



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

156 East First Street
New Richmond, Wisconsin 54017
ph 715.246.4268 fx 715.246.7129
www.newrichmondwi.gov

April 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, April 6, 2015 at 5:00 p.m. in the Administrator's Conference Room 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, March 2, 2015**
- 4. Madison Avenue Lighting Project**
- 5. Amend Escrow Fee Schedule for City Applications**
- 8. Policy for Hiring Seasonal Employees**
- 9. Policy for City P-Cards**
- 10. Closed Session per State Statute 19.85 (1)(c) – Staffing Updates**
- 11. Open Session – Action on Closed Session Agenda**
- 12. Communications and Miscellaneous**
- 13. Adjournment**

**Mike Darrow,
City Administrator/Utility Manager**

**cc:
The News
Northwest Community Communications
City of New Richmond Web Site**

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.

Come Grow With Us!

FINANCE COMMITTEE MEETING
MARCH 2, 2015 – 5:00 P.M.

The Finance Committee was called to order by Jane Hansen at 5:00 p.m. on March 2, 2015.

Roll call was taken.

Members Present: Jane Hansen and Jim Zajkowski

Members Absent: Fred Horne

Others Present: Mike Darrow, Bev Langenback, and Sean Lentz

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

Jim Zajkowski moved to approve the minutes of the February 2, 2015 meeting, seconded by Jane Hansen and carried.

2015 Budget Amendments & Carry Forwards

Bev Langenback gave a review of the 2014 budget amendments, amounts carried forward and current fund balance. Jane Hansen moved to recommend council approval of the budget amendments, amounts carried forward, and assigned fund balances as presented by staff, seconded by Jim Zajkowski and carried.

Room Tax Update

Mike Darrow explained that State Statutes require us to spend at least 70% of amount collected on tourism. In 2014, we paid out the following:

\$10,000	Chamber of Commerce
\$10,000	Chamber for Fun Fest
\$15,000	Hockey Association for Utilities
\$ 8,000	Hatfield Park for Utilities
<u>\$ 2,750</u>	Heritage Center for the Hillside Series
\$45,750	Total

We are in compliance with State Statutes. Staff is going to be auditing each of the hotels to make sure they are doing things properly. The only hotel we have issues with is the Riverfront Inn. Our City Attorney has sent them a letter to explain the process we will follow to collect these funds. Mike and Bev are working on an agreement for each of the hotels to sign stating that in the event of a sale, all room tax funds will be paid to the City in full.

CIP and Refinancing

Mike Darrow gave an update on the Capital Improvement Plan process. We will continue to move forward on this. Agreements will be drafted and signed with the townships and with Lakeside regarding the projects we plan to do and explaining that they will need a separate contract with each of the parties doing the work on the project. The City will have a contract for our share of the costs and the other entities will have their own contract and be billed directly from those providing the work.

Refinancing Update

Sean Lentz, from Ehlers & Associates, presented a proposal for refunding the 2006 GO bonds. The City issued \$4,545,000 in General Obligation Corporate Purpose bonds in 2006. The bonds will be callable on 10-1-15 and are eligible for refunding 90 days prior. The purpose of refunding would be to save money in interest and the estimated savings would be \$400,000. It would not push the payments out over more years; it would still be paid off by 2025. The Council will discuss this further at the next working session on March 23, 2015.

Closed Session per State Statute 19.85 (1)(c) – City Admin Annual Review and Staffing

Jim Zajkowski moved to go into Closed Session per State Statute 19.85 (1)(c) to discuss the City Administrator's Annual Review and Staffing, seconded by Jane Hansen, and carried.

Open Session - Action on Closed Session

No Action was taken.

Communications and Miscellaneous

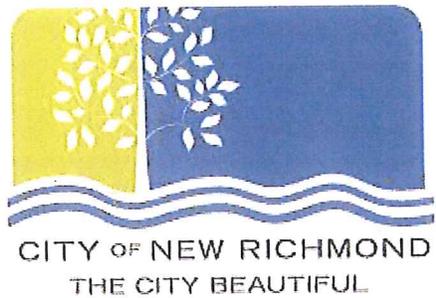
None

Adjournment:

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

Meeting adjourned at 6:27 p.m.

Tanya Reigel,
City Clerk



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TO: Mayor Horne, City Council Members and Utility Commissioners
FROM: Beth Thompson, Community Development Director
Tom Rickard, Electric Superintendent
DATE: March 26, 2015
RE: Madison Avenue Lighting Project

Background

Madison Avenue was constructed in 2006 and at the time the City did not feel the need to put in street lighting. There were a couple of reasons for this; the first being cost and the second reason was need. At that time, there were no businesses or homes on Madison Avenue and no real need for street lighting.

Over the past seven years the businesses and traffic on this street has increased. With the new arrivals of Barley John's Brewery and Backyard Paradise, along with the expansion of 45th Parallel and Distillery, Accelerated Plastics, Well house Building and the Police Storage Building the need for lighting on Madison Avenue has increased. Below please see our proposal for lighting on Madison Avenue.

Type of Lighting

The lighting for this project will be 135 watt LED lights on a 30 ft. aluminum pole with a 30 inch aluminum arm. These lights will be consistent with existing street lights throughout the industrial park. Please see attachment 1 for existing lights and attachment 2 for the lights.

Sources of Funds

The estimated project costs will be as follows:

Material	\$31,267.00
Labor & Equipment	\$ 8,333.00
Contingency	\$ 4,000.00
Total project costs	\$43,600.00

The source of funds will come from TIF #6.

Concept Design

This lighting project is approximately 2,800 feet long, which will add 14 poles; this includes the entire length of Madison Avenue up to West Richmond Way and is underground line to the light poles. Please see attachment 3 for the concept of the Madison Lighting Project.

Proposed Project Schedule

Present to Finance Committee – April 6

Present to Utility Commission – April 6

Present to City Council – April 13

If approved by Finance, Utility and Council the Electric Department will start this project in late June, depending on receiving all necessary materials, and be completed in late July.

Recommendation

Due to safety concerns, staff is recommending approval of the Madison Avenue Lighting Project per the above referenced plan.





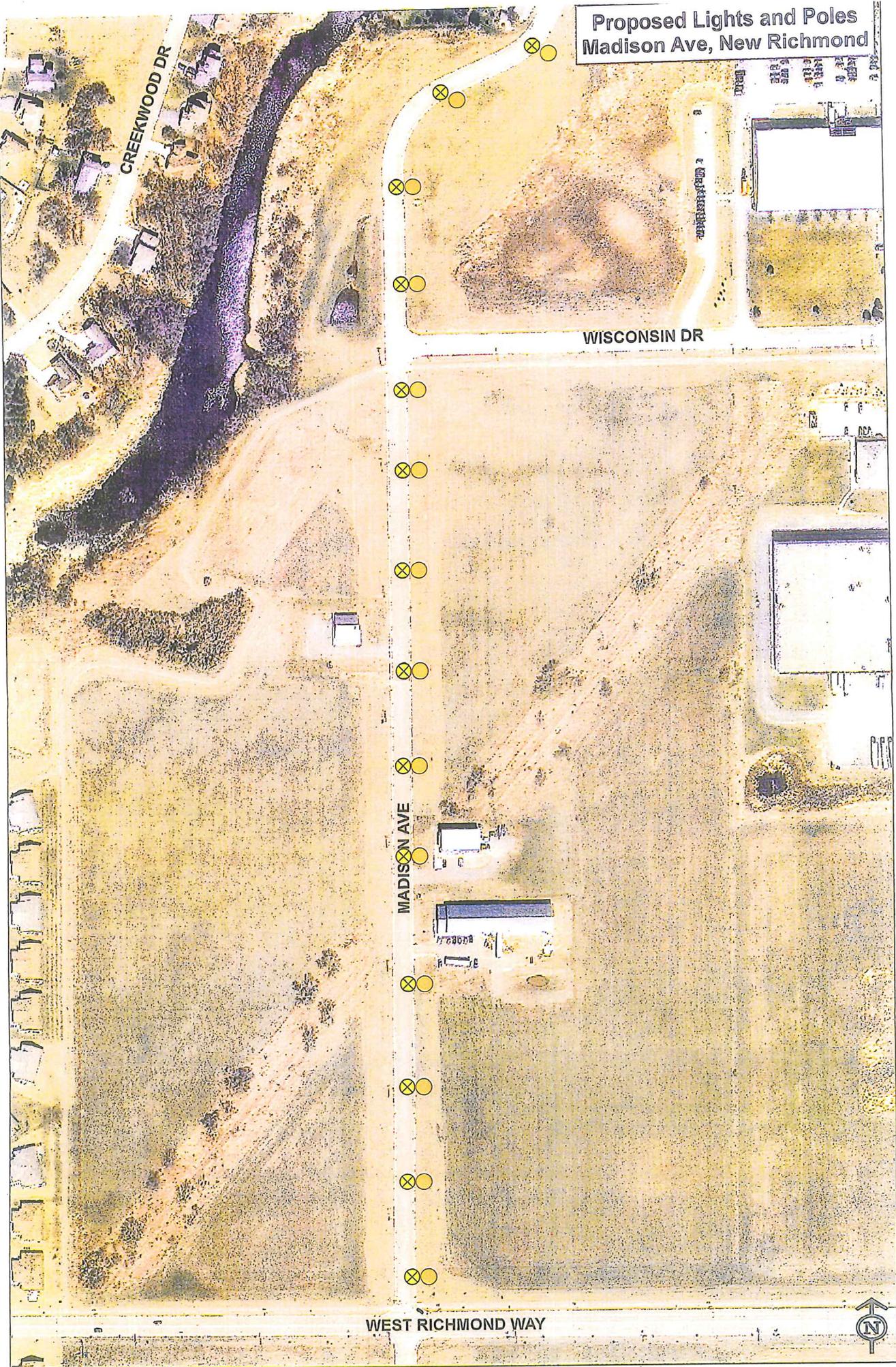
Proposed Lights and Poles
Madison Ave, New Richmond

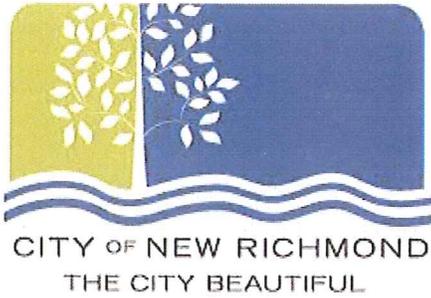
CREEKWOOD DR

WISCONSIN DR

MADISON AVE

WEST RICHMOND WAY





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

TO: Mayor and City Council

FROM: Beth Thompson, Community Development Director

DATE: March 2, 2015

RE: Escrow Fees for City Applications

Background

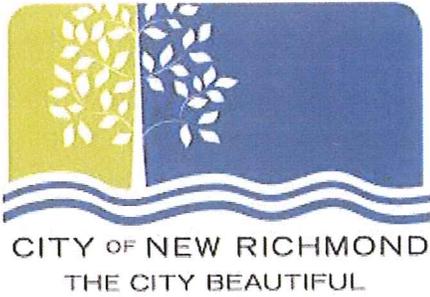
The City of New Richmond has been collecting escrow fees for site plan and storm water review, concept plan review, certified survey map review, and amended certified survey map review.

Over the past year and a half we have been keeping track of how much money is needed to actually review these types of applications and other applications made to the City. We have found that in most cases we have had to send bills to the developer or landowner because the escrow amounts have not been enough.

Recommendation

I have talked with Nick Vivian to gather information on what other communities are collecting and have compared these amounts with what we have had to bill for in the past year. City staff is proposing the following updates to our escrow collections:

<u>City Applications</u>	<u>Escrow Currently Collecting</u>	<u>Proposed Collection</u>
Site Plan/Storm Water Review	\$500.00	\$1,500.00
Concept Plan	\$500.00	\$1,500.00
Certified Survey Map	\$500.00	\$1,500.00
Amended Certified Survey Map	\$500.00	\$1,500.00
Extra Territorial Concept Plan	\$0.00	\$500.00
Extra Territorial Certified Survey	\$0.00	\$500.00
Extra Territorial Preliminary Plat	\$0.00	\$500.00
Extra Territorial Final Plat	\$0.00	\$500.00
Variance	\$0.00	\$500.00
Application to Rezone	\$0.00	\$500.00
Conditional Use Permit	\$0.00	\$500.00



City of New Richmond
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CONDITIONAL USE APPLICATION AND REVIEW PROCESS

Overview: Applications for conditional use approval will be reviewed by the Development Review Committee (DRC) and discussed in a public hearing by the Plan Commission, which meets on the first Tuesday of each month. The Plan Commission has the authority to approve or deny the application.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements**; applications received after this date cannot be heard at the Plan Commission meeting of the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

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 conditional uses can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee for a conditional use. Unused escrow funds will be returned to the applicant at the conclusion of the conditional use 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 materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will start and the formal review process will begin as described below.

Formal Review: Applications for conditional use approval will be discussed by the DRC. The DRC members will address points of concern based on their respective City departments and professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa

MONTH B action

Su	M	Tu	W	Th	F	Sa

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

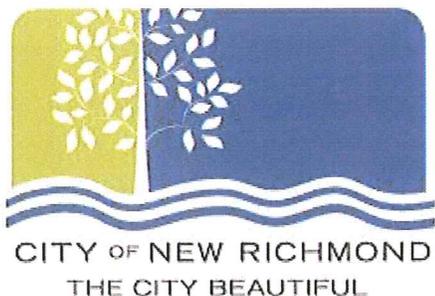
Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper a minimum of 10 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. These notices are prepared and sent by the City Clerk.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

- At the Public Hearing: The Plan Commission Chairperson will call the meeting to order at the appointed time. Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Members of the public will then be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a decision.
- Plan Commission Action: The Plan Commission has the authority to approve or deny an application, no further action is needed.

Validation and Expiration: A conditional use approval must be used within 1 year of the date of the approval. A conditional use approval will automatically expire if the approval is not used or if the applicant ceases operation for a continuous period of 1 year or longer.

Please keep this sheet for your reference after you have submitted the attached application.



City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
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CONDITIONAL USE APPLICATION

CITY ORDINANCE SECTION 121-32
www.newrichmondwi.gov

APPLICATION FEE: \$250 ESCROW \$500

Application fee 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. Comprehensive Plan Designation: _____

6. Statement of Intent: Briefly describe what will be done on or with the property requiring the conditional use approval.

7. 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. Proposed Plans:** In addition to a scaled site plan, the following documentation may be requested: a landscape plan, grading and drainage plan, photometric plan, traffic study, and exterior building elevation drawings showing building materials may also be required if deemed necessary by City Staff. Plans for residential applications may be on 8½"x 11" or 11"x 17" paper; full size plans and digital copies must be submitted for commercial applications.
- d. Written Narrative:** The written narrative should thoroughly address the following general items in addition to any specific requirements pertaining to the proposed use, which Section 121-259 (Conditional Uses) of the City Code directs the City Council to evaluate during consideration of conditional use applications:
 - 1) The proposed use is not in conflict with the Comprehensive Plan;
 - 2) The proposed use is not in conflict with any Regulating Maps or other adopted plans;
 - 3) The proposed use is not in conflict with any City Ordinance requirements;
 - 4) The proposed use will not create an excessive burden on parks, streets and other public facilities; and
 - 5) The proposed use will not be injurious to the surrounding neighborhood, will not negatively impact traffic or property values, and will not otherwise harm the public health, safety, and general welfare.

8. 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: _____

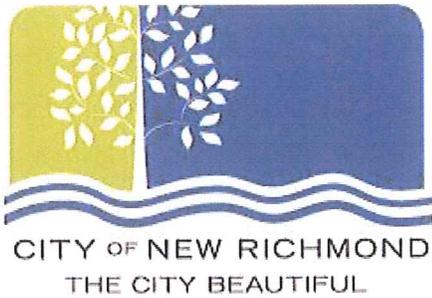
Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ **Receipt #** _____

Escrow Paid: \$500 Date: _____ **Receipt #** _____

Applications for conditional use approval 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.



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VARIANCE APPLICATION AND REVIEW PROCESS

Overview: Applications for Variance will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Board of Appeals, which meets on the first Tuesday of the month as needed.

Application Deadline: Applications must be received by the *first Thursday of the month*; applications received after this date will not be heard at the Board of Appeals meeting the following month. This application requires a Class I publication.

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.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Board of Appeals on the first Tuesday of the following month.

Timeline

application

MONTH A						
Su	M	Tu	W	Th	F	Sa
				●		

action

MONTH B						
Su	M	Tu	W	Th	F	Sa
		●				

Escrow Deposit: Because changes in use can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review.

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 materials that are needed in order to complete the application; once all of the outstanding application materials are received, the meeting will be scheduled and the review process will begin as described below.

Formal Review: Applications for variance will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Board of Appeals.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Board of Appeals. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Board of Appeals meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper one time, at least 7 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

Board of Appeals Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Board of Appeals and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

At the Public Hearing: The Board of Appeals Chairperson will call the meeting to order at the appointed time, members and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Members may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the board members will discuss the application and take action.

- **Board of Appeals Action:** The Board of Appeals has the authority to approve or deny an application. If the applicant is unhappy with the decision made by the Board of Appeals, they may appeal the decision to the Common Council. Further appeals can be made to the St. Croix County Circuit Court.



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VARIANCE APPLICATION

City Ordinance Section 121-33
www.newrichmondwi.gov

APPLICATION FEE: \$250 1st Request \$300.00 2nd Request
ESCROW: \$500

Application fee 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:

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

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

4. Legal Description _____

5. Variance Requested _____

6. Lot Size _____ **Square Feet** _____ **Width** _____ **Length** _____

Setback: Front _____ **Rear** _____ **Left** _____ **Right** _____

Variance applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Board of Appeals meeting the following month.

7. **Proposed Use** _____

8. **Reason (hardship, unique situation, etc.)** _____

9. Additional Required Information:

a. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the variance should be granted.

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.

10. Other Information: In addition to the written narrative, a scale map of the lot and how existing buildings are laid out on that lot, as well as, where the addition or new building would be placed if the variance is granted.

11. 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: _____

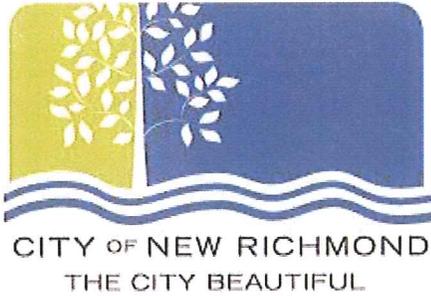
Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ Receipt # _____

Escrow Paid: \$500 Date: _____ Receipt # _____



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**EXTRA-TERRITORIAL
 CONCEPT PLAN, CERTIFIED SURVEY MAP,
 PRELIMINARY PLAT AND FINAL PLAT
 APPLICATION AND REVIEW PROCESS**

Overview: Extra-Territorial Concept Plan, Certified Survey Map, Preliminary Plat and Final Plat applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision to approve or deny the request is made by the City Council at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month**; applications received after this date will not be heard at the Plan Commission meeting the following month.

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 extra-territorial items can involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 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 outstanding application materials are received, the formal review process will begin as described below.

Formal Review: Concept Plan, Certified Survey Map, Preliminary Plat and Final Plat applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Example

Applications are due on the first Thursday of a month.

The Plan Commission meeting will be held on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa
				●		

MONTH B action

Su	M	Tu	W	Th	F	Sa
		●				

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Plan Commission Meeting: Applicants are encouraged to attend and participate in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. Since these applications do not require a public hearing, they will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, before ultimately approving or denying the request.



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156 East First Street ❖ New Richmond, WI 54017
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EXTRA TERRITORIAL PLAT REVIEW
CITY ORDINANCE SECTION 121-35
www.newrichmondwi.gov

- | | | | |
|--|-----------------|--|-----------------|
| <input type="checkbox"/> CONCEPT PLAN FEE | \$200.00 | <input type="checkbox"/> PRELIMINARY PLAT FEE | \$200.00 |
| <input type="checkbox"/> CERTIFIED SURVEY MAP FEE | \$200.00 | <input type="checkbox"/> FINAL PLAT FEE | \$200.00 |
| | ESCROW | \$500.00 | |

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

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

1. Property Owner Information:

Company name: _____
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.

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: _____

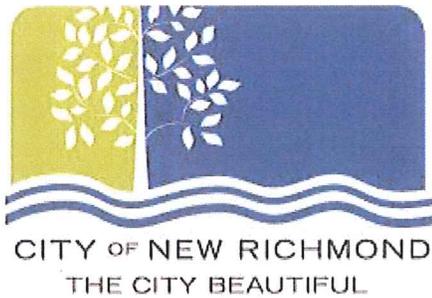
Applicant: _____

Date: _____

Fee Paid \$200: _____ **Date:** _____ **Receipt #** _____

Escrow Paid \$500: _____ **Date:** _____ **Receipt #** _____

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.



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**SITE PLAN/STORM WATER REVIEW,
 CONCEPT PLANS, & CERTIFIED SURVEY MAPS
 APPLICATION AND REVIEW PROCESS**

Overview: Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be reviewed by the Development Review Committee (DRC) and discussed by the Plan Commission, which meets on the first Tuesday of each month. A decision by the Plan Commission is final for Site Plan/Storm Water Reviews. The Plan Commission makes a recommendation to approve or deny Certified Survey Maps and Concept Plans and the final decision is made by the City Council at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements for Certified Survey Maps;** applications for CSM or Concept Plan received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

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 \$1,500 in escrow in addition to the application fee. Unused escrow funds will be returned to the applicant at the conclusion of the review process.

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa
				●		

MONTH B action

Su	M	Tu	W	Th	F	Sa
		●				
	●					

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, the 60-day action timeline will begin and the formal review process will begin as described below.

Formal Review: Concept Plan, Certified Survey Map, and Site Plan/Storm Water Review applications will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The meeting will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

The Plan Commission Chairperson will call the meeting to order at the appointed time and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The applications that do not require a public hearing, will follow after any items requiring the public hearing. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. The Commissioners will discuss the application and make a recommendation for City Council action if applicable.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application for Certified Survey Map or Concept Plan; instead, it makes a recommendation of approval or denial to the City Council. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application. The Plan Commission has the authority to approve or deny Site Plan/Storm Water Review applications.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



CITY OF NEW RICHMOND
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City of New Richmond
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CITY ORDINANCE SECTION 117 & 121
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

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: _____

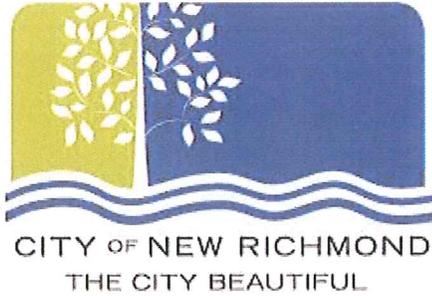
Receipt # _____

Escrow Paid: _____

Date: _____

Receipt # _____

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.



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REZONING APPLICATION AND REVIEW PROCESS

Overview: Applications for Rezoning will be reviewed by the Development Review Committee (DRC). The application will then be discussed at a public hearing held by the Plan Commission, which meets on the first Tuesday of each month. A recommendation from the Plan Commission will be forwarded to the City Council who will vote to approve or deny the request at its regular meeting on the second Monday of that month.

Application Deadline: Applications must be received by the *first Thursday of each month*; applications received after this date will not be heard at the Plan Commission meeting the following month. Wisconsin State Law requires that a decision be issued for each application within 60 days of the submission of a complete application.

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.

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 materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will begin and the formal review process will begin as described below.

Formal Review: Applications for Rezoning will be discussed by the Development Review Committee (DRC), which consists of a panel of City staff representing various departments. The DRC will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission.

Staff Report: City staff will prepare a report summarizing the application, reviewing it against City ordinances and policies, and provide a recommendation for the Plan Commission. A copy of this

Example

Applications are due on the first Thursday of a month.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Timeline

MONTH A application

Su	M	Tu	W	Th	F	Sa
				●		

MONTH B action

Su	M	Tu	W	Th	F	Sa
		●				

report, along with the relevant meeting agenda, will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Notice of Public Hearing: Wisconsin State Law requires notice of a public hearing to be published in a specified, legal newspaper two times, 14 days prior to a public hearing. City Ordinance further requires that notices be mailed to property owners within 100 feet of the affected property. This notice is prepared and sent by the City Clerk.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to present the application and respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, videos, or other materials.

At the Public Hearing: The Plan Commission Chairperson will call the meeting to order at the appointed time, Commissioners and representatives of the City in attendance will be introduced, and the minutes of the previous meeting will be reviewed. Items requiring public hearings are next. The Chairperson will introduce an application, and City staff will review the issues and recommendations detailed in the staff report. Commissioners may ask questions about the application to be answered by City staff and the applicant. Then members of the public will be invited to ask questions about the application and to make comments about the proposal. Once the public comment period has concluded, the Chairperson will close the public hearing, and the Commissioners will discuss the application and make a recommendation for City Council action.

- **Plan Commission Action:** The Plan Commission does not approve or deny an application; instead, it makes a recommendation of approval or denial to the City Council, and provides the rationale for its recommendation. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: At the scheduled time, the Mayor will call the meeting to order and it will progress similar to the Plan Commission meeting. Based on the recommendation from the Plan Commission, the City Council may approve or deny the proposal as an item on the agenda. At its discretion, the City Council may instead choose to review the application in greater detail and take public comment, similar to the public hearing, before ultimately approving or denying the request.



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APPLICATION TO REZONE

City Ordinance Section 121-29
www.newrichmondwi.gov

APPLICATION FEE: \$250 ESCROW: \$500

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

a. Zoning Map Change:

Existing Designation(s): _____

Proposed Designation(s): _____

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

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

6. Additional Required Information:

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. 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. Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. 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.
- e. Other Information:** In addition to the written narrative, a full size site plan, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

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

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ **Receipt #** _____

Escrow Paid: \$500 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.



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TO: Finance Committee

FROM: Mike Darrow, City Administrator 

DATE: April 2, 2015

RE: Hiring Policy for Seasonal Helpers

The following is a proposed policy for seasonal helpers. We will provide an overview of this policy as well as a list of the proposed positions during the meeting on Monday evening.

Come Grow With Us!



Hiring Policy for Seasonal Employees Draft 3.19.2015

Purpose:

The purpose of this policy is to outline the procedures that will be used in the recruitment and selection of candidates to fill seasonal employee vacancies within the City of New Richmond. It shall remain a goal of the City of New Richmond to recruit and hire the most qualified individuals to fill all vacancies.

Process:

In general, all position vacancies will be posted both internally and externally. In instances where a previous seasonal employee is interested in returning for another season, and satisfactorily completed the previous season's assignment, they will be offered the seasonal position before we begin the posting process. Should they accept, the vacancy will be considered filled and no further action is needed. If an incumbent is not available, or is unwilling to return, we will follow the general posting process for position vacancies.

General Posting Process:

In instances where position vacancies are not filled through promotion or returning seasonal employees, the Human Resources Manager will work with the Department Director to create and distribute each job posting to ensure consistency and adherence to our equal employment opportunity and affirmative action policies.

Position announcements will be posted on the City's website and social media pages. Additionally, we will post in the community newspaper, on applicable trade association websites, and the various league websites. All position announcements will be posted for a minimum of one week and will include application instructions and a closing date. Applications received after the official closing date will not be considered complete and therefore will not be eligible for the initial screening process.

A hiring committee will be established at the time of posting. The role of the committee will be to screen and review applications, select candidates for interview and make the job offer.

Definitions:

Seasonal Employee – Because no official definition exists, the City of New Richmond defines a seasonal employee as someone who is employed for a limited-term, not to exceed 120 days, or 600 hours and participates in work that is considered seasonal in nature.



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TO: Finance Committee

FROM: Mike Darrow, City Administrator *MD*

DATE: April 2, 2015

RE: P-Cards

The following is a proposed Purchasing Card (P-Card) policy. The City Treasurer and I will provide an overview of this policy. This policy has been reviewed by the City Attorney and discussed with our auditors.

Come Grow With Us!

CITY OF NEW RICHMOND / NEW RICHMOND UTILITIES PURCHASING CARD (P-CARD) POLICY

The City of New Richmond Issued Procurement (Purchasing) Card Program is a central payment system providing a rapid turnaround of requisitions for low dollar value goods, emergency purchases, routine purchases, travel/training and other expenditures. Using procurement cards for in-person, telephone and internet transactions reduces petty cash use, reduces check writing, streamlines procurements, enhances internal controls, offers protection against fraud/misuse and expedites payments to vendors. Expenditures are processed through the City/Utility accounting system and posted to the appropriate budget line items.

Effective April 2015, the following personnel shall be issued a P-Card. Finance committee shall review eligible personnel periodically.

City Administrator
City Treasurer
City Receptionist
Community Development Director
Airport Manager
Public Works Director
Water Supervisor
Wastewater Supervisor
Public Works (Street) Foreman
Electric Department Supervisor
Electric Department Foreman
New Richmond Utilities Finance Director
New Richmond Fire Chief
New Richmond Fire Secretary
New Richmond Police Chief
New Richmond Police Lieutenant
New Richmond Police Detectives
New Richmond Police Sergeants
Library Director
IT/Technology Librarian

A. Receiving a Purchasing Card (P-Card)

1. Designated employees (known as Cardholder) approved by the City Administrator and City Treasurer shall receive a purchasing card (known as P-Card).
2. Issuance of a P-Card is a privilege and periodic audits shall be conducted to verify compliance with stated policies and procedures.
3. Cardholder shall
 - a. be issued a copy of this Policy when issued a P-Card.
 - b. receive a unique P-Card with his/her name embossed on it.
 - c. be responsible for safeguarding P-Card and account number to the same degree Cardholder safeguards his/her personal credit information.
 - d. not allow anyone else to use his/her P-Card or account number.
 - e. if P-Card is lost or stolen, immediately notify U.S. Bank to cancel and reissue P-Card. Cardholder must also immediately notify his/her Supervisor who shall contact Treasurer or City Administrator.
 - f. Upon termination of employment for any reason, Cardholder shall surrender P-Card immediately to the City Treasurer.

Dated: 033015

- g. The P-Card is not provided to all employees. Assignment is based on need to purchase materials for business and/or to provide for business travel. P-Card may be revoked based on change of assignment. P-Card is not an entitlement nor reflective of title or position.
4. P-Card
 - a. City Administrator and City Treasurer shall determine limits on a per-Cardholder basis.
 - b. number shall not be posted or written in any location accessible to others.
5. City Treasurer shall maintain all records of P-Card requests, limits, cardholder transfers and lost/stolen/destroyed P-Card information.

B. Authorized Procurement Card Use

1. Cardholder
 - a. may make transactions on behalf of others in their Department.
 - b. is responsible for all use of his/her P-Card.
 - c. shall inform vendors that goods/services are not subject to sales tax because City / Utility is exempt in the State of Wisconsin. Each Cardholder will receive a Sales Tax Exemption Certificate card along with their P-card.
2. P-Card shall be used for all possible transactions instead of in-house/company charge accounts. Examples include hotel rooms while on City/Utility business, tires, office equipment, technical supplies, repairs/maintenance; other operating supplies, contracted services; and other budgeted purchases that do not exceed P-Card limit and budgeted purchases where prior approval is not needed.

C. Unauthorized Procurement Card Use

1. P-Card shall not be used for personal purchases, identification, cash advances or to circumvent City or Utility policies.
2. Cardholder making unauthorized purchases or carelessly using P-Card shall be liable for the total dollar amount of such unauthorized purchases, plus any administrative fees associated with the misuse.
3. Improper use of this card may be considered misappropriation of City funds. This may result in disciplinary action, termination of employment and criminal prosecution.

D. Record Keeping

1. Whenever a P-Card purchase is made, Cardholder shall turn in signed receipt into Supervisor for coding and approval.
2. Supervisor shall then submit this documentation to City Treasurer's Office or Utility Office on a weekly basis.
3. For all P-Card purchases, Cardholder shall be responsible to ensure sales tax is not charged, prior to authorizing purchase.

E. Review of Monthly Statement

1. At the end of each billing cycle, City Treasurer, or designee, shall receive monthly transaction statement listing all transactions for that period.
2. Treasurer, or designee, shall review each transaction listed against receipts received by Supervisor to verify monthly statement.

3. If item purchased with P-Card is not satisfactory, received incorrectly, damaged and/or defective, duplicate order, etc., Cardholder shall make contact with vendor to explain problem and inquire about return policies. If an item has been returned and a credit voucher received, Treasurer or Utility Office shall verify credit is reflected on monthly statement.
4. If purchased items or credits are not listed on monthly statement, Treasurer or Utility's Office shall retain appropriate transaction documentation until next monthly statement.

Your signature below provides verification that you have read this policy, understand the obligations imposed and agree to comply with its terms. Violation of this Policy is a serious matter.

Employee Signature

Employee Printed Name

Date

Supervisor Signature

Supervisor Printed Name

Date

Dated: 033015