

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

**January 15, 2016**

**TO ALL MEMBERS OF THE PUBLIC WORKS COMMITTEE:**

**Ron Volkert  
Jim Zajkowski  
Craig Kittel**

**There will be a meeting of the Public Works Committee on Monday, January 18, 2016, at 5:00 p.m. 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 minutes from the previous meeting, October 7, 2015**
- 4. Urban Non-Point Source Planning Project**
- 5. Safe Routes to School**
- 6. Sidewalk Repair/Replacement**
- 7. Snow Dumps on City Property**
- 8. Communications and Miscellaneous**
- 9. Adjournment**

**Jeremiah Wendt,  
Director of Public Works**

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. 2<sup>nd</sup> 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.

**Copies:**

**Fred Horne  
Jim VanderWyst  
The News  
Northwest Community Communications  
City of New Richmond Website**

PUBLIC WORKS COMMITTEE MEETING  
October 7, 2015

Members Present: Jim Zajkowski, Craig Kittel and Ron Volkert

Members Absent: None

Others Present: Jeremiah Wendt, Nick O'Brien and Jeanne Bergman

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

Craig Kittel moved to approve the minutes from the August 19, 2015, meeting, seconded by Jim Zajkowski and carried.

**Street Sign Inventory:** Nick O'Brien, GIS limited term technician, has been working with the GIS department to develop a web-based application using ArcGIS online software. Using a smart phone or a tablet, he is able to go into the field and collect GPS and other data. They are using this application to conduct a street sign inventory. This inventory will help comply with the *Manual on Uniform Traffic Control Devices* street sign retro-reflectivity requirements adopted by the state. There is no timeline for compliance, currently a plan is all that is needed.

**Stormwater Planning Update:** During the past year, staff and consultant MSA, have been working on an *Urban Non-Point Source Planning* project for the City. Jeremiah Wendt stated this project is funded by a DNR grant and through matching funds provided from the Hwy. 64 Corridor Coalition. MSA is compiling the stormwater inventory collected in 2014 and making a stormwater model of the entire City. The City will be required to have a permitted stormwater system once the official population reaches 10,000 people. This model will be a powerful tool for planning and maintaining current and future stormwater ponds. MSA will also be reviewing the City's ordinance for compliance.

**Sidewalk Stencil:** The current sidewalk ordinance prohibits bikes and play vehicles, such as roller blades, skateboards, scooters, etc. on City sidewalks along Knowles Avenue. The New Richmond Police Department has requested sidewalk stencils on Knowles Avenue because the current ordinance is difficult to enforce. Craig Kittel moved to stencil each end of the sidewalk areas, as discussed, in the downtown business district along both sides of Knowles Avenue, at First Street and Fourth Street (a total of four locations), seconded by Jim Zajkowski and carried.

**Evergreen Valley Stormwater Outlot:** Evergreen Valley, Third Addition, contains a stormwater pond that was constructed as part of the development. Typically easements are recorded allowing the City to maintain and repair the stormwater ponds or the parcel is dedicated to the public. Currently the parcel is in the name of the developer. The developer is delinquent on taxes, and the parcel is in the process of going back to St. Croix County. An adjacent property owner has expressed interest in purchasing the parcel. City Attorney, Nick Vivian, has drafted an agreement that states the Grantor is responsible for the ongoing maintenance, repair and/or replacement of the stormwater ponds if need be. If the Grantor defaults, the City has the authority to make the repairs with the Grantor being responsible for the costs. Craig Kittel moved to pursue getting easements to enter and maintain the stormwater ponds on the parcel, seconded by Jim Zajkowski and carried.

**Cemetery Trees:** John Helling from the Cemetery Association approached City staff to inquire about the possibility of planting additional trees in the cemetery. The proposed trees would be black hills spruce, spaced 50 feet apart, extending in a line from South Starr Avenue westward, just south of existing cemetery road. Ron Volkert moved to approve this request, seconded by Craig Kittel and carried.

**Communication and Miscellaneous:** Discussion took place on the possibility of including the railroad bed from North Fourth Street to Hatfield Park into the Bike and Pedestrian Pathway Plan. Members felt it would streamline the process if we incorporated this route into the Comprehensive Plan first.

Craig Kittel moved to adjourn the meeting, seconded by Jim Zajkowski and carried.

Meeting adjourned at 5:46 pm.

Minutes submitted by Jeanne Bergman



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

**TO:** Public Works Committee

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

**DATE:** January 15, 2016

**RE:** Urban Non-Point Source Planning Project

**Background**

City staff and consultant MSA worked throughout 2014 and 2015 on an Urban Non-Point Source Planning project. This project inventoried and modeled the City's entire stormwater infrastructure, evaluated current best management practices (BMPs), and provided recommendations for future management of stormwater within the City. MSA will be on hand at the Public Works Committee meeting to provide a summary of the project.

**Recommendation**

No formal action will be required on this item at this time, but it will serve to inform future recommendations for maintenance and development.



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

**TO: Public Works Committee**

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

**DATE: January 15, 2016**

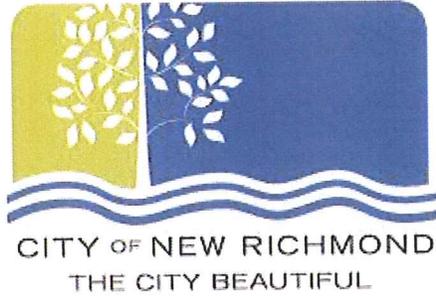
**RE: Safe Routes to School**

**Background**

City staff, in cooperation with the New Richmond School District and West Central Wisconsin Regional Planning Commission (WCWRPC) received funding for, and prepared a Safe Routes to School plan for the City. Staff will present a summary of the plan for the Committee's consideration. The recommendations that were outlined in the plan are many, and staff will work with the Committee to prioritize the implementation of these recommendations.

**Recommendation**

Staff recommends adoption of the Safe Routes to School Plan, along with a prioritized plan for implementing the recommendations therein.



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

**TO:** Public Works Committee

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

**DATE:** January 15, 2016

**RE:** Sidewalk Repair/Replacement

**Background**

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

**Recommendation**

Staff recommends the approval of the 2016 Sidewalk Repair/Replacement Plan



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

**TO: Public Works Committee**

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

**DATE: January 15, 2016**

**RE: Snow Dumps on City Property**

#### **Background**

The past practice of the City of New Richmond has been to allow private snow haulers who clear snow from properties in the City to deposit the snow on City property near the intersection of 140<sup>th</sup> Street and CTH GG. The justification for allowing snow to be dumped at this location is that it requires no additional effort from City staff, has minimal impact on the property where it is deposited.

A Council member recently raised concerns about this practice, including the following:

- What is the City's liability if they haul hazardous waste to the site and contaminate the groundwater/land?
- Should the City be charging for this use?

#### **Recommendation**

Staff recommends the implementation of a written policy on this issue, with the contents of the policy to be determined by the Public Works Committee.