



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

October 2, 2015

FINANCE COMMITTEE MEETING

**Fred Horne
Jim Zajkowski
Jane Hansen**

This is to inform you that there will be a Finance Committee Meeting on Monday, October 5, 2015 at 6:00 p.m. or following the Council Meeting in the ED Lab of the Civic Center, 156 East First Street, New Richmond.

AGENDA:

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the minutes of the previous meeting, September 14, 2015**
- 4. Administrative Permit Fee and Escrow Amounts**
- 5. Status of Sidewalk Ordinance – Staff will provide an update**
- 6. Preliminary Agreements with Paychex – The City Attorney is reviewing & documents will be provided at the meeting**
- 7. Solar Garden Update- Staff will provide an update**
- 8. 2016 Budget Update – A brief presentation will be provided**
- 9. Communications and Miscellaneous**
- 10. Adjournment**

**Mike Darrow
City Administrator/Utility Manager**

cc:

**The News
Northwest Community Communications
City of New Richmond Website**

**** Late Changes and additions**

A majority of the members of the New Richmond City Council may be present at the above meeting.

Pursuant to State ex rel. Badke v. Greendale Village Board, 173 Wis. 2d 553, 494 N.W. 2nd 408 (1993) such attendance may be considered a meeting of the City Council and must be noticed as such, although the Council will not take action at this meeting.

FINANCE COMMITTEE MEETING
SEPTEMBER 14, 2015 – 5:00 P.M.

The Finance Committee was called to order by Fred Horne at 5:00 p.m.

Roll call was taken.

Members Present: Fred Horne, Jim Zajkowski and Jane Hansen

Others Present: Mike Darrow, Bev Langenback, Ray Rivard, Jim VanderWyst and Mark Samelstad.

Jim Zajkowski moved to adopt the agenda, seconded by Jane Hansen and carried.

Jim Zajkowski moved to approve the minutes of the August 10, 2015 meeting, seconded by Jane Hansen and carried.

Financial Advisors – Groups to Interview

Mike Darrow stated that staff would like to send out Requests for Qualifications for 2016 Financial Advisor services. This will be put on the League website and sent out to Ehlers and Springsted. Jane Hansen moved to proceed with Requests for Qualifications for Financial Services due by October 1, 2015. Interviews will be at the first Finance Committee meeting in October, seconded by Jim Zajkowski and carried.

2016 Vehicle Replacement Plan & Approval

Mike Darrow discussed capital equipment that needed replacement in 2016. We have \$70,000 in the capital replacement account and we are asking to transfer an additional \$75,000 into that account. We are down a plow truck right now because the frame is cracked. The proposals are at \$180,000 to \$190,000. We would put \$70,000 down and then the remaining would be paid from debt levy in 2016 and 2017. The Street Department has a dual rear wheel pickup with a dump box that needs to be replaced. The total cost will be approximately \$40,000 and the trade-in value of \$10,000 so the total cost would be \$30,000 and we are planning to pay for that with cash on hand in 2015. The Police Department has a detective vehicle that they would like to replace with a van. Estimated cost would be \$22,000 would be paid for with cash on hand in 2015. Two squad cars will be purchased in 2016 using cash on hand. The Fire Department needs an E cutter and the City's share of the cost is \$4,590. This amount will be budgeted in general Fund outlay in 2016. The Fire Department is looking at purchasing a used pumper rescue truck. The City's cost is estimated at \$255,000. We could pay approximately \$70,000 from the capital replacement fund in 2016 and borrow the remaining funds with the first payment in 2017. Mike Darrow reviewed the City's general obligation debt. He also discussed other equipment needs including the reason for wanting a new street truck. The Finance Committee would like more information on the dual rear wheel pickup and the tandem axle plow truck. Jim Zajkowski moved to request bids for the three police vehicles at this time, seconded by Jane Hansen and carried.

Transfer Fund Balance to Replacement Levy

Bev Langenback explained that in 2014, the City added \$122,482 to the general fund balance. The available fund balance as a percentage of revenue for 2014 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. The available fund balance as a percentage of revenue, after the transfer, would be reduced to 30.08%. Jane Hansen moved to transfer \$75,000 from general fund to the capital replacement fund, seconded by Jim Zajkowski and carried.

State Trust Fund Loan

Bev Langenback explained that the Finance Committee previously agreed to borrow from the State Trust Fund for the projects listed in the capital improvement plan that have been paid out of cash on hand. The State requires adopting a resolution authorizing the application for State Trust Fund loan. Jim Zajkowski moved to recommend approval of the resolution for the State Trust Fund Loan application, seconded by Jane Hansen and carried.

RFP - Assessor's Contract

Mike Darrow explained that the current assessor contract is done at the end of this year so we need to get this RFP out so we can do interviews in October. Mike would like to have market drive available for people to look up properties online. This will be added to the RFP. There was also discussion regarding tax exempt parcels. Jane Hansen moved to proceed with the RFP process for the Assessor's Contract, seconded by Jim Zajkowski and carried.

Police Lieutenant Position

Mark Samelstad stated that Jerry Cody has given his retirement notice for October 2, 2015. His vacation will take him through December 7, 2015. Mark will meet with the Police and Fire Commission on Wednesday to discuss how they want to proceed with filling that position. The Finance Committee discussed the salary range for this position as well as compared to other officer's pay. They also discussed the possibility of having three detectives rather than a lieutenant. The Finance Committee decided to let the Council make the decision on this issue.

Communications and Miscellaneous

The County Bike Pathways Committee will have a meeting on September 22, 2015. Mike stated that there are a couple parcels with annexation issues and that will be brought to the Finance Committee soon.

Adjournment

Jim Zajkowski moved to adjourn the meeting, seconded by Jane Hansen and carried.

Meeting adjourned at 5:37 p.m.

Tanya Reigel,
City Clerk



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TO: Finance Committee / City Council

FROM: Tanya Reigel, City Clerk

DATE: October 1, 2015

RE: Administrative Permit Fee & Escrow Amount

Background

When a new building project has a footprint of less than 5,000 square feet, a site plan review is not required. The developer instead is only required to apply for an Administrative Permit. The application is reviewed by the Development Review Committee before a building permit can be issued. We do not collect a fee for the Administrative Permit review. The project may require review by our planner and possibly storm water review. Those costs typically run between \$500 and \$1,000; a cost which the City has been paying for.

Recommendation

Staff recommends collecting a \$100 application fee and an escrow amount of \$1,000.00 for the Administrative Permit.



ADMINISTRATIVE PERMIT PROCESS

City of New Richmond

156 East First Street ❖ New Richmond, WI 54017

Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

Overview: Administrative permit process applications will be reviewed by the Development Review Committee (DRC).

Submission Requirements: The attached application form must be completed and submitted with all requested materials. Failure to submit all application materials may delay the review process described below.

Escrow Deposit: Because these applications can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$1,000 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant either by phone call, email, or letter. We will notify you of the items that are needed in order to complete the application; once all of the outstanding application materials are received. Typically, the DRC meets the first and third Thursday of each month, on an as needed basis. Completed applications will be reviewed at the next scheduled meeting.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Development Review Committee.



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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CITY ORDINANCE SECTION 117 & 121
www.newrichmondwi.gov

ADMINISTRATIVE PERMIT: \$100.00 ESCROW: \$1,000.00

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: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

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

4. Zoning Designation: _____

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

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: _____

Date: _____

Fee Paid: _____

Date: _____

Receipt # _____

Escrow Paid: _____

Date: _____

Receipt # _____

RESOLUTION #101501
RESOLUTION AMENDING THE SCHEDULE OF FEES

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

Miscellaneous Clerk's Fees

Administrative Permit Fee	\$100.00
Administrative Permit Escrow	\$1,000.00

Dated this 12th Day of October, 2015.

Fred Horne, Mayor

ATTEST:

Tanya Reigel, City Clerk



Public Service Commission of Wisconsin

Ellen Nowak, Chairperson
Phil Montgomery, Commissioner
Mike Huebsch, Commissioner

610 North Whitney Way
P.O. Box 7854
Madison, WI 53707-7854

September 30, 2015 – VIA EMAIL

Mr. Mike Darrow, City Administrator
New Richmond Utilities
156 E. 1st Street
New Richmond, WI 54017
mdarrow@newrichmond.wi.gov

Re: Application of New Richmond Municipal Electric Utility, 4139-TE-102
St. Croix County, Wisconsin, for Tariff Changes to
Implement a Community Solar Garden Pilot Program

Dear Mr. Darrow:

Final form tariff sheets authorized by the Public Service Commission's (Commission) Final Decision dated September 25, 2015 have been filed on the Commission's [Electronic Regulatory Filing System](#). These tariff sheets have been assigned amendment number 60, and are effective for service beginning October 5, 2015.

Please update your current tariff by inserting printed copies of the new tariff sheets into the current tariff books. The utility's current rates and rules must be available for public inspection and review at all of the utility's bill payment stations pursuant to Wis. Admin. Code § PSC 113.0501(1). This filing is made with the understanding that it does not result in an unauthorized rate increase or service restriction.

Thank you for your cooperation with this filing. If you have any questions, please contact me at 608-267-9816 or via email at Sam.Shannon@wisconsin.gov.

Sincerely,

Sam Shannon
Rate Analyst
Division of Energy Regulation

RSS:DL:01268667

cc: Tom Hanrahan, WPPI Energy; thanrahan@wppienergy.org

NEW RICHMOND MUNICIPAL ELECTRIC UTILITY

Voluntary Community Solar Pilot (Limited Participation)

Purpose and Availability

Available to any metered retail utility electric customer who subscribes to a Community Solar project ("Project") by: (i) paying the applicable one-time subscription fee ("Customer Subscription Fee"); and (ii) entering into a Community Solar Participant Agreement with the utility ("Participating Customers"). The principal focus of this Community Solar program is to provide the benefits of local solar photovoltaic Projects to Participating Customers, who in exchange for providing upfront contributions toward the Project cost, receive monthly financial bill credits based upon their levels of contribution and the electrical output (alternating current) of the Project ("Production Credit"). Each Project is sponsored by the utility and developed by WPPI Energy ("WPPI"), the municipal electric company of which the utility is a member.

Application

Under this program, WPPI will own or purchase the output of one or more Projects totaling in the aggregate 1,000 kW or less. Each Project will: (i) consist of a photovoltaic electric generating installation having a generating capacity nameplate rating of not less than 100 kW and not more than 1,000 kW ("Project Nameplate kW"); (ii) have an executed interconnection agreement with the utility; and (iii) be located in the utility's electric service territory.

Each Participating Customer in a Project will pay the applicable Customer Subscription Fee to the utility. The Customer Subscription Fee will be based upon the Participating Customer's participation level in a Project ("Customer Subscription kW"), which will be available in whole increments of solar panels. Any Residential Service customer may participate up to a maximum level of 10 kW per customer service meter. The participation level for customers in other rate classes may not exceed the expected average annual usage of the customer as determined by the utility on a case-by-case basis, with a maximum level of 75 kW per customer service meter. Subscribers will be enrolled on a first come, first served basis.

Customer Subscription Fee and Production Credit Rate

For the term of the Community Solar Participant Agreement, which shall not be less than 20 years from the date of commercial operation of a Project, each Participating Customer will receive a monthly production-related credit on their retail electric bill in an amount calculated as follows:

$$\frac{\text{Customer Subscription kW}}{\text{Project Nameplate kW}} \times \text{Monthly Project Energy Production (kWh)} \times \text{Rate}(\$/\text{kWh})$$

For New Richmond Community Solar Project I the Customer Subscription Fee is \$1,800.00 per kW.

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Participating Customers may elect at the time of payment of the Customer Subscription Fee to purchase the environmental attributes associated with their Customer Subscription kW for the term of their Community Solar Participant Agreement. In such case, the utility will cause the environmental attributes associated with the Customer Subscription kW to be tracked in the Midwest Renewable Energy Tracking System (or similar program) and retired on behalf of the Participating Customer.

If a Participating Customer does not elect to purchase the environmental attributes associated with their Customer Subscription kW, such attributes will remain the property of WPPI.

For Participating Customers electing to purchase the environmental attributes, the initial Rate is \$0.076 per kWh, subject to review and adjustment as part of a regular rate case for the utility, or not longer than every five years, whichever comes first.

For Participating Customers that do not elect to purchase the environmental attributes, the initial Rate is \$0.078 per kWh, subject to review and adjustment as part of a regular rate case for the utility, or not longer than every five years, whichever comes first.

All Customer Subscription Fees paid to the utility by Participating Customers will be forwarded to WPPI and used by it to offset the costs of funding the Project to which the Customer Subscription Fees apply. Subscriptions will be cancelled and Customer Subscription Fees refunded to Participating Customers if the Project does not reach commercial operation.

Subscription Transfer

A Participating Customer may transfer some or all of the Customer Subscription kW in a Project from the Participating Customer’s service address by completing a notification of transfer form provided by the utility: (i) transferring the Customer Subscription kW (and monthly Production Credits) to another electric service meter of the Participating Customer within the utility’s service territory; or (ii) transferring the Customer Subscription kW (and monthly Production Credits), and assigning their rights under the Community Solar Participant Agreement to another electric customer of the utility. In either case, the maximum aggregate kW subscription level limitations described above for each customer service meter shall apply to the transferee meter following the transfer. In the event that a transfer of Customer Subscription kW to another customer service meter of the Participating Customer would cause the aggregate subscription level limit to be exceeded, the Participating Customer may resell to the utility the excess portion of the Customer Subscription kW at a percentage of the Customer Subscription Fee based on the Schedule of Utility Purchase Values (“Schedule”) found below. For purposes of the Schedule, Year 1 begins on the date of commercial operation of a Project, and the first day of each subsequent year is the anniversary date of commercial operation.

EFFECTIVE: October 5, 2015
PSCW AUTHORIZATION: Docket 4139-TE-102

NEW RICHMOND MUNICIPAL ELECTRIC UTILITY

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If a Participating Customer moves out of the utility’s service territory or for other reasons ceases to be an electric customer of the utility, in addition to the transfer options described above, the Participating Customer may resell to the utility the Customer Subscription kW at a percentage of the Customer Subscription Fee based on the Schedule. If a Participating Customer does not transfer or resell the Customer Subscription kW within 90 days of the date on which the Participating Customer ceases to be an electric customer of the utility, then the Customer Subscription kW (and monthly Production Credits) shall be applied to the succeeding electric account holder of the service address. The succeeding electric account holder must execute a Community Solar Participant Agreement within 90 days of transfer of the Customer Subscription kW to their electric account. If the new utility account holder does not sign a Community Solar Participating Agreement within 90 days, then the Customer Subscription kW (and monthly Production Credits) shall cease to be applied to any customer utility account.

If the utility purchases Customer Subscription kW from a Participating Customer ("Utility kW"), it may resell the Utility kW to another utility electric customer at a percentage of the Customer Subscription Fee based on the Schedule at the time of such resale by the utility.

Schedule of Utility Purchase Values					
Year	Percent of Subscription Fee	Year	Percent of Subscription Fee	Year	Percent of Subscription Fee
1	90	8	20	15	0
2	80	9	10	16	0
3	70	10	5	17	0
4	60	11	5	18	0
5	50	12	5	19	0
6	40	13	0	20	0
7	30	14	0		

For transfers that do not coincide with the utility’s billing cycle, the production-related credits for the month in which the transfer occurs will be applied to the transferee’s bill.

Except as provided herein, no refund of any portion of the Customer Subscription Fee will be paid to a Participating Customer by the utility upon transfer or termination.

NEW RICHMOND MUNICIPAL ELECTRIC UTILITY

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Terms and Conditions

1. In addition to the Rate above, all terms and conditions of delivery of the applicable rate schedule under which the customer is currently served are applicable.
2. Each Participating Customer must enter into a Community Solar Participant Agreement with the utility. The Community Solar Participant Agreement will have a term of not less than 20 years, as determined by WPPI, from the commercial operation date of the Project.
3. All Project capacity and energy produced, and all Project environmental attributes not purchased by Participating Customers remain the property of WPPI.
4. The utility will use meter data measuring the output of the Project to calculate the monthly credit due to each Participating Customer, which will be included as a Production Credit on the Participating Customer's utility bill. The monthly Production Credit will not exceed the total monthly utility bill. Any excess Production Credit will be rolled over and applied to the next month's utility bill, and any unapplied Production Credit remaining at the end of the term of the Community Solar Participant Agreement will be paid out to the Participating Customer. The month to which the Project Production Credit is applicable will not necessarily match the billing period for the retail electric service bill in which the Project Production Credit is applied.
5. The utility will use commercially reasonable efforts to ensure that WPPI causes the Project to be operated and maintained in a manner consistent with prudent utility practice.
6. This program is limited and subject to WPPI's development of Projects and the maximum subscription capacity of each Project determined by WPPI.
7. The utility reserves the right to deny or terminate subscriptions of Participating Customers under this tariff to customers in arrears with the utility.