easements, see surveyor's note for additional information, dimensions shown.

W 1/4 CORNER  
 SEC. 10, T30N, R18W  
 FOUND, SURVEY MAG NAIL

CEDAR CORPORATION  
 604 WILSON AVENUE  
 MENOMONIE, WI 54751

N89°56'37"W 5330.44'

E 1/4 CORNER  
 SEC. 10, T30N, R18W  
 FOUND, SURVEY MAG NAIL



3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: Daniel Licht, AICP

DATE: 31 August 2015

RE: New Richmond – Skoglund Properties, LLP; CSM

TPC FILE: 164.02

## BACKGROUND

Skoglund Properties, LLP has submitted application for approval to revise Lot 4 located at the northwest corner of Knowles Avenue and High Street. The subdivision is to be processed as a Certified Survey Map (CSM) as outlined in Section 117-20 of the Subdivision Ordinance. Applications for CSM approval are subject to review by the Plan Commission and approval by the City Council.

### Exhibits:

- A. Site location
- B. CSM

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for commercial land uses. The proposed subdivision will provide for one lot suitable for development of commercial uses consistent with the Comprehensive Plan and an outlot used as a shared driveway.

**Zoning.** The subject site is zoned PUD District in accordance with the Ordinance adopted on 10 February 2014. The PUD District allows for development of commercial uses consistent with the underlying Z6 District established by the updated Zoning Ordinance. The proposed subdivision will provide for one lot suitable for development of commercial uses consistent

with those allowed in the PUD District and an outlot used as a shared driveway for the properties within the PUD District.

**Surrounding Land Uses.** The subject site is surrounded by the following existing and planned land uses. The proposed subdivision provides for establishment of a lot for commercial development compatible with existing and planned land uses in the area.

Direction	Land Use Plan	Zoning Map	Existing Use
North	Commercial	PUD District	Undeveloped
East	Commercial	Z6 District	Commercial
South	Commercial	PUD District Z6 District	Undeveloped Railroad Depot
West	LD Residential	Z3 District	Single Family

**Lot Requirements.** The proposed lots are subject to the lot requirements established for the various parcels within the PUD District as shown the table below. The proposed lot complies with these lot requirements and has suitable area for development within required setbacks.

	Min. Lot Area	Min. Lot Width	Setbacks					
			Building			Parking		
			ROW	Perimeter	Internal	ROW	Perimeter	Internal
Required	None	None	30ft.	10ft.	0ft.	10ft.	10ft.	0ft.
Lot 4	1.2ac.	135ft.	To Be Verified with Site Plan Review					

**Outlot 1.** The CSM includes Outlot 1, which is a remnant parcel separated from the other buildable property owned by the developer as a result of the proposed configuration of Lot 4. Outlot 1 has insufficient area and width to allow for development of any buildings and is to be overlaid entirely by drainage and utility and public access easements. Thus there is no reasonable use for Outlot 1 except for as a shared private driveway and utility corridor benefiting the developed lots within the PUD District. Section 117-33.F of the Subdivision Ordinance prohibits subdivision of such unusable lot remnants requiring that they be kept at part of the abutting buildable lots. The Planning Company recommends that the CSM be revised to combine Outlot 1 and Lot 4 as a single parcel or reduce the depth of Lot 4 such that the area encompassing the proposed private driveway remains connected as a single parcel with Lot 2 to in compliance with the Subdivision Ordinance. However, as the subject site is zoned PUD District, the Plan Commission may recommend that Outlot 1 be allowed subject to recording of a deed restriction stating that it is an unbuildable parcel except for driveway and utility purposes unless combined with abutting Lot 4 or Lot 5.

**Access.** The PUD District standards allow for shared accesses between lots within the PUD District. Lot 4 will have access to Knowles Avenue via a shared driveway and the CSM illustrates a 30 foot wide ingress/egress easement overlying the north line of Lot 4 its full width for this purpose. A second access is provided from High Street via a shared north-south private driveway on the west portion of the PUD District that is parallel to Pierce Avenue. The shared

driveway will cross Outlot 1 and Lot 4 of the CSM, which illustrates an ingress/egress easement over this planned access route as well. None of the shared driveways have been constructed and would be required to be as a condition of site plan review approval. The location of the proposed accesses and the ingress/egress easements are to be subject to review and approval of the Public Works Director.

**Grading Plan.** Sections 117-34 and 117-36 of the Subdivision Ordinance require a grading plan and stormwater management plan be provided for the parcels being subdivided. Parcels within the PUD District are to be reviewed comprehensively for stormwater management to ensure that runoff within the PUD District is properly channeled into a regional storm drain, watercourse, stormwater basin, or other public facilities. The Public Works Director will need to review and determine the extent of a grading, drainage and erosion control plan to be provided at this time for the proposed lot.

**Utility Plan.** The developer has not submitted a plan to identify the location of existing utilities serving the proposed lot or if extension of sanitary sewer and water utility lines is required. The Public Works Director will need to review and determine the extent of a grading, drainage and erosion control plan to be provided at this time for the proposed lot.

**Landscaping.** Section 117-40.B of the Subdivision Ordinance requires installation of street trees along public rights-of-way with subdivision of the subject site. City staff recommends deferring installation of the street trees required along Knowles Avenue until the proposed lot is developed and installation of the required trees be addressed as part of the site plan review approval.

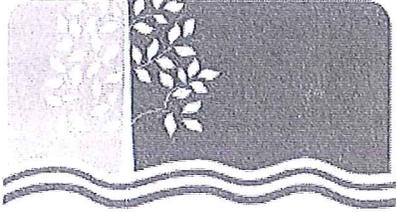
**Easements.** Section 117-41.C of the Subdivision Ordinance requires provision of a 12 foot wide drainage and utility easements at the perimeter of the proposed lot. The drainage and utility easements may overlay side and rear lot lines, six feet on each side. The drainage and utility easement shown on the submitted CSM comply with the Subdivision Ordinance. The drainage and utility easement along the rear lot line is 93 feet wide to accommodate the shared private driveway and regional stormwater facilities.

## **RECOMMENDATION**

The Development Review Committee considered the application at their meeting on 27 August 2015 and recommends approval subject to the conditions outlined below.

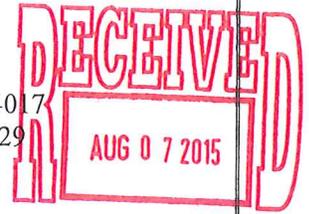
- A. Motion to recommend City Council **approval** of a CSM for the City of New Richmond, subject to the following conditions:
  1. A deed restriction shall be recorded over Outlot 1 designating it as an unbuildable parcel for driveway and utility purposes unless combined with abutting Lot 4 or Lot 5, subject to review and approval of City staff.

2. The location of the proposed accesses and the ingress/egress easements are to be subject to review and approval of the Public Works Director.
  3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
  4. All utility issues are subject to review and approval of the Public Works Director.
  5. 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 recommend the application be **denied** 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.
- cc. Mike Darrow, City Administrator  
Tanya Reigel, City Clerk  
Jeremiah Wendt, Public Works Director  
Sarah Skinner, Building Inspector



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

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



CITY ORDINANCE SECTION 117 & 121 By: \_\_\_\_\_  
www.newrichmondwi.gov

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

\$17.00

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

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

1. Property Owner Information:

Company name: Skoglund Properties  
 Last name: Skoglund First name: Karl  
 Address: 1985 745th Street City/State/Zip: New Richmond, WI 54017  
 Phone number: 715-246-4767 Email address: Kaskog@frontier.net

2. Applicant Information: (if different from above)

Company name: \_\_\_\_\_  
 Last name: Stine First name: \_\_\_\_\_  
 Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_  
 Phone number: \_\_\_\_\_ Email address: \_\_\_\_\_

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

North Knowles

4. Zoning Designation: Zb Central Business District

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

Approval of new CSM

**6. Additional Required Information:**

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

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

Property Owner: Skoglund Properties, LLC Date: 8/7/15

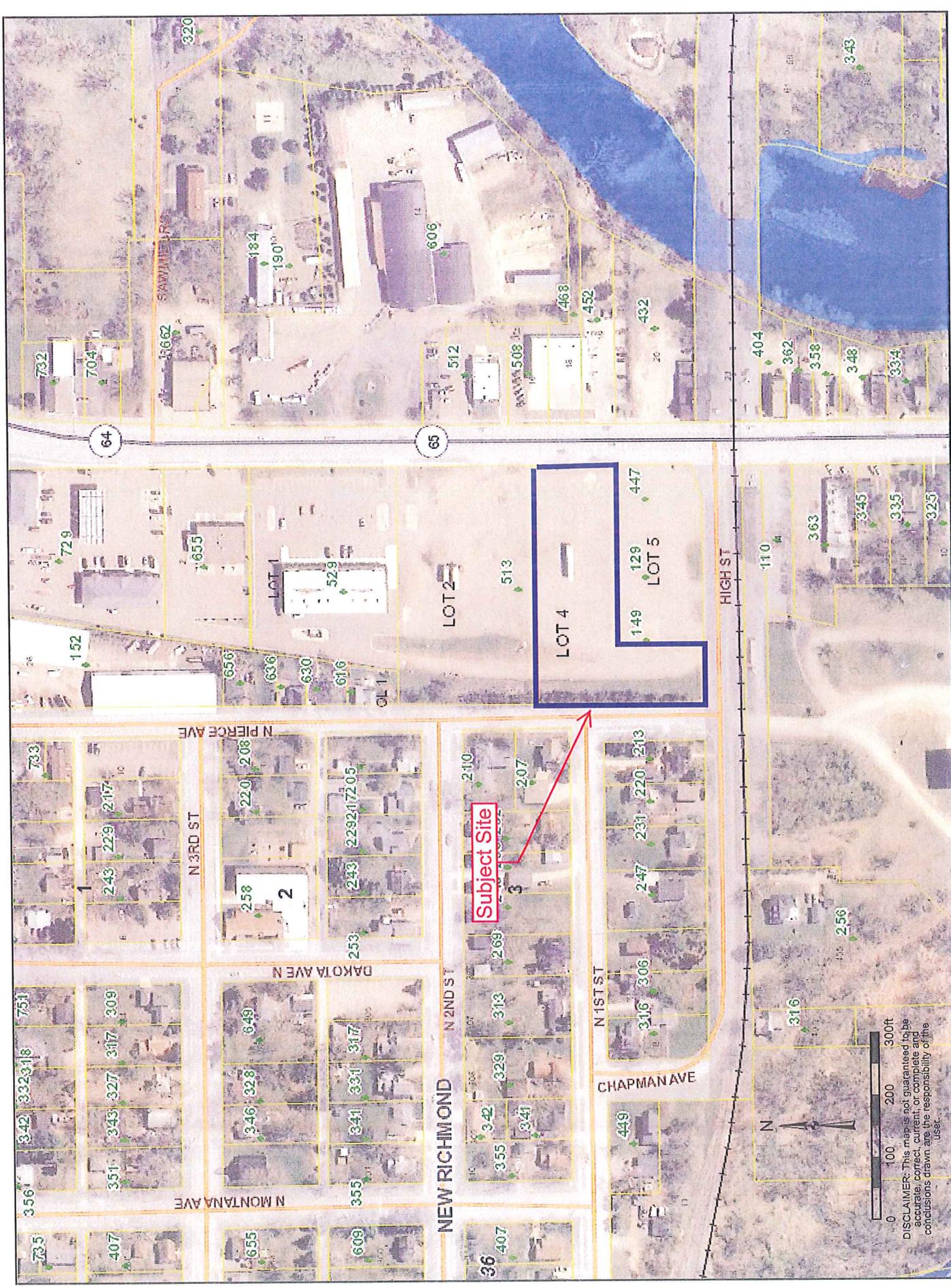
Applicant: KARI SKOGLUND Date: 8/7/15

Fee Paid: 1200.00 Date: 8/7/15 Receipt # 61569

Escrow Paid: 1500.00 Date: 8/7/15 Receipt # 61569

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

map 71



Subject Site



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

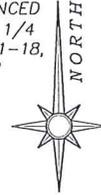
# CERTIFIED SURVEY MAP

Located in part of the Northwest Quarter of the Southeast Quarter and part of the Northeast Quarter of the Southwest Quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin; being Lot 4 of the Certified Survey Map recorded in Volume 26, Page 5952.

Prepared For:

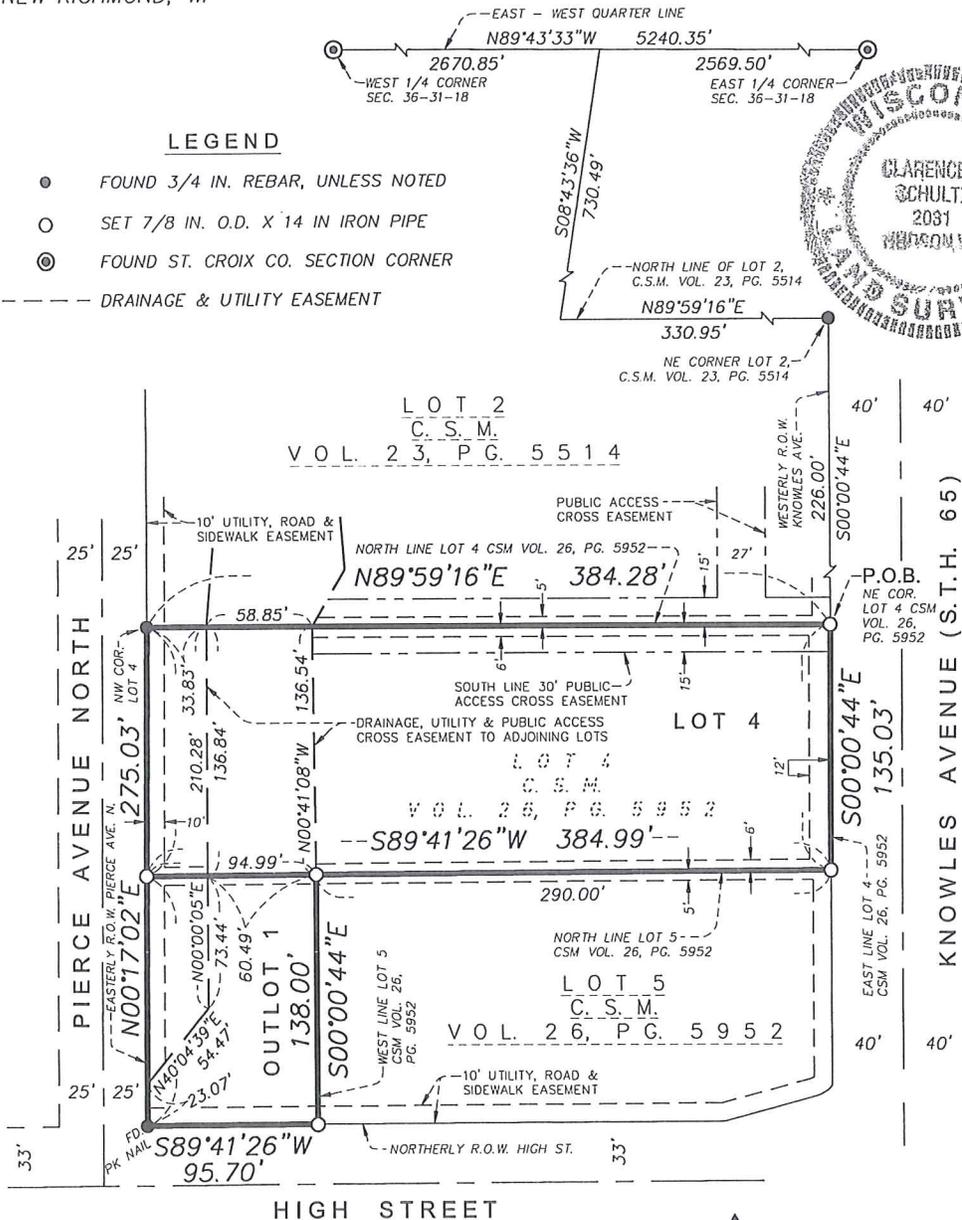
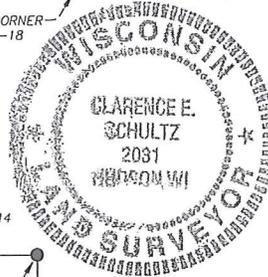
KARL SKOGLUND  
SKOGLUND PROPERTIES, LLC  
1985 - 145TH STREET  
NEW RICHMOND, WI

BEARINGS ARE REFERENCED TO THE EAST - WEST 1/4 LINE OF SECTION 36-31-18, ASSUMED TO BEAR S89°43'33"E



## LEGEND

- FOUND 3/4 IN. REBAR, UNLESS NOTED
- SET 7/8 IN. O.D. X 14 IN IRON PIPE
- ⊙ FOUND ST. CROIX CO. SECTION CORNER
- DRAINAGE & UTILITY EASEMENT

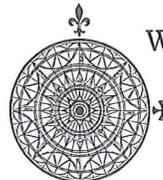


HIGH STREET

## NOTES:

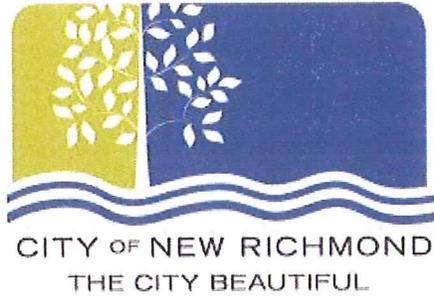
NO SIGNAGE WITHIN THE 10' UTILITY, ROAD & SIDEWALK EASEMENT

PROJECT NO.: 2014-16  
DRAFTED BY: J. VOGEL  
DATE: SEPTEMBER 2, 2015  
SHEET 1 OF 3



Wind Rose  
Land Surveyors

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



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

**TO:** Finance Committee / City Council

**FROM:** Bev Langenback, Treasurer / Mike Darrow, City Administrator

**DATE:** September 11, 2015

**RE:** Fund Balance Transfer to Capital Replacement Fund

#### **Background**

Yearly available fund balance as a percent of revenue, were as follows:

2011 – 31.66%

2012 – 34.45%

2013 – 29.62%

GFOA recommends no less than 2 months of general fund operating revenue (17%). Our most current bond rating was favorable due to our healthy fund balance reserves.

In fiscal year 2014 the City of New Richmond added \$122,482 to the general fund balance. The 2014 available fund balance as a percent of revenue is 31.46%.

The current balance in the capital replacement fund is \$70,405. With the need to update existing capital equipment staff would like to transfer \$75,000 from the general fund to the capital replacement fund. After making this transfer, the available fund balance as a percent of revenue would be reduced to 30.08%.

#### **Recommendation**

Staff recommends approving a \$75,000 general fund balance transfer to the capital replacement fund.



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

**TO:** Finance Committee / City Council

**FROM:** Bev Langenback, Treasurer / Mike Darrow, City Administrator

**DATE:** September 9, 2015

**RE:** State Trust Fund Loan

#### **Background**

In August the Finance Committee received an update of sources and uses in the Capital Improvement plan. The project costs are currently being paid out of cash on hand but should be replenished before year end by applying for a State Trust Fund loan so our fund balance is not affected. By borrowing these funds after 9/1/15, there would be no payment due in 2016. As previously discussed with the Finance Committee and City Council this loan will be paid off with proceeds from the 2016 Bonds projected to take place in the spring.

The next step in the process is to adopt the following resolution authorizing the funding through the state trust fund.

#### **Recommendation**

Staff recommends the approval of the resolution authorizing the borrowing of \$605,000 from the State Trust Fund Loan.

**STATE OF WISCONSIN**  
**BOARD OF COMMISSIONERS OF PUBLIC LANDS**  
**101 EAST WILSON STREET, 2<sup>ND</sup> FLOOR**  
**POST OFFICE BOX 8943**  
**MADISON, WISCONSIN 53708-8943**

**APPLICATION FOR STATE TRUST FUND LOAN**

**CITY - 20 YEAR MAXIMUM**

**Chapter 24 Wisconsin Statutes**

**CITY OF NEW RICHMOND**

**Date sent: August 17, 2015**

**Received and filed in Madison, Wisconsin:**

---

**ID # 05604276**

RAS

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

TO: BOARD OF COMMISSIONERS OF PUBLIC LANDS

We, the undersigned **Mayor** and clerk of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, in accordance with the provisions of Chapter 24 of the Wisconsin Statutes, do hereby make application for a loan of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** from the Trust Funds of the State of Wisconsin for the purpose of **financing street projects, boilers, and city share of ladder truck.**

The loan is to be continued for a term of **2** years from the 15th day of March preceding the date the loan is made. The loan is to be repaid in annual installments, as provided by law, with interest at the rate of **2.50** percent per annum.

We agree to the execution and signing of such certificates of indebtedness as the Board may prepare and submit, all in accordance with Chapter 24, Wisconsin Statutes.

The application is based upon compliance on the part of the City with the provisions and regulations of the statutes above referred to, as set forth by the following statements which we do hereby certify to be correct and true.

The meeting of the common council of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, which approved and authorized this application for a loan was a regularly called meeting held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

At the aforesaid meeting a resolution was passed by a majority vote of the members of the common council approving and authorizing an application to the Board of Commissioners of Public Lands, State of Wisconsin, for a loan of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** from the Trust Funds of the State of Wisconsin to the City of **New Richmond** in the County(ies) of **St Croix**, Wisconsin, for the purpose of **financing street projects, boilers, and city share of ladder truck.** That at the same time and place, the common council of the City of **New Richmond** by a majority vote of the members, adopted a resolution levying upon all the taxable property in the city, a direct annual tax sufficient in amount to pay the annual installments of principal and interest, as they fall due, all in accordance with Article XI, Sec. 3 of the Constitution and Sec. 24.66(5), Wisconsin Statutes.

A copy of the aforesaid resolutions, certified to by the city clerk, as adopted at the meeting, and as recorded in the minutes of the meeting, accompanies this application.

A statement of the equalized valuation of all the taxable property within the City of **New Richmond**, certified to by the **Mayor** and clerk, accompanies this application.

Given under our hands in the City of **New Richmond** in the County(ies) of **St Croix**, Wisconsin, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
**Mayor, City of New Richmond**

\_\_\_\_\_  
**Clerk, City of New Richmond**

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

## FORM OF RECORD

The following preamble and resolutions were presented by Alderman \_\_\_\_\_ and were read to the meeting.

By the provisions of Sec. 24.66 of the Wisconsin Statutes, all municipalities may borrow money for such purposes in the manner prescribed, and,

By the provisions of Chapter 24 of the Wisconsin Statutes, the Board of Commissioners of Public Lands of Wisconsin is authorized to make loans from the State Trust Funds to municipalities for such purposes. (Municipality as defined by Sec. 24.60(2) of the Wisconsin Statutes means a town, village, city, county, public inland lake protection and rehabilitation district, town sanitary district created under Sec. 60.71 or 60.72, metropolitan sewerage district created under Sec. 200.05 or 200.23, joint sewerage system created under Sec. 281.43(4), school district or technical college district.)

THEREFORE, BE IT RESOLVED, that the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, borrow from the Trust Funds of the State of Wisconsin the sum of **Six Hundred Five Thousand And 00/100 Dollars (\$605,000.00)** for the purpose of **financing street projects, boilers, and city share of ladder truck** and for no other purpose.

The loan is to be payable within 2 years from the 15th day of March preceding the date the loan is made. The loan will be repaid in annual installments with interest at the rate of **2.50** percent per annum from the date of making the loan to the 15th day of March next and thereafter annually as provided by law.

RESOLVED FURTHER, that there shall be raised and there is levied upon all taxable property, within the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, a direct annual tax for the purpose of paying interest and principal on the loan as they become due.

RESOLVED FURTHER, that no money obtained by the City of **New Richmond** by such loan from the state be applied or paid out for any purpose except **financing street projects, boilers, and city share of ladder truck** without the consent of the Board of Commissioners of Public Lands.

RESOLVED FURTHER, that in case the Board of Commissioners of Public Lands of Wisconsin agrees to make the loan, that the **Mayor** and clerk of the City of **New Richmond**, in the County(ies) of **St Croix**, Wisconsin, are authorized and empowered, in the name of the city to execute and deliver to the Commission, certificates of indebtedness, in such form as required by the Commission, for any sum of money that may be loaned to the city pursuant to this resolution. The **Mayor** and clerk of the city will perform all necessary actions to fully carry out the provisions of Chapter 24, Wisconsin Statutes, and these resolutions.

RESOLVED FURTHER, that this preamble and these resolutions and the aye and no vote by which they were adopted, be recorded, and that the clerk of this city forward this certified record, along with the application for the loan, to the Board of Commissioners of Public Lands of Wisconsin.

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

Alderman \_\_\_\_\_ moved adoption of the foregoing preamble and resolutions.

The question being upon the adoption of the foregoing preamble and resolutions, a vote was taken by ayes and noes, which resulted as follows:

- 1. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 2. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 3. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 4. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 5. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 6. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 7. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 8. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 9. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 10. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 11. Alderman \_\_\_\_\_ voted \_\_\_\_\_
- 12. Alderman \_\_\_\_\_ voted \_\_\_\_\_

A majority of the members of the common council of the City of **New Richmond**, in the County(ies) of **St Croix**, State of Wisconsin, having voted in favor of the preamble and resolutions, they were declared adopted.

STATE OF WISCONSIN

County(ies) of **St Croix**

I, \_\_\_\_\_, Clerk of the City of **New Richmond**, in the County(ies) of **St Croix**, State of Wisconsin, do hereby certify that the foregoing is a true copy of the record of the proceedings of the common council of the City of **New Richmond** at a meeting held on the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, relating to a loan from the State Trust Funds; that I have compared the same with the original record thereof in my custody as clerk and that the same is a true copy thereof, and the whole of such original record.

I further certify that the common council of the City of **New Richmond**, County(ies) of **St Croix**, is constituted by law to have \_\_\_\_\_ members, and that the original of said preamble and resolutions was adopted at the meeting of the common council by a vote of \_\_\_\_\_ ayes to \_\_\_\_\_ noes and that the vote was taken in the manner provided by law and that the proceedings are fully recorded in the records of the city.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seal of the City of **New Richmond** this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

**City of New Richmond**

County(ies) of **St Croix**

State of Wisconsin

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**

STATE OF WISCONSIN  
COUNTY(IES) OF **ST CROIX**

TO: THE BOARD OF COMMISSIONERS OF PUBLIC LANDS

I, \_\_\_\_\_, Clerk of the City of **New Richmond**, County(ies) of **St Croix**, State of Wisconsin, do hereby certify that it appears by the books, files and records in my office that the valuation of all taxable property in the City of **New Richmond** is as follows:

EQUALIZED VALUATION FOR THE YEAR 20\_\_\_\_ \* \$ \_\_\_\_\_

\* Latest year available

I further certify that the whole existing indebtedness of the City of **New Richmond**, County(ies) of **St Croix**, State of Wisconsin, is as follows (list each item of indebtedness):

NAME OF CREDITOR	PRINCIPAL BALANCE (EXCLUDING INTEREST)
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTAL INDEBTEDNESS:	\$ _____

\_\_\_\_\_  
Clerk (Signature)

\_\_\_\_\_  
Clerk (Print or Type Name)

City of **New Richmond**

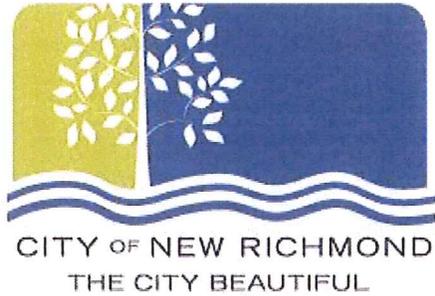
County(ies) of **St Croix**,

State of Wisconsin

\_\_\_\_\_, 20\_\_\_\_  
Date

THE TOTAL INDEBTEDNESS, INCLUDING THE TRUST FUND LOAN APPLIED FOR, MAY NOT EXCEED 5% OF THE VALUATION OF THE TAXABLE PROPERTY AS EQUALIZED FOR STATE PURPOSES. (Sec. 24.63(1), Wis. Stats., 1989-90)

**RETURN THIS ORIGINAL – DO NOT RETURN PHOTOCOPY**



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

**TO:** Mayor and City Council

**FROM:** Tanya Reigel, City Clerk

**DATE:** September 11, 2015

**RE:** RFP Assessor's Contract

**Background**

The current assessor's contract expires in 2015. We need to contract for the next two to three years at this time. Assessed values have stayed around 100 percent of the Fair Market Value set by the State of Wisconsin, therefore staff recommends contracting for maintenance only for the next three years.

**Recommendation**

Staff recommends moving forward with Requests for Proposals from assessing firms. We will ask that they are submitted by October 1, 2015 so staff can review them and conduct interviews. A recommendation will be brought to the Council at the October 12, 2015 meeting.

## REQUEST FOR PROPOSALS FOR ASSESSOR'S CONTRACT

The City of New Richmond is seeking proposals for assessor services beginning in 2016. New Richmond is interested in obtaining services of an experienced assessor or assessing firm to provide full-value maintenance of all property record data in electronic format using Market Drive software. New Richmond conducted a market revaluation in 2009. The proposal shall include cost to perform maintenance for 2016, 2017 and 2018. Proposals shall be submitted in writing to the City Clerk on September 30, 2015 by 2:00 p.m. at City of New Richmond, 156 East First Street, New Richmond, WI 54017; emailed to [treigel@newrichmondwi.gov](mailto:treigel@newrichmondwi.gov); or faxed to 715-246-7129.

### **Requirements and Specs:**

Population: 8,716

Total Number of Parcels: 4,193

Residential Parcels: 3,273 With improvements: 2,670

Commercial Parcels: 357 With improvements: 294

Personal Property Parcels: 511

Must have three years experience working with Market Drive program, be able to maintain this program on the City's viewer machines, and the ability to put the assessor's records on-line for the public to view.

Mail tax exempt forms every other year to those who are currently tax exempt.

Must have five years experience as an assessor and be approved by Wisconsin Department of Revenue to perform assessments in the State of Wisconsin.

Must have flexible hours to allow for residents to call and a voicemail for them to leave messages.

Proposal is not to exceed 8 pages double spaced.



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

**MEMORANDUM**

**TO:** Finance Committee and City Council  
**FROM:** Mike Darrow, City Administrator  
**DATE:** September 11, 2015  
**SUBJECT:** Capital Equipment Proposal and Approval

Below are recommendations for capital equipment purchases by department.

**Public Works Department:** The Public Works Director presented information regarding the need for a new plow truck during his departmental presentation last month. The estimated cost of a new plow truck is \$190,000. There is also a need for a new dual rear wheel pickup with dump box, which has an estimated cost of \$40,000.

**Police Department:** The Chief of Police presented information pertaining to vehicle equipment last month. This includes two squad vehicles and a replacement detective vehicle.

**Fire Department:** The Fire Chief presented information pertaining to equipment replacement. This includes a Genesis Ram E-Tool and a used pumper truck.

Description	Anticipated Cost of Replacement	Source of Funds	Trade In
Tandem Axle Plow Truck	\$190,000	\$70,000 payment in 2015 (CRR) \$48,000 payment in 2016 (Debt Levy) Remaining balance in 2018 (Debt Levy)	Yes. The estimated sale value is \$4,000.
Dual Rear Wheel Pickup with Dump Box	\$40,000 (so total cost of \$30,000 due to resale)	Cash payment in 2015 (CRR)	Yes. The estimated resale value is \$10,000.
Detective Vehicle	\$18,000	CRR payment in 2015	Yes
Two Squad Cars	\$56,000	CRR payment in 2016	Yes
E-Cutter (City Share)	\$4,590	General Fund Outlay payment in 2016	No
Used Pumper Rescue Truck (City Share)	\$255,000	\$70,000 payment in 2016 (CRR) Borrow/finance with first payment in 2017	Yes, but trade in costs would go back to capital costs for Fire Department.

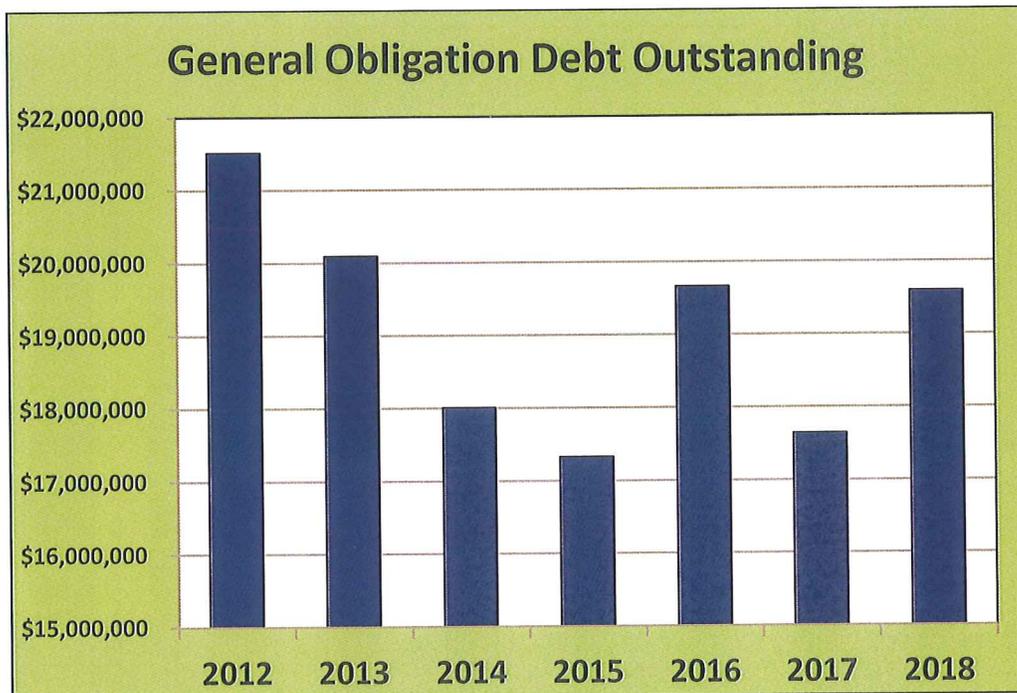
**Payment Plan**

As of 9/9/15, the City has an estimated \$70,000 in capital replacement reserves (CRR) for FY2015. Due to an estimated budget reserve in 2014, staff is also recommending a transfer of \$75,000 in FY2015 to capital reserves, resulting in a total of \$145,000 in cash for capital projects.

Year	Capital Replacement Reserve Balance	Anticipated Expenses	
2015	Balance of \$70,000 + \$75,000 transfer = \$145,000	Plow Truck Down Payment	\$70,000
		Dual Rear Wheel Pickup with Dump Box	\$30,000
		Detective Vehicle	\$18,000
		<b>Total</b>	<b>\$118,000</b>
2016	\$100,000 Levied	Squad Cars (2)	\$56,000
		Pumper Rescue Truck Down Payment	\$70,000
		<b>Total</b>	<b>\$126,000</b>
2017	\$100,000 Levied		

**Why should we pay with cash?**

The City has made progress in recent years in reducing our debt by about \$4 million. However, this debt is anticipated to increase in upcoming years due to a variety of reasons, including future street projects and State Trust Fund loan payments. *We should use the money we have on hand now to avoid borrowing and adding to our future debt burden.*



**Explanation of General Obligation Debt Outstanding**

To better understand the increases or decreases shown in the bar graph on the previous page, below is a brief explanation for the debt in each year. *If the 2016 street and utility projects are approved, the City's outstanding debt will still be less than it was in 2013.*

Year	Debt Outstanding	Explanation
2015	\$17,327,874	
2016	\$19,657,364	Payoff of \$604,374 STF loan; Bonding for street and utility projects of \$4,607,827; Principal Debt Payment of \$1,858,963; and STF loan for fire truck of \$185,000
2017	\$17,638,670	Total principal debt payment \$2,019,694; assumes no new borrowing
2018	\$19,589,887	Total principal debt payment of \$2,048,783; assumes borrowing \$4 million for capital improvement projects

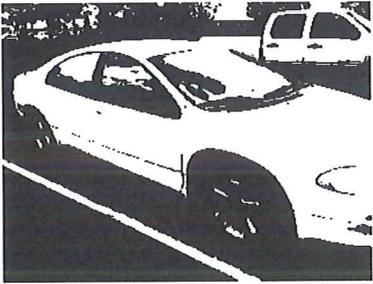
**Description of Capital Equipment Needs**

Below are photos and additional details of the capital equipment needs for each department.

**Public Works Department:**

	<p><b>Dual Rear Wheel Pickup with Dump Box</b>                  2003 Ford F 550                  Mileage: 63,769</p> <p>The City has spent over \$17,000 in repairs since 2011. The value of this truck if we were to sell it is about \$10,000. The cost of a replacement is likely \$40,000, so the total cost would be \$30,000.</p>
 	<p><b>Tandem Axle Plow Truck</b>                  1990 L8000 Tandem Axle                  Mileage: 154,080</p> <p>This truck has a cracked frame from rust, and cannot currently be used due to this condition.</p> <p>Preliminary quotes for the chassis include:                  Mack: \$124,000                  Western Star: \$105,816                  International: \$114,853                  Kenworth: \$104,100</p> <p>Set-up costs are an additional \$70,000-80,000, which means a total cost estimate of \$190,000.</p>

**Police Department:**

 <p>A white and blue New Richmond Police car with "NEW RICHMOND POLICE" written on the side. The car is parked in a lot.</p>	<p><b>Two Squad Cars</b> Year: Both 2014 Mileage: 94,314 and 91,796</p> <p>The new 2016 vehicles will be 4 wheel drive V6 engine sport utility vehicles.</p>
 <p>A white sedan, likely a Dodge Charger, parked in a lot.</p>	<p><b>Detective Car</b> Year: 2004 Mileage: 86,053</p> <p>The vehicle will be replaced with a front wheel drive minivan.</p>

**Fire Department:**

 <p>A black and yellow Genesis E-Ram tool, a hydraulic rescue tool used for emergency situations.</p>	<p><b>Genesis E-Ram</b></p> <p>Third e-tool of the three-year rescue tool program</p> <p>Cost: The City's share (51%) of the total cost is \$4,590.</p>
 <p>A red and white Pumper Rescue Truck, a fire engine used for firefighting and rescue operations.</p>	<p><b>Pumper Rescue Truck</b></p> <p>Cost: The City's share (51%) of the total cost of the truck comes to \$255,000.</p> <p>The example picture on the left is a used 2006 Precision Spartan Rescue Pumper.</p>



*New Richmond Police Department*

*156 East First Street  
New Richmond Wisconsin 54017  
(715) 246-6667 Office (715) 246-4370 Fax*

*Mark W. Samelstad  
Chief of Police*



September 15<sup>th</sup>, 2015

TO: ALL AUTOMOBILE DEALERS RE: BID FOR 2016 Police Special Service Patrol Vehicle –  
4 wheel drive V6 engine, Sport Utility Vehicle (SUV)

The City of New Richmond will open bids for a four wheel drive Police Special Service Patrol Vehicle –  
4 wheel drive V6 engine, Sport Utility Vehicle (Black & White Color Scheme) at 10:00 AM on Friday  
October 7<sup>th</sup> 2015 in the Chief of Police's Office located at 1443 Campus Drive, New Richmond WI.  
All bids must be submitted on this form, copy thereof, and must comply with the following minimum  
specifications.

The NEW RICHMOND CITY COUNCIL RESERVES THE RIGHT TO:(1) ACCEPT OR REJECT ANY  
OR ALL BIDS. (2) ACCEPT THE BID MOST ADVANTAGEOUS TO THE CITY OF NEW RICHMOND.

<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>
1-Model	New 2016	YES NO
2-Performance	Meet State Police specifications for top speed, handling, acceleration and braking, and pass all aspects that certify that this is a police pursuit vehicle.	YES NO
3-Transmission	4 or 5 speed electronically controlled automatic transmission with overdrive	YES NO
4-Limited Slip Rear Axle		YES NO
5-Suspension System	Maximum police handling package to include heavy duty front and rear springs, shocks and stabilizer bars	YES NO
6-Power Steering with Tilt		YES NO
7 - ABS Brakes	4 wheel ABS (anti-lock) brakes	YES NO
8 - Cooling System	Maximum size available	YES NO
9 - Heavy- Duty Alternator	Maximum size available	YES NO
10 - Gas Tank	Maximum size available	YES NO
11 - Battery	Maximum CCA available for police use	YES NO
12 - Horn	Mounted under the hood	YES NO

<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>	YES	NO
13 - Tires	Five (5) all season speed rated with metal valve stem caps with spare tire mounted in cargo area or under vehicle			
14 - Center Hub Wheel Covers	(Not full size wheel covers)		YES	NO
15 - Radio Noise Suppression Kit			YES	NO
16 - Electrical or Computer Systems Interference	The vehicle shall not interfere with signals received or transmitted by the mobile police radio system nor shall the vehicle be affected by the operation of a police mobile transmitter. The vendor and manufacturer will be held responsible for correcting problems arising from two-way radio interference with vehicle systems		YES	NO
17 - Seats	Heavy-duty foam rubber and cloth front bucket seats. Vinyl rear seats. Power driver's seat		YES	NO
18 - Air Bag	Driver and passenger side		YES	NO
19 - Speedometer	Certified for accuracy		YES	NO
20 - Air Conditioning Gauges	Dash mounted full instrumentation to include tachometer (if standard), trip odometer, water temperature and fuel gauges		YES	NO
21 - Cruise Control			YES	NO
22 - Digital Clock			YES	NO
23 - Interior Lights	Dome lights (or courtesy lights) should <u>NOT</u> be wired to turn on automatically when the vehicle's doors are opened. Dome lights must be controlled by the headlight switch. A second dome lights (in addition to the standard dome light) must be mounted in center, immediately above the windshield between the visors and must be turned on and off by a switch on the fixture. An additional dome light mounted above center of cargo area, operated by switch on light fixture.		YES	NO
24 - Radio	Factory installed AM-FM stereo with speakers wired		YES	NO
25 - Locks/ Keys	One key used to operate doors, ignition and trunk. Four keys to be supplied		YES	NO
26 - Paint Color	Black & White Color Scheme(pattern to be determined)		YES	NO
27 - Rear Window Defroster	Electric Grid Type		YES	NO

28 - Power and Heated Mirrors	Right and Left sides, interior day/night mirror	YES	NO
29 - Intermittent Wipers and Electric Washers		YES	NO
30 - Driver Side Spotlight		YES	NO
31 - Rear Cargo	Electric device to unfasten or unlock the rear cargo door/window inside the drivers compartment	YES	NO
<u>Item</u>	<u>Minimum Specifications Required</u>	<u>Specifications Furnished</u>	
34 - Running Boards		YES	NO
35 - Vinyl Flooring		YES	NO
36 - Front License Plate Holder		YES	NO
37 - Towing Package with Class III Hitch		YES	NO
38 - Tire Pressure Monitoring System		YES	NO
39 - Locking Gas Cap Via Interior Push Button		YES	NO
40 - Power Adjustable Pedals		YES	NO
41 - Traction Control		YES	NO
42 - Hood Release	(Internal)	YES	NO
43 - Rear Window mounted Flashers (red & blue)		YES	NO
44 - Windows	Power – all tinted	YES	NO
45 - Chimes & Buzzers	Disconnect of all prior to delivery	YES	NO
46 - License Plate Strobes (white)		YES	NO
47 - Rear Door Handles Inoperative		YES	NO
48 - Front Marker Lens Strobe Bulb & power supply		YES	NO
49 - Rear Tail Light Strobe Bulb & power supply		YES	NO
50 - Alternating Headlight Flasher Module		YES	NO
51 - Alternating Headlight Flasher		YES	NO
52 - Siren/Speaker & mounting Bracket	Installed behind front grill	YES	NO
53 - Radio Console with Computer Mounting Bracket	(Panasonic Tough Book)	YES	NO
54 - 100 Watt Siren Amplifier	w/three tones, Air horn and P/A, plus nine function light control	YES	NO
55 - Whelen Liberty LED			

Light Bar	With alley and takedown lights	YES	NO
56 - Recessed Panel Prisoner Partition	w/single vertical gun lock (shotgun)	YES	NO
57 - Hands free Light & Siren Controller		YES	NO
58 - Three(3) 12 volt outlets		YES	NO
59 - Vertical gun lock for Colt AR-15 (position to be determined)		YES	NO

EPA Estimated mpg (city/highway) \_\_\_\_\_

Warranty: Specify standard new car MFG. Warranty, conditions and/or terms:

\_\_\_\_\_  
 \_\_\_\_\_

Service: A high level of service and priority of service is necessary with police vehicles to provide emergency services and avoid costly down-time. Please specify what priority service would be for all repairs/maintenance:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Delivery: Planned delivery on this order will be (approximate delivery date or elapsed time from date of order)

\_\_\_\_\_  
 \_\_\_\_\_

Delivery must take place before February 29<sup>th</sup>, 2016.

Mark W. Samelstad  
 Chief of Police



*New Richmond Police Department*  
1443 Campus Drive  
New Richmond Wisconsin 54017  
(715) 246-6667 Office (715) 246-4370 Fax

*Mark W. Samelstad*  
Chief of Police



September 15<sup>th</sup>, 2015

TO: Cox Motors  
Johnson Motors  
Bernard's Northtown

RE: Bid for Front Wheel Drive Mini Van

The City of New Richmond will open bids for both the 'Leasing Option and Outright Purchase Option" at 10:00 am on Wednesday, October 7<sup>th</sup> 2015 at the Police Department located at 1443 Campus drive, New Richmond WI.

Each bid must be submitted on this form for each vehicle, copy thereof, and must comply with the following specifications.

THE NEW RICHMOND CITY COUNCIL RESERVES THE RIGHT TO: (1) ACCEPT OR REJECT ANY OR ALL BIDS. (2) ACCEPT THE BID MOST ADVANTAGEOUS TO THE CITY OF NEW RICHMOND.

<u>ITEMS</u>	<u>MINIMUM SPECIFICATIONS REQUIRED</u>	<u>SPECS FURNISHED</u>	
PASSENGER VEHICLE	STANDARD FRONT WHEEL DRIVE,	YES	NO
BODY STYLE	MINI VAN, W/	YES	NO
WHEEL BASE	114" - 120"	YES	NO
TRANSMISSION	ELECTRONIC 6-SPEED AUTOMATIC w/ELECTRONIC RANGE SELECT	YES	NO
ALTERNATOR	MINIMUM 130 AMP OUTPUT	YES	NO
BATTERY	12 VOLT MINIMUM 730 AMP COLD CRANKING	YES	NO
BRAKES	4 WHEEL ANTILOCK DISC	YES	NO
CLOCK AND GAUGES	OIL, TEMPERATURE AND ALTERNATOR	YES	NO
DOOR LOCKS	ELECTRIC	YES	NO
FLOOR MATS	REMOVABLE, HEAVY DUTY RUBBER	YES	NO
HOOD RELEASE	INTERNAL	YES	NO
INTERIOR LIGHT	STANDARD PACKAGE	YES	NO
KEYS	REMOTE KEYLESS ENTRY	YES	NO
MIRROR	DUAL REMOTE CONTROL, HEATED	YES	NO
RADIO	AM - FM STEREO PUSH BUTTON	YES	NO
REAR WINDOW DEFROSTER	ELECTRIC GRID TYPE	YES	NO
SEAT ASSEMBLY	SPLIT BENCH	YES	NO
2 <sup>ND</sup> ROW SEATING,	BUCKET SEATS, STOW&GO, FOLD IN THE FLOOR	YES	NO
3 <sup>RD</sup> ROW SEATING	STOW'N-GO, W/TAILOGATE SEATS	YES	NO
DRIVERS SEAT ASSEMBLY	ELECTRIC ADJUSTABLE DRIVERS SEAT	YES	NO

SPEEDOMETER	STANDARD	YES	NO
CRUISE CONTROL		YES	NO
STEERING	STANDARD PACKAGE	YES	NO
STEERING WHEEL	TILT	YES	NO
SUSPENSION	STANDARD PACKAGE	YES	NO
TIRES / WHEELS	MINIMUM 15" DIAMETER W/FULL SIZED SPARE	YES	NO
TRUNK RELEASE	REMOTE – ELECTRIC	YES	NO
WINDOWS	POWER – ALL TINTED	YES	NO
WINDSHIELD WIPERS	INTERMITTENT - WINTER TYPE BLADES	YES	NO
CHIMES & BUZZERS	DISCONNECTION OF ALL PRIOR TO DELIVERY	YES	NO
AIR CONDITIONING	DUAL ZONE TEMPERATURE CONTROL	YES	NO
STABILITY	ALL SPEED TRACTION CONTROL AND BRAKE ASSIST	YES	NO
FUEL SYSTEM	FUEL ECONOMIZER BUTTON	YES	NO

Estimated Miles per Gallon (City Driving): \_\_\_\_\_

WARRANTY: Specify standard new car Mfg. Warranty, conditions and/or terms:

\_\_\_\_\_

SERVICE: A high level of service and priority of service is necessary with City vehicles to provide services and avoid costly down-time. Please specify what priority service would be provided for all repairs/maintenance \_\_\_\_\_

State Vehicle Make: \_\_\_\_\_  
 State Vehicle Model: \_\_\_\_\_

STANDARD PRICE PER VEHICLE .....\$ \_\_\_\_\_

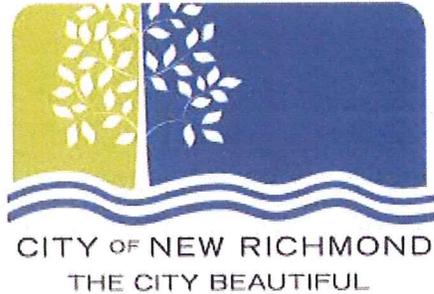
OFFER FOR TRADE-IN OF (1) 2004 Dodge Intrepid Passenger Car (Squad #7).....\$ \_\_\_\_\_

TOTAL COST PER VEHICLE.....\$ \_\_\_\_\_

DELIVERY: Planned delivery on this order will be (approximate delivery date or elapsed time from date of order) \_\_\_\_\_

Delivery must take place prior to December 31<sup>st</sup>, 2015.

Mark W. Samelstad  
 Chief of Police



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

## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** September 11, 2015  
**SUBJECT:** Phase One of Skateboard and BMX Park

---

### BACKGROUND

At a special meeting on May 25, 2015, the City Council voted to amend the master park plan to include a skateboard and BMX park. Approximately \$60,000 has been raised so far towards this project. The skate park design developed by American Ramp Company calls for a 100 foot by 100 foot concrete base, upon which an assortment of ramps and rails would later be installed once more funds are raised.

Three local businesses have generously offered to contribute their time and materials at discounted rates. SEH Inc. has offered to provide all pre-construction engineering at a discounted rate of \$2,000. Monarch Paving Company has offered to provide site prep work with a Class 5 base at no cost. Cemstone has offered to construct the concrete base with the possible addition of fiber/rebar at a total cost of \$12,000. Funds for constructing the concrete pad would come only from the funds already raised for the project.

If these three items are approved by the City Council, the concrete pad would be completed by late October or early November. Given the turnaround time on equipment purchase orders and the amount of fundraising yet to be done, no skate park features will be purchased or installed until the spring or summer of 2016.

### RECOMMENDATIONS

The Park Board recommends the approval of the following items:

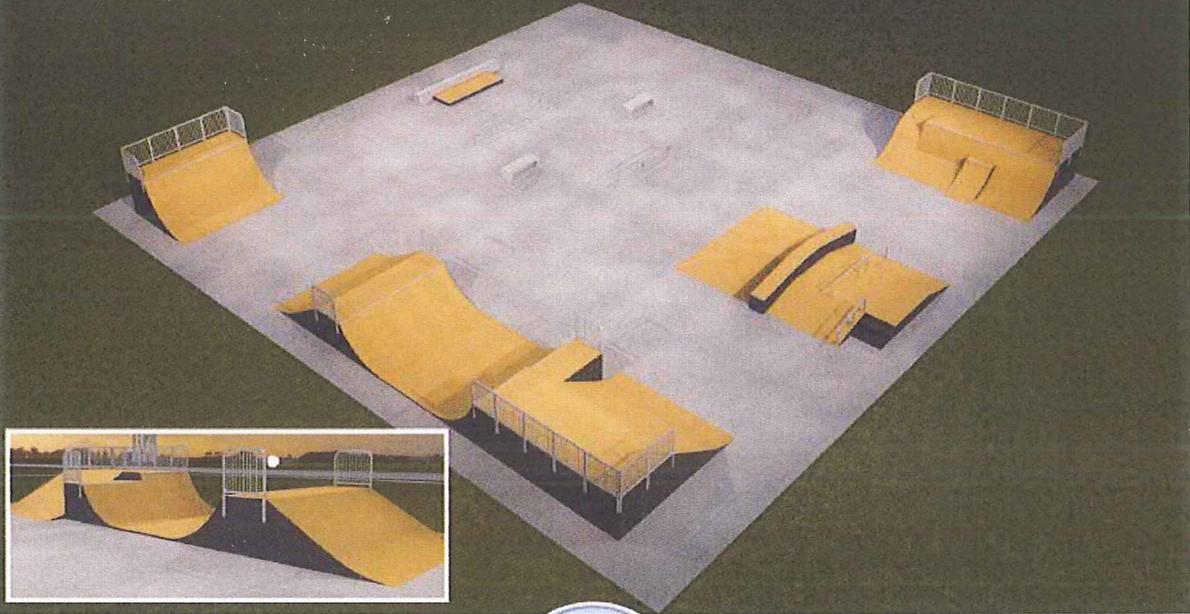
- Engineering by SEH Inc. at a cost of \$2,000
- Donation by Monarch Paving Company of all site prep work and Class 5 base
- Concrete base and additional fiber/rebar by Cemstone at a total cost of \$12,000

All costs for these projects shall be covered by donations received to date. No General Funds will be used.



NEW RICHMOND SKATEPARK #6030

NEW RICHMOND, WI



20 YEAR WARRANTY

FASTENER FREE RIDING SURFACE



MAXGRIP™ POLYESTER POWDERCOAT 3/16" STEEL RIDING SURFACE

[WWW.AMERICANRAMPCOMPANY.COM](http://WWW.AMERICANRAMPCOMPANY.COM)



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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Mayor and City Council

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

**DATE:** September 11, 2015

**SUBJECT:** Park Plan Update

---

### BACKGROUND

The City of New Richmond Park Plan was approved by the Park Board and City council in mid-2014, with the understanding that it was to be a living document that would be reviewed and revised as time went on. The Park Board has expressed their intent to review the document at least once annually, and did so this year at the June 24, 2015 meeting.

Staff will present a summary of the changes made to the Park Plan, along with hard copies of the Park Plan to the Council at the September 14, 2015 meeting.

### RECOMMENDATIONS

City staff and the Park Board recommends the adoption of the revised 2015 Park Plan.



TO: Mayor and City Council  
FROM: Nancy Petersen, Utility Finance Director/Mike Darrow, Utility Manager  
DATE: September 11, 2015  
RE: **Section 86-1 – Special Assessment for Delinquent Utility Bills**

**BACKGROUND**

City of New Richmond Ordinance 86-1 pertains to special assessments for delinquent utility bills. The existing language in the ordinance needs to be corrected to provide proper statutory references and give the City authority to assess.

**RECOMMENDATION**

Staff recommends approval of correcting the language in Ordinance Section 86-1 as presented to provide the proper statutory reference and authority to the City for assessing.

ORDINANCE #479

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

The following section shall be repealed and recreated as follows:

Sec. 86-1 Special Assessments for Delinquent Utility Bills

- (a) In addition to other methods provided by law, it is hereby provided that special assessments for delinquent utility bills may be levied in accordance with the provisions of this section and Wisconsin law.

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

Passed and approved: September 14, 2015

Published and effective: September 24, 2015

\_\_\_\_\_  
Fred Horne, Mayor

ATTEST:

\_\_\_\_\_  
Tanya Reigel, City Clerk



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

**TO:** Mayor and City Council

**FROM:** Tanya Reigel, City Clerk

**DATE:** September 11, 2015

**RE:** Mayor's Appointment

**Background**

There is currently a vacancy on the Airport Commission. Mayor Horne would like to appoint Matt Brotzler to this position.

**Recommendation**

Appointments made by the Mayor require confirmation from the City Council. Staff is asking the Council to confirm this appointment.