

**AGENDA FOR COUNCIL MEETING**  
**CITY OF NEW RICHMOND, WISCONSIN**  
**MONDAY, JANUARY 14, 2019 - 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, December 10, 2018 and Special Council Meetings, November 26, 2018; December 5, 2018; and December 17, 2018
2. Applications for License to Serve from Dedrie D. Swanson, New Richmond; Jeff G. Anderson, New Richmond; Kimberly A. Dimick, New Richmond; and Reed D. Kelly, New Richmond
3. Application for Class B Beer License from Kim Dimick, Agent for Brahm's Hospitality DBA Best Western Plus at 240 Paperjack Drive
4. Application for Temporary Class B License from WITC Foundation, Inc at 1019 South Knowles Avenue for January 24, 2019
5. Application for Temporary Class B License from New Richmond Fire Department for the Annual Chili Feed at 106 South Arch Avenue on April 13, 2019
6. Application for Street Use Permit for Arch Avenue from First Street to Second Street from 3:00 p.m. to 9:00 p.m. on April 13, 2019 for the Fire Department Annual Chili Feed
7. Application for Temporary Class B License from Knights of Columbus at 155 East Fourth Street for January 13, 20, 25, 27, February 3, 10, 17, 22, 24, and March 3, 2019
8. Application for Parade Permit for St. Patrick's Day Parade on March 17, 2019 at 2:00 p.m.
9. Application for Parade Permit from American Legion Post 80 for September 14, 2019 at 1:00 p.m.
10. Extension of Premise for Those Holding a Liquor License along the Parade Route for 30 Minutes prior to the St. Patrick's Day parade and the Fun Fest parade and 1 hour after these parades are finished
11. Payment of VO#628898 through VO#63067 totaling \$3,654,261.72 plus electronic fund transfers totaling \$3,479,956.48 for a grand total of \$7,134,218.20
12. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

**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. Plan Commission Recommendations:
  - a) Application for Rezoning from Harvy Christensen Sr. – Ordinance #529
2. Building & Zoning Office - Dwelling Unit Updates
3. Public Works Recommendation:
  - a) Declaration of Surplus Equipment
4. RFQ for Beebe Building
5. RFQ for North Side Redevelopment
6. Farm Lease Amendment
7. Police and Fire Department Training in Beebe Building
8. The Next Work Session will be on February 25, 2019 at 4:00 p.m.
9. Communications & Miscellaneous
10. Closed Session per State Statute 19.85 (1)(e) – TID #5
11. Open Session – Action on Closed Session Agenda
12. Adjournment

Frederick Horne, Mayor

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

\*\*Late Changes and Additions

***Posted: Civic Center and City Website***

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 DECEMBER 10, 2018 7:00 P.M.

The meeting was opened by announcing 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 and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Fred Horne, Alderman Ard, Jackson, Montello, Zajkowski and Volkert

Members Absent: Alderman Kittel

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as amended, seconded by Alderman Jackson and carried.

**Public Comment**

**Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, November 12, 2018.
2. Applications for Parade Permits from New Richmond Area Chamber of Commerce for July 14, 2019, at 12:30 p.m. for Fun Fest Parade and for December 5, 2019, at 6:00 p.m. for Hometown Holidays Parade.
3. Approval of the following airport leases: Hangar 12-9, Advanced Aviation Services Corp. 14,000 square feet, issued on September 9, 2018, and Hangar 14-8, Pat Anderson, 6,400 square feet, issued on September 9, 2018.
4. Payment of VO#62813 through VO#62897 totaling \$290,119.96 plus electronic fund transfers totaling \$1,275,334.50 for a grand total of \$1,565,454.46.

General Fund	\$1,105,161.47
Impact Fees Fund	51,408.69
Cemetery Fund	482.91
CDBG Housing	231.75
Debt Service Fund	337,219.19
Capital Projects	6,050.17
Capital Replacement Fund	6,590.25
Landfill Cleanup Fund	1,476.45
Storm Water Utility	15,522.64
Park land Trust Fund	41,310.94
5. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

Alderman Ard moved to approve the consent agenda as presented, removing the Public Works report to discuss as a separate item, seconded by Alderman Jackson and carried.

Public Works – Jeremiah Wendt explained the STH 64 Coalition was formed as part of the St. Croix River Crossing project and included seven municipalities. The following projects were completed with mitigation funds administered by the Coalition:

Stormwater Quality Plan - \$40,890 Coalition Funds and \$84,500 DNR UNPS Grant

WWTP Facility Plan - \$49,500 Coalition Funds

New Richmond/Deer Park EVAAL Model - \$25,423 Coalition Funds

Stormwater Pond #265 Construction - \$52,380 Coalition Funds and \$42,500 DNR UNPS Grant

WWTP Upgrade Design - \$6,921.69 Coalition Funds

Total Coalition Funds Utilized - \$175,115

Additional Funds Leveraged \$127,000

Dan Baumann, from the DNR, worked with the Coalition group over the past several years and was impressed with the way the group worked together to get many projects completed with the communities that were involved. Dan nominated the Coalition for the DNR Secretary's Director Award and the directors voted unanimously to give the award to this group. The plaque is located at the St. Croix County government center and a certificate was given to each of the municipalities involved. Tonight Dan presented this certificate to Jeremiah Wendt, Mike Darrow and Mayor Horne.

### **Mayor's Proclamation**

Mayor Horne read a proclamation for Vernon Conrad, who recently passed away and whose funeral was held today. Vernon will be remembered for his support of the New Richmond Marching Band and the New Richmond Millers Baseball team. He was also honored as the 2012 New Richmond Citizen of the Year and the 2018 New Richmond Knight of the Year for the Knights of Columbus. Vernon will be missed.

### **Civic Center Remodel**

Noah Wiedenfeld, Tanya Batchelor and Lori Brinkman presented information regarding the proposed civic center remodeling project. The project would create one customer service area on the east side of the building for both utility and City services. The project includes technology upgrades, security upgrades, and remodeling of the area where the Clerk and Treasurer's offices are currently. The total cost for the project would not exceed \$175,000, which includes demolition, asbestos abatement, removal of vaults, construction, furniture and security gates. Discussion followed. Alderman Montello moved to table this item until the next Council meeting, seconded by Alderman Zajkowski and carried.

### **Request for Qualifications – Investment Services**

Rae Ann Ailts explained that Morgan Stanley has served as the City's primary investment consultant since 2014. Beginning in March of 2019, Morgan Stanley will no longer service certain government entity accounts, including those of the City. Staff requested authorization to release an RFQ in December with a due date of January 15, 2019. Interviews will follow and a recommendation will be given to the Council in February. Alderman Ard moved to approve the RFQ for investment services, seconded by Alderman Jackson and carried.

### **Resolution #121802 – Establishing Recycling, Compost and Yard Waste Special Revenue Fund**

Rae Ann Ailts recommended creating a special revenue fund for recycling, compost and yard waste. The costs will also be separated on residents' utility bills. Alderman Montello offered the following resolution and moved for its adoption:

#### RESOLUTION #121802

RESOLUTION AUTHORIZING THE CREATION OF A SPECIAL REVENUE FUND TO ACCOUNT FOR RECYCLING, COMPOST AND YARD WASTE ACTIVITIES IN NEW RICHMOND, WISCONSIN

WHEREAS, the City of New Richmond includes a recycling, yard waste and compost charge on monthly utility bills in order to recover the cost of recycling, yard waste pickup and compost services; and

WHEREAS, the City desires to track these funds separately from other City funds; and

WHEREAS, governmental accounting standards allow a municipality to use a special revenue fund to report designated revenue sources that are restricted or committed to expenditures for a specific purpose; and

WHEREAS, the City currently operates a number of special revenue funds to report designated revenues and expenditures such as storm water utility, impact fees, and cemetery.

NOW, THEREFORE, BE IT RESOLVED, that the governing body of New Richmond, Wisconsin, authorizes the creation of a Recycling, Compost and Yard Waste Fund to commit the revenues collected for the specific purpose of recycling, compost and yard waste activities, effective January 1, 2019.

AND BE IT FURTHER RESOLVED that any revenues and expenses collected or designated for recycling, compost and yard waste services will be recorded in the Recycling, Compost, and Yard Waste Fund

Motion was seconded by Alderman Ard and carried.

**Resolution #121803 All Hazards Mitigation Plan**

St. Croix County is updating their five-year all hazard mitigation plan, as required by FEMA and has contracted with Wisconsin Regional Planning Commission to assist with this process. A 25-member steering committee was responsible for overseeing the development of the plan and review of the materials. The plan addresses potential risks including flooding, tornados, winter storms and power outages and identifies strategies that can be implemented to mitigate risk. Municipalities are encouraged to adopt the plan, which is also a pre-requisite for several FEMA grants. Alderman Zajkowski offered the following resolution and moved for its adoption:

RESOLUTION #121803  
A RESOLUTION APPROVING AN ALL HAZARD MITIGATION PLAN  
FOR THE CITY OF NEW RICHMOND

WHEREAS, hazard mitigation planning is the process of developing a set of actions designed to reduce or eliminate long-term risk to people, businesses, infrastructure, and property from hazards and their effects; and

WHEREAS, St. Croix County, working through its Local Emergency Planning Committee, has updated and prepared the St. Croix County All Hazard Mitigation Plan, 2018-2023 to assess the magnitude of hazard risks and develop strategies for minimizing or reducing these risks; and

WHEREAS, the City of New Richmond participated in the planning process through a meeting with community representatives to identify hazard risks, vulnerabilities, and strategies unique to the community, as well as through the review of draft plan materials; and

WHEREAS, the Plan was reviewed by Wisconsin Emergency Management as meeting the requirements of the Federal Disaster Mitigation Act of 2000 and applicable Code of Federal Regulations; and

WHEREAS, adoption of the Plan by the City Council will meet prerequisite requirements that enable the City of New Richmond to apply for FEMA grant dollars for hazard mitigation projects;

NOW, THEREFORE BE IT RESOLVED, the City Council adopts the St. Croix County All Hazard Mitigation Plan, 2018-2023, as the official all hazards mitigation plan for the City of New Richmond with the intent of implementing the plan recommendations as funding and resources allow.

Motion was seconded by Alderman Ard and carried.

### **Plan Commission Recommendation – CSM for Oeving Properties**

Noah Wiedenfeld explained the Plan Commission recommended approval of the Certified Survey Map for Oeving Properties with the condition that all utility, grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director. Alderman Montello moved to approve this recommendation with the condition listed, seconded by Alderman Jackson and carried.

### **Communications and Miscellaneous**

Rae Ann Ailts stated there will be two recycling open houses on Thursday, December 13, 2018, at 11:00 a.m. and 5:30 p.m. at the Civic Center. Advanced Disposal will be present to answer questions about the new program. We will also record the open house and have it available online for those who are unable to attend. Delivery of recycling containers will begin on December 17, 2018. Inside the lid of the container will be a packet of information explaining the recycling program, along with a map and a calendar of the pickup dates. Jeremiah Wendt is working with Advanced Disposal on alleyway recycling pickup.

### **Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) – Potential Investment of Funds for Public Use: a) TIF #6; and b) TIF #9, seconded by Alderman Jackson and carried.

### **Open Session**

Alderman Montello moved to approve Items a and b as discussed in Closed Session, seconded by Alderman Zajkowski and carried.

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

Meeting adjourned at 9:00 p.m.

Tanya Batchelor  
City Clerk

**SPECIAL COUNCIL MEETING, NOVEMBER 26, 2018 5:30 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, Montello, Volkert and Zajkowski

The Pledge of Allegiance was recited.

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

**Public Hearing for 2019 Budget**

Mayor Horne declared the Public Hearing open to discuss the 2019 Budget. Rae Ann Ailts reviewed the 2019 Budget. The main themes for the 2019 Budget include safety and family first, making New Richmond a destination employer, technology and innovation. The overall impact on the City's mill rate is a reduction of \$.03 per \$1,000 of assessed value. Discussion followed. Mayor Horne declared the Public Hearing closed.

**2019 Budget Approval**

Alderman Zajkowski moved to approve the budget as follows, seconded by Alderman Kittel and carried.

	2018 ACTUAL & <u>ESTIMATED</u>	2018 APPROVED <u>BUDGET</u>	2019 ADOPTED <u>BUDGET</u>	
<b>REVENUES</b>				
General Property Taxes	3,147,854	3,147,854	3,176,899	0.923%
Taxes (other than property)	743,905	713,009	743,220	
Public Imp Revenue-Assessments	15,483	4,196	4,200	
Intergovernmental Revenues	1,658,851	1,535,870	1,499,890	
Licenses & Permits	587,666	397,665	486,065	
Public Charges for Service	426,548	355,643	332,241	
Miscellaneous Revenue	219,975	168,434	98,730	
Other Financing Sources	77,000	77,000	320,000	
TOTAL REVENUES	6,877,282	6,399,671	6,661,245	
<b>EXPENDITURES</b>				
General Government	1,097,074	1,062,105	1,133,345	
Protection - Person & Property	2,684,995	2,622,318	2,760,722	
Public Works - Streets	1,493,748	1,278,112	1,199,565	
Education & Recreation	1,449,170	1,303,945	1,349,225	
Health & Sanitation	6,520	5,900	5,900	
Conservation & Development	163,869	105,291	181,725	

Outlay	6,145	7,000	15,763		
Other Financing Uses / Transfers	15,000	15,000	15,000		
<b>TOTAL EXPENDITURES</b>	<b>6,916,521</b>	<b>6,399,671</b>	<b>6,661,245</b>	<b>4.087%</b>	
<b>All Governmental &amp; Proprietary Funds Combined</b>	<b>Estimated Fund Balance 1-Jan-19</b>	<b>Total Revenues</b>	<b>Total Expenditures</b>	<b>Estimated Fund Balance 31-Dec-19</b>	<b>Property Tax Contribution Plus TIF Increments</b>
General Fund	2,641,871	6,661,245	(6,661,245)	2,641,872	3,176,899
Impact Fees Fund	504,508	186,000	(251,650)	438,858	
Cemetery Fund	21,656	20,500	(26,500)	15,656	
WDF/Revolving Loan/Housing Fund	66,000	140	(46,000)	20,140	
Debt Service Fund	-	3,009,038	(3,009,038)	-	1,833,178
Capital Projects Fund	404,099	642,000	(712,000)	334,099	
Capital Replacement Fund	-	208,000	(208,000)	-	208,000
Landfill Cleanup Fund - PRP	5,367	54,878	(60,245)	0	
Tax Increments	403,508	1,422,068	(1,360,995)	464,581	442,362
Tax Increments - Other Jurisdictions					838,986
Recycling/Yard Waste Fund	-	237,372	(236,344)	1,028	
Storm Water Utility	21,257	328,918	(245,833)	104,342	
Parks Trust Fund	208,826	126,271	(171,704)	163,393	
Library Trust Fund	301,590	36,000	(8,300)	329,290	
Enterprise Funds	32,173,496	13,089,310	(13,623,118)	31,639,688	
<b>Totals</b>	<b>36,752,178</b>	<b>26,021,740</b>	<b>(26,620,972)</b>	<b>36,152,946</b>	<b>6,499,425</b>
	Excluding TIF	Including TIF-City portion only			
2017 City Mill Rate	0.008228485	0.008919449			
2018 City Mill Rate	0.008193204	0.008887782			

Outstanding Long-term Debt, December 31, 2018 \$ 17,926,283

### **Fat Tire Bike Race**

Noah Wiedenfeld explained the Big Ring Flyers requested to use City-owned land in the Business & Technical Park for a fat tire bike race on January 12, 2019. This is the third year for the race. Alderman Kittel moved to approve the request, seconded by Alderman Ard and carried.

### **Shared Ride Taxi Bids**

The current contract with Running, Incorporated runs through December 31, 2018. An RFP was issued earlier this year and two bids were received. Staff recommended awarding the shared ride taxi contract to Running, Incorporated for year 1 and year 2 in the amount of \$32.20 per hour. The contract includes increased hours on Friday and Saturday to 2:00 a.m. Alderman Ard moved to accept this recommendation, seconded by Alderman Kittel and carried. Alderman Jackson and Zajkowski voted no.

### **Assessor Next Steps**

Mayor Horne asked about the bid process for assessor services. Considerable discussion followed. Staff will evaluate options over the next 60 to 90 days including in-house assessment services, possibly partnering with another municipality for these services and soliciting feedback related to a revised request for qualifications. Staff will outline the process for bidding assessor services at the January meeting.

### **Recycling Shed**

Rae Ann Ailts explained that Stephens provided notice as of November 30, 2018, they wish to cease operation of the recycling shed. Star Prairie Township will not participate in the recycling shed in 2019 due to increased costs. Two options were outlined for the recycling shed:

#### **Option 1**

- Provide a 20 yard roll off available through December
- Access available Saturday 8:00 a.m. to Noon
- Staff will be onsite to monitor

#### **Option 2**

- Provide a 20 yard roll off available through January
- Self-service access available Monday through Friday from 7:00 a.m. to 3:30 p.m.

Considerable discussion followed. Alderman Montello moved to choose option 1, seconded by Alderman Jackson and carried.

### **Communications & Miscellaneous**

Craig Yehlik stated Officer Katie Chevrier and K-9 Storm had three weeks of drug training and graduated #1 in the class. The Hometown Holidays parade is on November 30, 2018, at 6:00 p.m.

### **Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) to discuss Potential Investment of Public Funds for Public Use, seconded by Alderman Kittel and carried.

### **Open Session**

No action was taken.

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

Meeting adjourned at 7:28 p.m.

Tanya Batchelor  
City Clerk

## SPECIAL COUNCIL MEETING DECEMBER 5, 2018

The meeting was opened by announcing 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 and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Aldermen Ard, Jackson, Kittel, Montello and Volkert

Members Absent: Mayor Horne and Alderman Zajkowski

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as amended, seconded by Alderman Jackson and carried.

### **Kwik Trip Development Agreement**

City Council and City Staff have reviewed the Kwik Trip Development Agreement. City Attorney Nick Vivian explained conditions listed in the agreement related to private site improvements (the property) and public improvements (the intersection). Kwik Trip is responsible for the first \$500,000 of public improvements (intersection); thereafter, Kwik Trip and the City will split the costs 50/50 (if any). Kwik Trip has agreed to escrow \$125,000 for future trail connection. Kwik Trip is responsible for the access relocation to Pete's Pizza in an amount not to exceed \$30,000. The project is expected to be completed within 30 months.

Alderman Ard moved to approve the Kwik Trip Development Agreement as presented, seconded by Alderman Jackson and carried.

### **Resolution #121801 – Release of Recorded Easements**

City Planner Noah Wiedenfeld explained that the Certified Survey Map for Kwik Trip was approved by the City Council with a condition that all existing internal easements shall be vacated. Nick Vivian has prepared a release of recorded easements and corresponding resolution.

Alderman Ard moved to approve Resolution #121801 as presented, seconded by Alderman Jackson and carried.

### **Trail Easement**

Noah Wiedenfeld explained that per the conditions approved by the Plan Commission, Kwik Trip is required to grant an easement and construct a trail along the Willow River on the east side of their property. This trail will connect to the riverwalk along the Willow River when it is constructed to the south. Kwik Trip is also constructing a sidewalk along the south side of their property out to Knowles Avenue for pedestrian traffic.

Alderman Kittel moved to approve the Trail Easement as presented, seconded by Alderman Jackson and carried.

### **Communications and Miscellaneous**

Finance Director Rae Ann Ailts explained there will be open houses held on Thursday, December 13, at 11:00 a.m. and 5:30 p.m. to discuss the changes in residential curbside recycling program. One of the open houses will be televised and recorded for those who are unable to attend.

Community Development Director Beth Thompson thanked Scott Teigen and Nathan Byom from Kwik Trip for working together so well with City Staff and residents on the Kwik Trip project.

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

Meeting adjourned at 12:47 p.m.

Lori Brinkman  
Deputy Clerk

SPECIAL COUNCIL MEETING DECEMBER 17, 2018

The meeting was opened by announcing 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 and on the City's website at [www.newrichmondwi.gov](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Members Present: Mayor Horne, Aldermen Kittel, Ard, Jackson, Montello, Volkert and Zajkowski

The Pledge of Allegiance was recited.

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

**Resolution #121804 Acceptance of Real Estate from Dan Casey**

Noah Wiedenfeld explained the parcel of land Dan Casey would like to give to the City. Discussion followed about the future use of this property. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION NO. 121804  
CITY OF NEW RICHMOND  
ST. CROIX COUNTY, WISCONSIN

A RESOLUTION AUTHORIZING ACCEPTANCE OF A QUIT CLAIM DEED FOR REAL PROPERTY OWNED BY DANIEL J. CASEY

WHEREAS, Daniel J. Casey (the "Donor") owns certain real property lying and being situated in the City of New Richmond, St. Croix County, Wisconsin (the "Property"), as described in the form of Quit Claim Deed attached hereto as Exhibit A (the "Deed"); and

WHEREAS, the Donor desires to voluntarily convey the Property and all improvements thereon, if any, as a donation to the City of New Richmond to be owned and held for unrestricted public purposes; and

WHEREAS, the City desires to accept the donation of the Property subject to the terms and conditions of the Deed and the Common Council has determined it to be in the public interest for the City of New Richmond to accept the donation and conveyance of the Property; and

WHEREAS, the Common Council desires to authorize the City Administrator to execute such documents and to expend such funds as are necessary to complete the donation and conveyance of the Property to the City of New Richmond.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL FOR THE CITY OF NEW RICHMOND, AS FOLLOWS:

SECTION ONE. The Common Council hereby authorizes the acceptance of the donation and conveyance of the Property from the Donor as a donation to the City of New Richmond for use for any valid public purpose and approves the Deed in substantially the form attached as Exhibit A. The Property shall be conveyed by the Deed.

SECTION TWO. The City Administrator, City Clerk, and City Attorney are each hereby authorized to execute any and all documents necessary to effect the donation and conveyance of the Property as a donation to the City, including, without limitation,

SECTION THREE. Nothing herein or in the conveyance shall be deemed to restrict the use of the Property by the City and the City's right to convey or transfer any interest therein.

This Resolution shall be in full force and effect from and after its passage. Motion was seconded by Alderman Ard and carried.

**Communications and Miscellaneous**

None

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

Meeting adjourned at 11:05 a.m.

Tanya Batchelor  
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL JANUARY 14, 2019

VO #	PAYMENT TO:	AMOUNT
62898	BERENDS, ROBERT W	41.80
62899	KOCMOUD, KALI	39.20
62900	PAULSEN, CARRIE	41.66
62901	RENDELL, ARTHUR	41.31
62902	ALTENA, SARAH JANE	75.00
62903	BENEFIT EXTRAS, INC	361.50
62904	BRIAN WERT INSPECTION AGENCY INC	585.00
62905	CURT'S ELECTRIC, LLC	800.00
62906	DELL MARKETING LP	1,589.50
62907	DOWD-RELIANCE AGENCY INC	20.00
62908	E O JOHNSON BUSINESS TECHNOLOGIES - 2	4,950.00
62909	ECKBERG LAMMERS P.C.	10,653.75
62910	FRONTIER COMMUNICATIONS	861.81
62911	GHD SERVICES INC	15,807.35
62912	GIBSON SERVICES	274.56
62913	LEGACY ARCHITECTURE, INC	4,844.96
62914	MSA PROFESSIONAL SERVICES INC (WI)	6,349.50
62915	NORTHERN BUSINESS PRODUCTS	799.27
62916	PROFESSIONAL SERVICE INDUSTRIES, INC	309.25
62917	SECURIAN FINANCIAL GROUP, INC	2,274.09
62918	ST CROIX COUNTY HIGHWAY DEPT	4,094.76
62919	STEPHENS SANITATION - RECYCLING	4,065.00
62920	STEPHENS SANITATION - RECYCLING SHED	891.95
62921	STEPHENS SANITATION - RECYCLING SHED	461.12
62922	STEPHENS SANITATION - REFUSE	487.15
62923	WASHDEALS, LLC	32.00
62924	WITC - NEW RICHMOND - VOIDED	-
62925	MILLIMAN, INC	2,800.00
62926	ST CROIX COUNTY ABSTRACT & TITLE	320,024.79
62927	ABRAMSON, JESSICA	41.01
62928	ANDERSON, STEPHEN J	42.00
62929	DAVISON, JANENE	197.60
62930	MAUER, DAVID	41.93
62931	MCQUILLEN, DAVID	41.89
62932	O'BRIEN, HEATHER	42.27
62933	PARIN, LYLE & JUDITH	41.17
62934	SCHUBERT, DAVID & ERICA	41.75
62935	SCKWINDEN, MARK M	41.81
62936	THORSON, LAURA	40.97
62937	WHALL, GABRIEL & JAIME	41.08
62938	REGISTER OF DEEDS	30.00
62939	BERND, STEPHEN & MARY	41.82
62940	BIRD, SHAUN	30.00
62941	DELIKOWSKI, ADAM & EMILY	41.41
62942	DURAND, HARLAN & KATHY	105.50
62943	FIRST NATIONAL COMMUNITY BANK	3,251.99
62944	LEVASSEUR, ERIC M	41.99
62945	OLSON, DANIEL	435.71
62946	PAPE, ALLEN & CAROL	41.71
62947	PETERSON, PAUL & CHERYL	182.55
62948	BOARDMAN & CLARK LLP	492.00
62949	CITY OF NR - LIBRARY	122.38
62950	CITY OF NR - POLICE	38.13
	<b>SUBTOTAL</b>	<b>389,044.95</b>

	SUBTOTAL CARRIED FORWARD	389,044.95
62951	CITY OF NR - REVOLVING FUND	121.88
62952	CITY UTILITIES - 2ND BILLING	26,737.05
62953	COUNTRYSIDE PLBG & HTG	1,597.34
62954	DEMULLING, MICHAEL	9,673.75
62955	DESIGNER LOGO INC	20.00
62956	FARM & HOME (OTHER PMTS)	360.55
62957	FRONTIER COMMUNICATIONS (2)	52.30
62958	HURTIS LOCKSMITH SHOP	213.00
62959	KBA TECHNOLOGY	500.00
62960	PROTO-TYPE MACHINE	100.00
62961	REGISTRATION FEE TRUST	4.00
62962	WILLIAMSON & SILER S.C.	5,198.43
62963	XCEL ENERGY (2)	27.14
62964	FLODIN, RYAN & CHRISTI MILLER	41.23
62965	HEDGES, RILEY & LINDZAY GURGALL	105.50
62966	INGENITO, REBECCA	40.00
62967	JOHN, JASON & LAUREN RASMUSSEN	105.50
62968	PARTNERS TITLE	248.40
62969	RUHDE, JENNIFER & AARON	171.38
62970	WESTCONSIN CREDIT UNION	377.18
62971	WISEMAN, ERIC	171.38
62972	FREISINGER, JOEL	41.51
62973	JANSEN, ERIC	41.89
62974	STOEKLEN, LESIE ANN	41.21
62975	ASSESSMENT TECHNOLOGIES, LLC	1,640.28
62976	BALDWIN LIGHTSTREAM	548.73
62977	ELECTION SYSTEMS & SOFTWARE	670.00
62978	GCS SOFTWARE	620.00
62979	ICMA	1,056.00
62980	REGISTER OF DEEDS	90.00
62981	TIRE PROS & WHEEL EXPERTS	3,159.99
62982	FREEDOM MORTGAGE	301.77
62983	HALBERG, CHARLIE & STEPHANIE	852.48
62984	HINTZ, DAVID & ANN	42.57
62985	HOEPPNER, GEORGE & DONNA	1,554.83
62986	ADVANCED DISPOSAL	1,691.35
62987	AMAZON (LIBRARY)	2,160.63
62988	ATWOOD, JOSEPH	3,070.78
62989	BAKER TILLY VIRCHOW KRAUSE, LLP	520.00
62990	BENEFIT EXTRAS, INC	1,084.25
62991	BRIAN WERT INSPECTION AGENCY INC	1,000.00
62992	CARLSON DETTMANN CONSULTING	228.61
62993	CEDAR CORPORATION	2,217.97
62994	CITY OF SAINT PAUL	450.00
62995	CITY UTILITIES - 1ST BILLING	1,709.96
62996	CITY UTILITIES - LANDFILL	265.86
62997	CITY UTILITIES - SAC CHARGES	10,758.00
62998	CITY UTILITIES - SALES TAX	41.59
62999	CITY UTILITIES - SRPS	1,080.00
63000	CITY UTILITIES - WATER IMPACE FEES	10,758.00
63001	CONFIDENTIAL RECORDS, INC	47.25
63002	DEPT OF ADMINISTRATION (2)	600.00
63003	DEPT OF PUBLIC INSTRUCTION	200.00
63004	E O JOHNSON COMPANY, INC	1,666.75
63005	ECKBERG LAMMERS P.C.	8,948.75
63006	FLEX-O-SWEEP	38.00
	SUBTOTAL	494,109.97

	<b>SUBTOTAL CARRIED FORWARD</b>	<b>494,109.97</b>
63007	FORUM COMMUNICATIONS COMPANY	699.30
63008	FRONTIER COMMUNICATIONS	872.20
63009	GLENWOOD CITY LIBRARY	75.00
63010	HAAS SONS, INC	442,402.86
63011	HAMDORF, APRIL	10.00
63012	HECHT, GRETTEL	6.00
63013	IFLS LIBRARY SYSTEM	7,548.45
63014	IFLS LIBRARY SYSTEM	47,411.00
63015	INDUSTRIAL HEALTH SERVICES NETWORK INC	92.90
63016	INDUSTRIAL SAFETY	5,279.55
63017	KIWANIS CLUB OF NEW RICHMOND	228.00
63018	KWIK TRIP/KWIK STAR STORES	5,048.41
63019	LEAGUE OF WI MUNICIPALITIES	2,560.80
63020	LEGACY ARCHITECTURE, INC	6,128.75
63021	LIBRARY IDEAS LLC	2,866.20
63022	LINCOLN BENEFIT LIFE	12,338.00
63023	MAIL FINANCE	760.35
63024	MEHLS, DAVID	144.95
63025	MID-STATES ORGANIZED CRIME INFORMATION CENTER	150.00
63026	MINUTEMAN PRESS	186.42
63027	MUNICIPAL PROPERTY INSURANCE COMPANY	68,062.00
63028	NAT'L ELEVATOR INSPECTION SERVICES INC	88.00
63029	NATALIE ANN WARREN SYNHAVSKY	500.00
63030	NATIONAL EAGLE CENTER	340.33
63031	NORTHERN BUSINESS PRODUCTS	655.29
63032	NORTHWESTERN WISCONSIN FIREFIGHTERS ASSN	40.00
63033	NR AMBULANCE SERVICE	103,142.40
63034	OWEN ASSESSING LLC	2,066.67
63035	PELNAR, KATHLEEN	94.80
63036	REALIVING, LLC	1,501.75
63037	REGISTER OF DEEDS	11.00
63038	RUNNING, INC	10,804.09
63039	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	173.96
63040	SCHOOL DISTRICT OF NR - TAX LEVY	1,731,009.52
63041	SECURIAN FINANCIAL GROUP, INC	2,274.09
63042	SHORT-ELLIOTT-HENDRICKSON	884.80
63043	SKOGLUND OIL COMPANY	250.00
63044	SPECIAL EFFECTS	270.00
63045	ST CROIX COUNTY	1,560.00
63046	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	1,028.92
63047	ST CROIX COUNTY TREASURER - TAXES	602,499.97
63048	ST CROIX VALLEY SART, INC	200.00
63049	STATE OF WI - COURT FINES & ASSESSMENTS	2,858.78
63050	STEPHENS SANITATION - RECYCLING	4,065.00
63051	THAT COOKING SCHOOL	500.00
63052	TITAN PUBLIC SAFETY SOLUTIONS LLC	4,525.00
63053	TRI-STATE BOBCAT - HUDSON	135.63
63054	VERIZON WIRELESS (CITY)	325.53
63055	VFIS	965.00
63056	VILLAGE OF STAR PRAIRIE	46.30
63057	VUE, LEE	500.00
63058	WASHDEALS, LLC	44.00
63059	WASHINGTON NATIONAL INS CO	200.80
63060	WEST WISCONSIN INSPECTION AGENCY, LLC	8,255.00
63061	WI DEPT OF SAFETY & PROFESSIONAL SERVICES (2)	50.00
63062	WI DEPT OF TRANS - TV & RP UNIT	20.00
63063	WI DEPT OF TRANSPORTATION (SIGNS)	35.00
	<b>SUBTOTAL</b>	<b>3,578,902.74</b>

	<b>SUBTOTAL CARRIED FORWARD</b>	<b>3,578,902.74</b>
63064	WI INDIANHEAD TECH COLLEGE - TAX LEVY	65,286.88
63065	WI PROFESSIONAL POLICE ASSN, INC	672.00
63066	WORKHORSE SOFTWARE SERVICES, INC	2,800.00
63067	XCEL ENERGY	6,600.10

**TOTAL VOUCHERS** **3,654,261.72**

**ELECTRONIC FUND TRANSFERS**

PAYROLL (12/21, 1/4)	251,863.58
DEFERRED COMP	9,930.00
ROTH - WI	650.00
FEDERAL W/H	104,661.49
STATE W/H	20,675.67
POSTAGE	3,000.00
MEDICAL PREMIUMS	89,396.54
RETIREMENT	57,704.55
VISA P-CARDS	35,859.34
HRA	143.72
HSA - ER CONTRIBUTIONS	1,583.27
WI-SCTF	2,967.64
FLEX SPENDING	4,729.42
EMPLOYEE FUND	262.00
FIREMAN DUES	600.00
AFLAC	1,223.26
DISABILITY INSURANCE	2,808.53
INVOICE - SUPER AMERICA	3,956.05
RESTITUTIONS	25.00
IMPACT FEE TRANSFERS	21,394.00
INVESTMENT TRSFR - BREMER	2,850,000.00
PSN FEES	500.00
INVESTMENT TRSFR - LIBRARY	10,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	1,855.75

**TOTAL ELECTRONIC FUNDS** **3,479,956.48**

**GRAND TOTAL** **7,134,218.20**

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FRED HORNE, MAYOR



TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: January 9, 2019

RE: Administration Update

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Housing New Richmond Meeting- Last Friday we held a Housing New Richmond meeting to discuss housing and homelessness within the City of New Richmond. The purpose of our meeting was to hear from landlords about rental housing issues and challenges. A lot of great information was presented. We will recap this information at our next meeting on January 18.

Legacy Fund Meeting- We have been meeting with folks from the school district, chamber and Forward New Richmond (FNR) to discuss ideas related to legacy funding for future capital projects. This idea was first presented by a FNR member in late fall as a large scale community need.

Forward New Richmond Meeting- We will be having our first FNR "retreat" on January 18. The purpose of this meeting is to outline short and long-term economic development goals for the year ahead.

Recycling Update- I want to thank our crew for the behind the scenes work related to recycling bins and overall transition that is occurring this month. As of this week, over 8 tons of recyclables have been collected under our new program.



**TO:** Mayor Fred Horne and City Council  
**FROM:** Rae Ann Ailts, Finance Director  
**DATE:** January 14, 2019  
**RE:** Finance Department Monthly Update

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### **Tax Collection**

On December 10, 2018, the City began collecting real estate and personal property taxes. Tax collection is a busy time of year for the clerk and finance office. Tax collections thru December 31, 2018 total \$3,994,843.90 or 24% of total taxes levied by all taxing jurisdictions (City, School District New Richmond, County and WITC). During the same period last year, taxes collected were \$3,417,768.34 or 21% of total taxes levied by all taxing jurisdictions; representing a 3% increase in taxes collected by December 31.

Taxpayers have several payment options to remit their payments including in person, online or mail. For this tax collection season, we began tracking how tax payments are remitted. This data will allow us to better service our taxpayers in the future. Below is a summary of payment options utilized through January 9, 2019:

<b>Payment Option</b>	<b>Number of Payments Processed</b>	<b>Payments as % of Total</b>
Mail	1,814	87%
In Person	256	12%
Online	23	1%
<b>Total Payments</b>	<b>2,093</b>	

Staff will provide an update during the February meeting providing final tax collection metrics.



156 East First Street  
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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** January 10, 2019

**SUBJECT:** Monthly Report

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Below are brief updates about two projects that will involve public engagement opportunities. Please contact me with any questions that you might have about these projects. Thank you!

***Mary Park Open House:*** We are planning to have a public open house on Wednesday, January 23<sup>rd</sup> from 5:30-6:30 p.m. at the Civic Center to show a draft master plan for Mary Park and a draft design for the reconstruction of the existing boat ramp. I will also be meeting with the Will's Playground Committee to get their feedback. After the design is finalized, City staff will seek authorization from the City Council to advertise for bids this spring for the boat ramp project so that we can stay on track for construction this summer.

***Intensive Survey of Historic Properties:*** The intensive survey of historic properties, which began this past fall, will be completed in February. We are in the process of finalizing a date in late February for a public presentation of the final report and recommendations. The report will identify potential historic districts and properties that individually may be candidates for the State and National Registers of Historic Places.



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Beth Thompson, Community Development Director

**DATE:** January 8, 2019

**SUBJECT:** Monthly Report

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***Yearend building and zoning office report:*** The 2018 year was a year of change and substantial growth for this office. The biggest change was our building inspectors both took positions with other companies or agencies. This change resulted in several contracted positions. Our primary building inspector was Ben Campbell, our commercial inspector was Brian Wert and our plan reviewer and backup inspector was Joe Atwood. As we move into 2019 we are still contracting with Ben and Joe and have added a new electrical contracted inspector, Dan Kegley. With these major changes this office was still able to keep up with day-to-day tasks and inspections. That being said, the City is still in the process of hiring a full-time inspector. There is a shortage of building inspectors in this region which makes it challenging, however, we are confident that we will be able to find the best solution for the City in 2019.

***Building Permit Comparison Report:*** Included, as the final page of this memo, is our Building Permit Comparison Report comparing 2017 to 2018. A couple highlights from this include an additional 55 new dwelling units from 2017 to 2018. Residential construction value from 2018 totaling \$32,748,845.00 vs residential construction value from 2017 totaling \$26,487,010.63. The increase in residential value was \$6,261,834.37. Commercial construction value from 2018 totaling \$17,483,470.00 vs commercial construction value from 2017 totaling \$18,743,939.00. The commercial value did decrease by \$1,260,469.00. This leaves us with an overall increase from 2017 to 2018 of \$5,001,365.37. When looking at this spreadsheet you will see that the number of permits was lower but our fees were \$16,153.77 higher. 2018 was a very good year for New Richmond in dwelling units and construction value.

***Impact Fees:*** In 2014 City staff completed an impact fee study and the City Council approved a new formula for lower impact fees effective January 1, 2015. Highlighted below in yellow are the totals collected from the new impact fee rates. In 2015 our goal was to collect an average of \$300,000 per year in impact fees. When we average the impact fees collected from 2015 – 2018, the average collected was \$413,310.

Below is a comparison of our impact fees over the last several years:

Impact Fee Comparison									
Impact Fee Year	2018	2017	2016	2015	2014	2013	2012	2011	2010
SAC	157,458.00	103,179.00	63,563.50	61,400.00	244,335.00	39,813.00	-	88,661.00	49,222.00
Water	157,458.00	103,179.00	63,563.50	57,640.00	76,230.00	32,503.00	-	56,278.00	62,370.00
Municipal	118,908.00	78,171.00	47,690.50	45,900.00	-	-	-	-	-
Transportation	178,200.00	117,150.00	71,500.00	73,125.00	-	-	-	-	-
Park	48,445.00	41,065.00	29,457.50	34,171.50	62,901.80	5,215.00	-	7,458.00	10,471.00
Impact Fees (Police, Library and Streets)					65,946.15	12,184.00	-	23,325.00	26,193.00
Sewer Interceptor Fees					-	-	-	4,545.00	-
Totals	660,469.00	444,761.00	275,775.00	272,236.50	451,426.95	91,728.00	-	180,267.00	150,266.00

**NOTES:**

***Impact Fees Suspended from 9/12/11- 12/31/12***

***2011 - Impact fees lower due to fees being suspended for last quarter of the year***

***2012 - Impact Fees suspended***

***2013 - Impact Fees lower due to the large volume of permits issued in 2012 to take advantage of the suspended fees***

**CITY OF NEW RICHMOND  
2017-2018 BUILDING PERMIT COMPARISON REPORT**

**2018 BUILDING PERMIT SUMMARY**

MONTH	NUMBER OF PERMITS	NUMBER DWELLING UNITS	RESIDENTIAL CONSTR. VALUE	COMMERCIAL CONSTR. VALUE	TOTAL CONSTR. VALUE	PERMIT FEES w/o IMPACT FEES
January	18	1	465,329.00	235,500.00	700,829.00	6,925.50
February	26	4	690,450.00	572,345.00	1,262,795.00	8,545.75
March	37	11	2,127,363.00	966,334.00	3,093,697.00	24,912.25
April	119	42	7,151,636.00	195,995.00	7,347,631.00	68,264.10
May	123	17	3,843,718.00	2,978,978.00	6,822,696.00	57,671.75
June	121	10	3,279,512.00	6,733,873.00	10,013,385.00	63,712.00
July	75	9	2,494,136.00	659,268.00	3,153,404.00	30,527.00
August	76	12	3,008,026.00	255,000.00	3,263,026.00	31,869.00
September	56	6	1,585,145.00	167,482.00	1,752,627.00	19,051.00
October	78	19	3,487,866.00	476,530.00	3,964,396.00	37,373.50
November	33	15	2,630,982.00	721,000.00	3,351,982.00	26,304.00
December	32	11	1,984,682.00	3,521,165.00	5,505,847.00	32,076.00
<b>Total</b>	<b>794</b>	<b>157</b>	<b>32,748,845.00</b>	<b>17,483,470.00</b>	<b>50,232,315.00</b>	<b>407,231.85</b>

**2017 BUILDING PERMIT SUMMARY**

MONTH	NUMBER OF PERMITS	NUMBER DWELLING UNITS	RESIDENTIAL CONSTR. VALUE	COMMERCIAL CONSTR. VALUE	TOTAL CONSTR. VALUE	PERMIT FEES w/o IMPACT FEES
January	27	5	959,778.00	611,900.00	1,571,678.00	12,778.00
February	12	5	916,100.00	462,868.00	1,378,968.00	10,564.00
March	31	14	2,451,873.00	97,350.00	2,549,223.00	21,778.00
April	43	13	2,059,090.00	357,185.00	2,416,275.00	21,963.50
May	31	6	1,557,915.00	21,900.00	1,579,815.00	12,510.50
June	46	13	1,826,114.00	937,000.00	2,763,114.00	23,732.75
July	113	1	1,362,179.00	4,280,000.00	5,642,179.00	37,363.75
August	245	8	3,444,690.63	701,802.00	4,146,492.63	58,644.25
September	244	11	4,455,989.00	4,029,120.00	8,485,109.00	77,369.95
October	169	19	5,295,912.00	6,485,291.00	11,781,203.00	81,481.38
November	82	3	1,318,142.00	500,073.00	1,818,215.00	22,307.50
December	30	4	839,228.00	259,450.00	1,098,678.00	10,584.50
<b>Total</b>	<b>1,073</b>	<b>102</b>	<b>26,487,010.63</b>	<b>18,743,939.00</b>	<b>45,230,949.63</b>	<b>391,078.08</b>
Difference between 2017 and 2018	-279	55	6,261,834.37	-1,260,469.00	5,001,365.37	16,153.77



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## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Jeremiah Wendt, Director of Public Works  
**DATE:** January 10, 2019  
**SUBJECT:** Public Works Update for 1.14.19 Council Meeting

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### **Knowles Avenue Corridor Study**

Staff and MSA are planning the next Public Involvement Meeting for the Knowles Avenue Corridor Study, and will provide an update on the next meeting date at the Council meeting.

### **Park Shop Transition**

Public Works staff has been diligently working to transition out of the Park Shop, relocating all items either to the Street Shop or temporary storage locations. We will be ready to fully vacate the building by the proposed transition date of February 28.

### **Winter Maintenance**

Though the weather hasn't brought much snow in the last month, staff have continued to prepare for the next event, including researching and testing new ice control chemicals and methods, and repairing equipment, including the snowblower used for removing snow from Knowles Avenue. While we should be able to make the repairs for now, the issues with that machine have led staff to recommend adding a replacement to the CIP for 2020.

### **Tree Trimming**

Staff have begun, and will continue to trim trees over the winter months. Our tree trimming process is intended to remove branches that encroach over streets (up to a 14' height) and sidewalks (up to a 10' height), and also to maintain the health of younger trees. Our first class of trees from the gravel bed nursery, planted in 2016, is getting its first haircut this winter!



## *New Richmond Police Department*

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

*Craig Yehlik  
Chief of Police*

*Veronica Koehler  
Lieutenant*



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City Council update  
January 14, 2019

The police department finished 2018 with a slight upward tick in call volume (5656) compared to 2017 (5411).

The New Richmond Police Department and St. Croix County Sheriff's Department were called to a medical (potential overdose death) in the City. Upon arrival New Richmond Officers and St. Croix County Deputies, all armed with NARCAN were able to administer doses which saved the subjects life. More to come on this in the future but thought the Council and Public Safety Committee should know as they were open to the idea of our officers carrying this life saving equipment.

The 2019 Citizen Academy starts at the Police Department on January 24<sup>th</sup>. We look forward to another fantastic class.

All New Richmond officers participated in scenario based training at Starr Elementary School. Each officer was put into three different scenarios with roll players from Hudson and River Falls Police Departments. The scenarios were very intense and required officers to communicate, evaluate and put all of their skills to use from Crisis Training, use of force options and decisions making to try have a successful outcome. Once officers finished the scenario they debriefed with the instructors and had to justify verbally each decision. Even City Administrator Mike Darrow came and was able to try out the Simmunition equipment. Special thanks to River Falls PD and Hudson PD for sending officers to assist and also our instructor team of Jason Noel and Joe Kastens (Firearms), Carlos de la Cruz (Electronic Control Device), Andrew Westmoreland (scenario base and safety) and Mike Crubaugh (Defense and Arrest tactics) who worked very hard on coming up with real life scenarios that challenged even the most experienced officers.

The New Richmond Police Department participated in the state "Drive Sober or get pulled over" campaign over the holidays. While numbers are still being tabulated New Richmond Officers arrested multiple people for OWI and a few criminal arrests as a result of the campaign. By simply participating and reporting our contacts NRPD is now in the running for a \$4000 equipment grant. We will find out early in 2019 if we were successful. Thanks to Sgt. Sather for working on this grant funding.

The New Richmond Police Department has also opened up a hiring process to begin establishment for an eligibility list for any future openings. There are no current open positions within the department.

New Richmond Fire & Rescue  
Council Report  
DECEMBER 2018

Fire Training/Events DECEMBER:

- Cold water / Ice Rescue
- Chimney Fire Procedures

Schooling/Education:

- Firefighter I, Completed

DECEMBER 2018 Incidents:

- 22 Total Incidents
  - 12 City Incidents
  - 8 Rural Incidents
  - 2 Mutual Aid Incidents

Other:

- 265 Total Incidents for the year 2018
-

**To: Mayor Fred Horne and City Council**  
**From: Jennifer Rickard, Interim Director**  
**Date: 01.07.2019**  
**RE: Library Department Report**

- [Lynda.com](#) is our newest online learning platform. It is a wonderful tool for business skills, technology and software programs. You can take Microsoft Office, Adobe Suite or various social media classes online. You can also learn more about marketing, web development, photography or even graphic design. The options are endless with your library card.
- [AutoMate](#) is another new online resource we have access to in 2019. It offers a user-friendly search experience and access to a wealth of information to help users diagnose, repair and maintain today's complex vehicles. Sign in with your library card to find information on your vehicle, learn about how auto components function, get care and repair tips, and troubleshooting.



#### **December Statistics –**

- Checkouts, physical materials – 14,155
- Checkouts, eContent (eBooks, Audiobooks, digital magazines) – 1,760
- New patrons registered – 35
- New items added – 468
- Computer sessions – 819
- Wireless sessions – 2,922
- Door Counter – 9,957 (averages 415 people/day)
- Revenue (fines, copies, faxes, donations) - \$5,713.43

#### **January events –**

- **January 7-March 1 – Adult Winter Reading Challenge – “Read A Latte”** - This challenge is to encourage participants to cozy up and read or try something new during the winter months. Throughout the months, they can also stop in for weekly “Boredom Buster” activity sheets.
- **Babygarten, Little University and Homeschool Hub** – Return following a quick holiday break. Stop in to see what fun topics we will learn about this month.
- **January 11, 2:00 or 4:00 – Bulb Forcing, Spring Blooms** - Enjoy learning the skill of bulb forcing with Jonna from Garden Expressions. Forcing is the term used to describe the process that stimulates bulbs to bloom out of season. Container is provided by Garden Expressions, just bring your love for gardening! Registration required.

- **January 14, 6:00 pm – Prime Time Nutrition, Healthy Living for 2019** - Join us to learn about the importance of good nutrition, a balanced diet, being active, and the key to a healthy lifestyle with local health food restaurant Prime Time Nutrition.
- **Movie Club** – Third Thursday of the month, 4:00 pm – Stop in monthly to discuss some of your favorite movies and discover new movies to watch.
- **January 19, 10:00 am – Stuffed Animal Sleepover** - Have you ever wondered what happens when the library is closed? Bring a stuffed animal friend (if it's ok for them to spend the weekend!) and enjoy some stories. Tuck in your animal and come back Monday to find out what kind of adventures they had!
- **January 21, 1:00 pm – No School, no problem – Book Bingo!** - The mini-marshmallows won't just be for our cocoa... they'll also be our bingo markers as we enjoy a lively game locating book covers.
- **January 22, 2:00 pm – Crafty Adults** – The 4<sup>th</sup> Tuesday of each month we will host an adult crafting class on a variety of topics. January we will be making beaded brooches.
- **February 4, 5:30 pm – Make Fresh Pasta** - Learn to make fresh pasta with That Cooking School, from making the dough to testing the noodles when they are finished. Everything is provided to complete this culinary treat! Red and white sauce will be provided as well. Registration required.



**NEW RICHMOND REGIONAL AIRPORT**  
156 East First Street · New Richmond, WI 54017  
(715)246-7735  
www.nrairport.com



---

**To:** City Council Members  
**From:** Mike Demulling, Airport Manager (mike@nrairport.com or 715-246-7735)  
**Date:** January 10, 2019  
**RE:** Airport Update

1. The 1979 SMI surplus snow blower was sold at a govdeals.com auction in December for a final price of \$5,173.56. This was near the lower range of the projections. Unfortunately, the market became unexpectedly crowded. Massachusetts Port Authority also listed two slightly newer snow blowers at the time on the same site. The replacement to this unit, a 1996 Oshkosh snow blower with a 24' plow, has performed very well during the snow events this season.



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

## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tanya Batchelor, City Clerk  
**DATE:** January 10, 2019  
**SUBJECT:** Clerk's Monthly Report

---

### **Spring Election Update**

The following have submitted paperwork to run for office in the City of New Richmond:

Craig Kittel – Alderman District 1  
Scottie Ard – Alderman District 2  
Kirk Lindell – Alderman District 2  
Jim Jackson – Alderman District 3  
Thomas Weinmeyer – Alderman District 3  
Renee Keating – Municipal Judge

No Primary Election is needed in February, so our next election will be on April 2, 2019.

### **Credit Card Swipe Machines**

We now have credit card swipe machines in the Building Inspection office, Utility Office and Clerk's Office. These will save significant time since employees will no longer need to input credit card information manually into the PSN website.



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**MEMORANDUM**

**TO:** Mayor Horne & City Council

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** January 10, 2019

**SUBJECT:** Rezoning Application: 1488 County Road K

**PROJECT PROPOSAL**

Harvy Christensen Sr. seeks to rezone his property located at 1488 County Road K from its current zoning designation of Z1 Agriculture/Preservation District to a new zoning designation of Z2 Sub-Urban District. The minimum lot size in the Z1 Zoning District is 5 acres, which would limit future low density residential development. Thus, the applicant wishes to rezone the property in order to further subdivide the property in the future. Due to the continued growth and changing conditions in this area of the City, a rezoning request is deemed appropriate.

**PROCESS**

The City of New Richmond’s official zoning map may be amended pursuant to Wisconsin Statutes Chapters 66 and 68, and in accordance with the process identified in Section 121-29 of the City Code of Ordinances. The rezoning process requires two insertions in the local newspaper, a recommendation from the Development Review Committee, a public hearing and recommendation from the Plan Commission, and final action by the City Council. The timeline to date is shown in the table above.

<b>ACTION</b>	<b>DATE</b>
Staff Meeting with Applicant	Nov. 30, 2018
Application & Fee Received	Dec. 10, 2018
Class 2 Notice – First Publication	Dec. 20, 2018
Class 2 Notice – Second Publication	Dec. 27, 2018
DRC Review	Jan. 3, 2019
Plan Commission Meeting & Public Hearing	Jan. 8, 2019
City Council Meeting – Final Action	Jan. 14, 2019

**EXECUTIVE SUMMARY (RECOMMENDATION)**

The Development Review Committee and Plan Commission recommend approval of the zoning map amendment.

## **DETAILED ANALYSIS**

### **EVALUATION CRITERIA**

According to Section 121-29.D of the City Code of Ordinances, the Plan Commission and City Council shall review the rezoning application and base judgment upon, but not limited to, the following factors:

- a. Consistency with the City Comprehensive Plan
- b. Purpose and intent of the zoning district
- c. Adequate public infrastructure available
- d. Adequate buffer or transition between potentially incompatible zoning districts
- e. Compatibility with existing and planned use in the area

The analysis that follows reviews the application according to the aforementioned criteria.

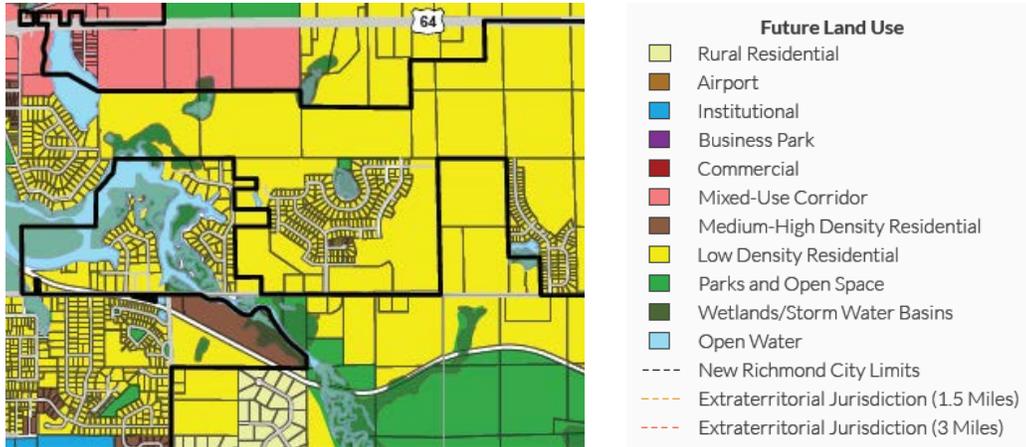
### **COMPREHENSIVE PLAN**

The Future Land Use Plan found in the City of New Richmond's Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. Figure 3-2 indicates that the future land use of the applicant's property shall be low density residential. This land use category includes the traditional residential neighborhoods adjacent to the downtown and the predominantly single-family detached subdivisions that occur throughout the remainder of the community. Additional policies in the Comprehensive Plan that support the application include the following:

*LU-1.1 Promote development opportunities to meet future growth needs by prioritizing infill development within the current City boundaries, revitalizing blighting or undeveloped areas, and taking advantage of existing infrastructure capacities.*

*LU-1.4 Ensure consistency between the Land Use Plan and the Zoning Map for all properties that have the ability to be connected to public sewer and water services.*

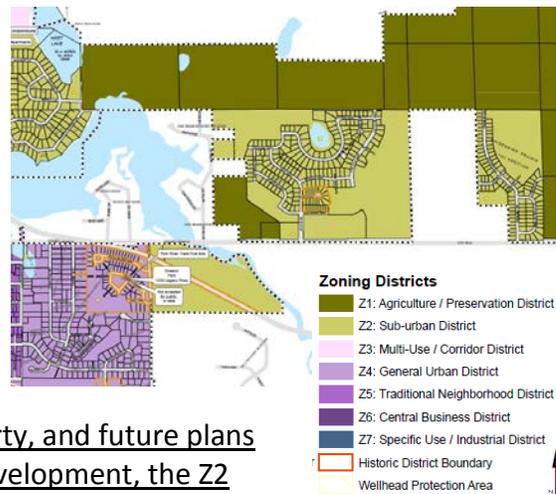
**The proposed rezoning application is consistent with the Comprehensive Plan.**



**ZONING**

The property is currently zoned Z1 Agriculture/Preservation, the purpose of which is to provide areas for existing agricultural uses. The large minimum lot area (5 acres) is intended to retain these lands in their natural state or as agricultural uses until sanitary sewer, water, streets, and other public infrastructure is available and any new development occurs. This will allow orderly development to occur and will prevent uncontrolled, uneconomical spread of residential development. The purpose of this district is to provide a holding zone until a landowner or developer makes application for development, at which time the City may rezone the affected property consistent with its designation in the Comprehensive Plan, provided that the development does not result in the premature extension of public utilities, facilities, and services as specified above.

The purpose of the Z2 Sub-Urban District is to provide opportunities for low density residential areas, limited neighborhood commercial uses, and complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities. Given the applicant’s immediate intent to subdivide the property, and future plans to sell the remaining parent parcel for residential development, the Z2 Sub-Urban District zoning designation is appropriate.



**AVAILABILITY OF PUBLIC INFRASTRUCTURE**

Public water is presently available at the property. The property has access to County Road K via a shared gravel driveway, and a request was previously granted by the St. Croix County Board of Adjustment for an additional driveway to be constructed 60 feet east of the west property line. If the property is developed in the future, the future developer shall be responsible for the cost of public improvements, including but not limited to the extension of

public utilities, local streets, street lighting, bicyclist and pedestrian accommodations, etc. per Section 117-23 of the City Code of Ordinances. Any interim sewage facilities (i.e. septic system) shall be abandoned upon a determination by the Director of Public Works that public sewer facilities are available for feasible connection. In regards to the rezoning application, it is determined that adequate public infrastructure is available at this time.

***ADEQUATE BUFFER OR TRANSITION, & COMPATIBILITY WITH SURROUNDING USES***

The zoning districts near the property consist of Z1 Agriculture/Preservation and Z2 Sub-Urban. The Fox Run subdivision is located to the northeast of the property (in city limits). The Oak Ridge development (Town of Stanton) is located to the west of the property, and some rural residential dwelling units are located to the south (Town of Richmond). The rezoning application is compatible with the surrounding uses and zoning districts.

**ORDINANCE #529**

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

Amend the Official Zoning Map for the following property to be Z2 Sub-Urban District:

261-1281-00-110 SEC 31 T31N R17W SE SE EXC P 491B EXC LOT 1 CSM  
16/4433 ANNEXED 7/5/01 FKA O36-0180-20 (491A)

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

Passed and approved: January 14, 2019

Published and effective: January 24, 2019

**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

ATTEST: \_\_\_\_\_  
Tanya Batchelor, City Clerk



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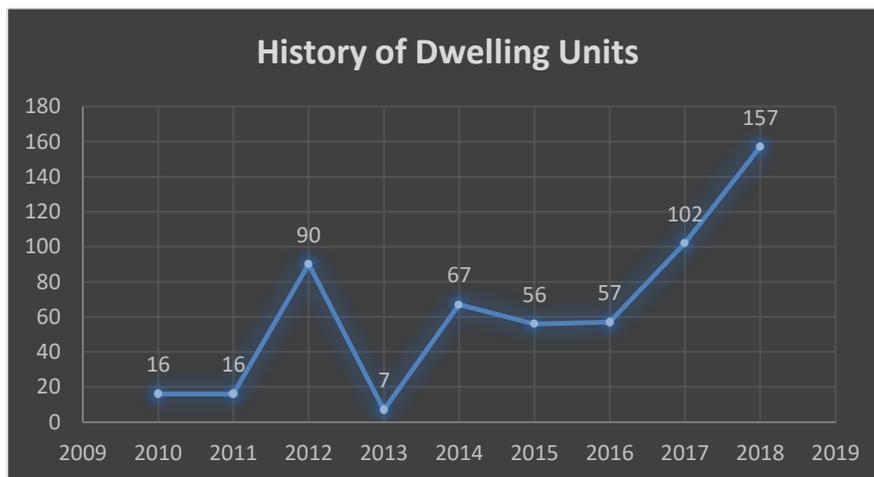
## MEMORANDUM

**TO:** Mayor Horne and City Council  
**FROM:** Beth Thompson, Community Development Director  
**DATE:** January 8, 2019  
**SUBJECT:** Dwelling Units

---

***Dwelling Units for the City of New Richmond:*** I wanted to elaborate on the number and location of dwelling units that have been built over the past several years.

Below you will find a comparison of dwelling units from 2010 until 2018:



Our GIS department has created a map showing new dwelling units beginning in 2016. We will add to this map each year, which gives us a quick visual of where growth is happening throughout the City.

Below please see the location map:





156 EAST FIRST STREET  
NEW RICHMOND, WI 54017  
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WWW.NEWRICHMONDWI.GOV

## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Jeremiah Wendt, Director of Public Works  
Dave Pufall, Operations Manager

**DATE:** January 9, 2019

**SUBJECT:** Public Works Surplus Equipment

---

### BACKGROUND

In the interest of continuous operational improvement, Public Works staff regularly review existing equipment inventory and identify opportunities for enhanced efficiencies, lower costs, higher quality of service, etc. As part of the 2019 review, staff identified several pieces of equipment during the consolidation of the Parks and Streets departments that are redundant, obsolete, or no longer serve an intended purpose. Selling these low-value items would free up shop space and allow more room to store current equipment. Depending on the particular item, sale proceeds will be deposited in the General Fund or the Parkland Trust fund.

Following is a list of items that staff would like to declare as surplus City property pursuant to Sec. 2-245 of the New Richmond Code of Ordinances and dispose of via public auction. The auction would be conducted through the WI Surplus Auction website, which staff have utilized successfully in the past.

- 1) Two roll up doors
- 2) Used playground equipment
- 3) Multi-level park & camp grills
- 4) Sediment logs
- 5) Approximately 200 18-gallon recycling bins
- 6) Two welding screens
- 7) Skateboard T-shirts (donate)
- 8) 20 gallon waste containers

- 9) Decorative commercial waste containers
- 10) Orange construction fence
- 11) Two grinder wheels
- 12) Two Briggs and Stratton motors
- 13) Office desks
- 14) Filing cabinets
- 15) Four 12' one way front plows
- 16) Grader V-plow
- 17) Sand blaster
- 18) Hydraulic floor jacks
- 19) Parts washer

### **RECOMMENDATIONS**

- Staff is requesting that the equipment noted above be declared surplus City property and that Staff be authorized to auction it publicly.
- The Public Works Committee is meeting to discuss this item on January 14 prior to the City Council meeting.



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** January 10, 2019

**SUBJECT:** Request for Qualifications – Beebe Building Redevelopment

---

### **BACKGROUND**

City staff have prepared a request for qualifications (RFQ) to solicit statements of qualifications from developers who are interested in presenting a viable design and redevelopment concept for the Beebe Building. Thank you to members of Forward New Richmond and the City Council for reviewing and providing written feedback on the draft document.

Through the RFQ process and interviews, the City will identify finalists for a subsequent Request for Proposals (RFP) process, which will be aimed toward awarding a development agreement for the redevelopment of the Beebe Building.

### **RECOMMENDATION**

The City Council should consider a formal motion authorizing City staff to publish the request for proposals (RFQ) as presented.

# REQUEST FOR QUALIFICATIONS

## Beebe Building Redevelopment

*307 S Knowles Avenue & 126 W 3<sup>rd</sup> Street  
New Richmond, WI 54017*



CITY OF NEW RICHMOND  
THE CITY BEAUTIFUL

City of New Richmond  
156 East First Street  
New Richmond, WI 54017

All RFQ submittals must be received **no later than February 22, 2019.**

## **Purpose**

The City of New Richmond (“City”) is seeking statements of qualifications from developers (individuals, firms, or teams) interested in presenting a viable design and redevelopment concept for 0.554 acres of real estate located in downtown New Richmond, Wisconsin and controlled by the City (“Site”). The City seeks responses from individuals, firms, or teams interested in becoming a Qualified Developer for the Site. The City will select, through this RFQ process and interview, finalists for further consideration under a subsequent Request for Proposal (RFP) process, which will be aimed toward awarding a development agreement for the redevelopment of the Site.

## **Site Description**

The Site, known as the Beebe Building, includes a two-story 32,838 sf building and a 36’ x 79’ warehouse. The Site consists of two parcels: 307 S Knowles Avenue (PID 261-1050-10-000-001) and 126 W 3rd Street (PID 261-1050-20-000-002). The Beebe Building dates back to 1899 and was owned by the Beebe family for generations. Over the years, the building served the community as a drugstore, mortuary, hotel, furniture store, and apartments and has been expanded and renovated numerous times. The hotel portion of the building has 37 rooms, with two common shared restrooms upstairs and two common areas on the first floor. The Site was most recently used as a motel, funeral home, and tobacco store (which was previously a café for many years). The Site is highly visible given its location on a corner with frontage along Knowles Avenue/State Highway 65. The most recent traffic data from the Wisconsin Department of Transportation suggests that about 12,000 vehicles travel past the Site on a daily basis. Nearby land uses include a public parking lot, Royal Credit Union, a multi-tenant commercial building that includes an Anytime Fitness and food pantry, Wisconsin Lighting (which was recognized as the 2016 Small Business of the Year by the St. Croix EDC), Travel Leaders travel agency, and McCabe’s Shamrock Club Irish pub. The Site is located within walking distance of a grocery store, restaurants, and retail and professional businesses.

### ***Site Street View – Looking Southwest***



**Site Street View – Looking Northwest**



**Site Street View – Looking South**



**Site Street View – Looking South**



**Site Street View – Looking West**



**Aerial Photo – Looking North**



**Site Aerial Map & Photo**



### **State of the Downtown**

Downtown New Richmond is experiencing a recent resurgence. In the past two years, the City has awarded nearly \$40,000 in façade grants which has helped incentivize more than \$185,000 in additional private investment. In that same time, seven downtown properties were purchased and eleven new or existing businesses located to the downtown. The City has made considerable investments in recent years in sidewalk improvements, public artwork, and streetscape enhancements. New Richmond was recognized at the 2018 Wisconsin Main Street Awards ceremony, hosted by the Wisconsin Economic Development Corporation, for being among the best in the state when it comes to strengthening its downtown. Redevelopment of the Beebe Building through a public-private partnership represents a strong commitment by the City to be an active partner in revitalizing downtown, and would be the largest action taken to date in pursuit of that goal. Successful redevelopment of the Site could be a catalyst for continued revitalization of additional historic downtown properties.



***Photos (Left to Right, Clockwise): 2017 Downtown Façade Grant Recipient; 2017 Downtown Public Artwork; 2018 Hometown Holidays Parade; Downtown Bakery Opened in 2018***

**Vision for the Downtown**

The City of New Richmond’s recently updated Comprehensive Plan serves as the guide for future growth and development of the community, and outlines the vision of the community for how the area will evolve and change over the next twenty years. The Comprehensive Plan places a strong emphasis on revitalizing the downtown business district, as reflected in the goal and related policies shown below.

<b>GOAL</b>	
<p>Revitalize our downtown to enhance its historic character, recapture its economic and social vibrancy, and strengthen its unique sense of place as a traditional downtown that integrates commercial, civic, employment, residential, and recreational activities.</p>	
<b>SUPPORTING POLICIES</b>	
<b><i>Land Use</i></b>	<p>Encourage a mix of complimentary land uses in downtown that provide vital functions and keep downtown active with people throughout the entire day, seven days a week</p> <p>Strengthen downtown as the center for community services for the City.</p> <p>Encourage the addition of higher density housing as part of vertical, mixed-use buildings or multi-story housing projects for all incomes and age groups as a component of downtown redevelopment and reuse projects.</p> <p>Promote downtown as a premier location for business development.</p> <p>Encourage retail business expansion in downtown or contiguous to it in order to preserve and strengthen downtown as the commercial core in New Richmond.</p>
<b><i>Sense of Place</i></b>	<p>Preserve and strengthen downtown’s role as the community and regional destination for commercial, social, and cultural venues and activities.</p> <p>Design and implement a system of downtown signature parks and plazas that offer passive and active spaces for gathering, resting, or simply an attractive visual experience.</p>
<b><i>Design</i></b>	<p>Encourage future parking areas to be located as part of shared parking lots or structures behind or to the side of buildings on Knowles Avenue and preserve the storefront character.</p> <p>Strengthen the relationship of the downtown to the Willow River.</p> <p>Explore opportunities to incorporate public art, and historical and cultural interpretation to enhance the downtown.</p> <p>Expand the connections and amenities to downtown for pedestrians and bicyclists, particularly from regional and City-wide trails (i.e. designated bike lanes, bike racks, benches).</p> <p>Improve downtown’s streets, sidewalks, and properties to be comfortable, safe, and attractive for walking.</p>

	Strengthen gateways into downtown and the streetscape character of Knowles Avenue.
<b>Historic Preservation</b>	Encourage the preservation and rehabilitation of downtown’s historic structures.  Support infill and redevelopment that is consistent with the historic character of downtown.

**Schedule**

The following is a list of dates for certain activities related to the RFQ process:

Release of RFQ..... January 15, 2019  
 Deadline for Respondents to submit RFQ response..... February 22, 2019  
 RFQ Respondent Interviews..... February – March 2019 (dates TBD)

**RFQ Location**

This RFQ is posted on the City of New Richmond’s website. The address is:  
<http://www.newrichmondwi.gov>

**Contact Regarding Questions**

The single point of contact listed below may be contacted to discuss this RFQ.

Mike Darrow  
 City Administrator  
 Phone: 715-246-4268  
 Email: [mdarrow@newrichmondwi.gov](mailto:mdarrow@newrichmondwi.gov)

**Presentations, Questions, and Iterative Development**

No contract, development agreement, or other award will be made as a result of this RFQ. The City’s objective in this process is to better understand the interests, abilities, and constraints of potential respondents to a future RFP, and to better understand the information that potential respondents will need in order to provide high-quality proposals. Therefore, informal, iterative communication between potential respondents and the City will be permitted to the extent that the volume of requests is reasonable and manageable. Formal written responses by any interested respondent are strongly encouraged, but allowed communication is not limited to that channel. Additionally, the opportunity for one-on-one meetings to ask preliminary questions and to tour the Site will be made available as requested and as time permits.

### **Submissions of Qualifications**

Responses shall be submitted in complete original form. Submittals shall be sealed and marked "Beebe Building Redevelopment RFQ." Respondents shall submit ten (10) stapled copies of their RFQ in paper form and one (1) in an electronic format via email.

**Submittals must be received no later than 4:30 p.m., February 22, 2019 to:**

Mike Darrow, City Administrator  
City of New Richmond  
156 East First Street  
New Richmond, WI 54017  
mdarrow@newrichmondwi.gov

### **Ownership of Submittals**

Submittals shall become the property of the City, and shall not be returned to the respondents. By submitting, the respondent agrees that the City may copy the submittal for purposes of facilitating the City's evaluation.

### **Other Information**

Respondents may submit any other information that is not described in this RFQ that would be beneficial to the City. If in the Respondent's opinion, the City has overlooked anything material or relevant, such item(s) may be brought to the City's attention and be included in the RFQ.

### **Amendments to the RFQ**

The City reserves the right to amend this RFQ, including dates, at any time. In the event it becomes necessary to amend, alter, or delete any part of the RFQ, changes to the RFQ will be posted on the City's website. It is the Respondent's responsibility to be aware of amendments that are posted on the website. The address is:

<http://www.newrichmondwi.gov>

### **Public Records Law**

All submittals to this RFQ are subject to the Wisconsin Public Records Law.

### **Public View of RFQs**

To the extent permitted by law, it is the intention of the City to withhold the contents of the RFQ from public view, until such times as competitive reasons no longer require non-disclosure, in the opinion of the City. At that time, all submittals will be made available in accordance with the Wisconsin Public Records Law. It is intended that submittals will be withheld until after the RFP process has been completed. The RFP process will follow this RFQ process.

### **Incurred Costs**

The City is not responsible for any costs incurred by the Respondent in the preparation of the response to this RFQ.

## **Information Requested in this RFQ**

Provide all information identified below in an organized and precise manner.

### ***Development Team***

- A. Identify the legal name of the Respondent and the officers who would be legally authorized to bind the development ventures.
- B. Identify the key project team members (names and titles) and affiliates who would become directly responsible for the various aspects of the proposed development, describing briefly their respective backgrounds and history.
- C. Identify the development manager for your team.
- D. Describe the proposed organizational structure for the project team, their roles, reporting responsibilities, and team interface with the City.
- E. Include a brief statement of the availability of key personnel.

### ***Experience***

- A. Demonstrate the team's experience in superior urban design, site planning, and building design.
- B. Demonstrate the team's understanding of the historic development pattern of downtowns in similar sized cities and previous experience translating that understanding into a vision that is context sensitive.
- C. Demonstrate the team's experience in place making and utilizing authentic community engagement to develop and refine a final product that is embraced and supported by the community.
- D. Demonstrate the team's experience with public/private partnerships. Include the project size in total land and building area, project scope, project location, and development value.
- E. Discuss work experience in the local market, the State of Wisconsin, and/or the Midwest.

### ***Financial Capability***

- A. Provide evidence that the proposed venture has the financial stability and capability to undertake the project.
- B. To the extent possible, the development venture should provide the financing approach(s) it wishes to use and the role(s) it expects the City to have.
- C. Describe the team's experience in structuring and financing public/private development projects.

### ***References from Similar Projects***

Include a list of contacts from a minimum of three (3) similar redevelopment projects that provide evidence of the Respondent's ability to plan and complete this project.

### ***Other***

Provide any other information that will help the City understand the capabilities, advantages, and limitations of respondents, including financial, technical, and administrative dimensions. This includes information about what kinds of arrangements may be most attractive and any potential barriers, and how those might be mitigated.

**Company Information**

Please include in any written communications a contact person for the response, including name, address, phone number, and email.

**Response Deadline**

Responses to the RFQ will be accepted until 4:30 p.m. on February 22, 2019.

**Selection of Respondents to Receive a Request for Proposals**

This RFQ process is intended to give the City the opportunity to develop a short list of respondents who will be invited to respond to a Request for Proposals to be issued by the City for selection of a developer for the Site. Responses to this RFQ are required in order to be considered for invitation to the forthcoming RFP. The City reserves the right to contact Respondents for clarification or additional information.

DRAFT



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

## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Noah Wiedenfeld, Director of Planning

**DATE:** January 10, 2019

**SUBJECT:** Request for Qualifications – North Side Redevelopment

---

### **BACKGROUND**

City staff have prepared a request for qualifications (RFQ) to solicit statements of qualifications from developers who are interested in presenting a viable design and redevelopment concept for the former Dairy Queen site. Thank you to members of Forward New Richmond and the City Council for reviewing and providing written feedback on the draft document.

Through the RFQ process and interviews, the City will identify finalists for a subsequent Request for Proposals (RFP) process, which will be aimed toward awarding a development agreement for the redevelopment of the site.

### **RECOMMENDATION**

The City Council should consider a formal motion authorizing City staff to publish the request for proposals (RFQ) as presented.

# REQUEST FOR QUALIFICATIONS

## North Side Redevelopment

*262 N Knowles Avenue  
New Richmond, WI 54017*



City of New Richmond  
156 East First Street  
New Richmond, WI 54017

All RFQ submittals must be received **no later than February 22, 2019.**

## **Purpose**

The City of New Richmond (“City”) is seeking statements of qualifications from developers (individuals, firms, or teams) interested in presenting a viable design and redevelopment concept for 0.522 acres of real estate located in New Richmond, Wisconsin and controlled by the City (“Site”). The City seeks responses from individuals, firms, or teams interested in becoming a Qualified Developer for the Site. The City will select, through this RFQ process and interview, finalists for further consideration under a subsequent Request for Proposal (RFP) process, which will be aimed toward awarding a development agreement for the redevelopment of the Site.

## **Site Description**

The Site was acquired by the City in 2017, and was previously the home of a Dairy Queen restaurant for many years. The former Dairy Queen building was razed by the City in early 2018. The Site has direct access to Knowles Avenue/State Highway 65, and is bordered by the Willow River to the east. The most recent traffic data from the Wisconsin Department of Transportation suggests that about 12,700 vehicles travel past the Site on a daily basis. Nearby land uses include McDonald’s and Subway restaurants, BP gas station and convenience store, LumberJack Liquors, single and multi-family residential dwelling units, and a Verizon retailer. The Site is located within walking distance of the historic downtown business district, Carleton A. Friday Memorial Library, and the iconic John Doar History Trail.

***Site Street View – Looking Southwest***



**Site Street View – Looking East**



**Site Street View – Looking South**



***Site Street View – Looking Northeast***



***Site Street View – Looking Northeast from the Site to the Willow River***



**Aerial Photo – Looking East**



**Site Aerial Map**



## **Current State of the North Side**

The north side of the City has been receiving additional interest from developers due in large part to the continued growth of the community and the completion of the St. Croix River Crossing in August of 2017, which has shortened the travel time between New Richmond and the Twin Cities. State Highway 64 – which passes through the north side of New Richmond – is expected to become a highly traveled expressway. A new Dairy Queen was constructed in 2017, two new automotive dealerships were completed in 2018, a new four-unit row townhouse building will be constructed in 2019, and a Kwik Trip gas station and convenience store will open in 2020. Several new single-family dwelling units were constructed in 2018 on the north side of the City as well. As the north side of the City continues to evolve, there are several vacant and under-utilized properties that are ideal opportunities for redevelopment, such as the RFQ Site.



***Above Left to Right: Dairy Queen, Johnson Ford, New Single-Family Home***



***Current***



***Coming in 2019***



***Current***



***Coming in 2020***

## **Vision for the North Side**

Following the City's acquisition of the Site, a series of public meetings were held. In addition, City staff met one-on-one with individual property owners. The redevelopment themes shown below were established for the north side.



***Willow River***



***Recreational Opportunities***



***History***



***Creating a Sense of Place***



***Business Retention & Attraction***



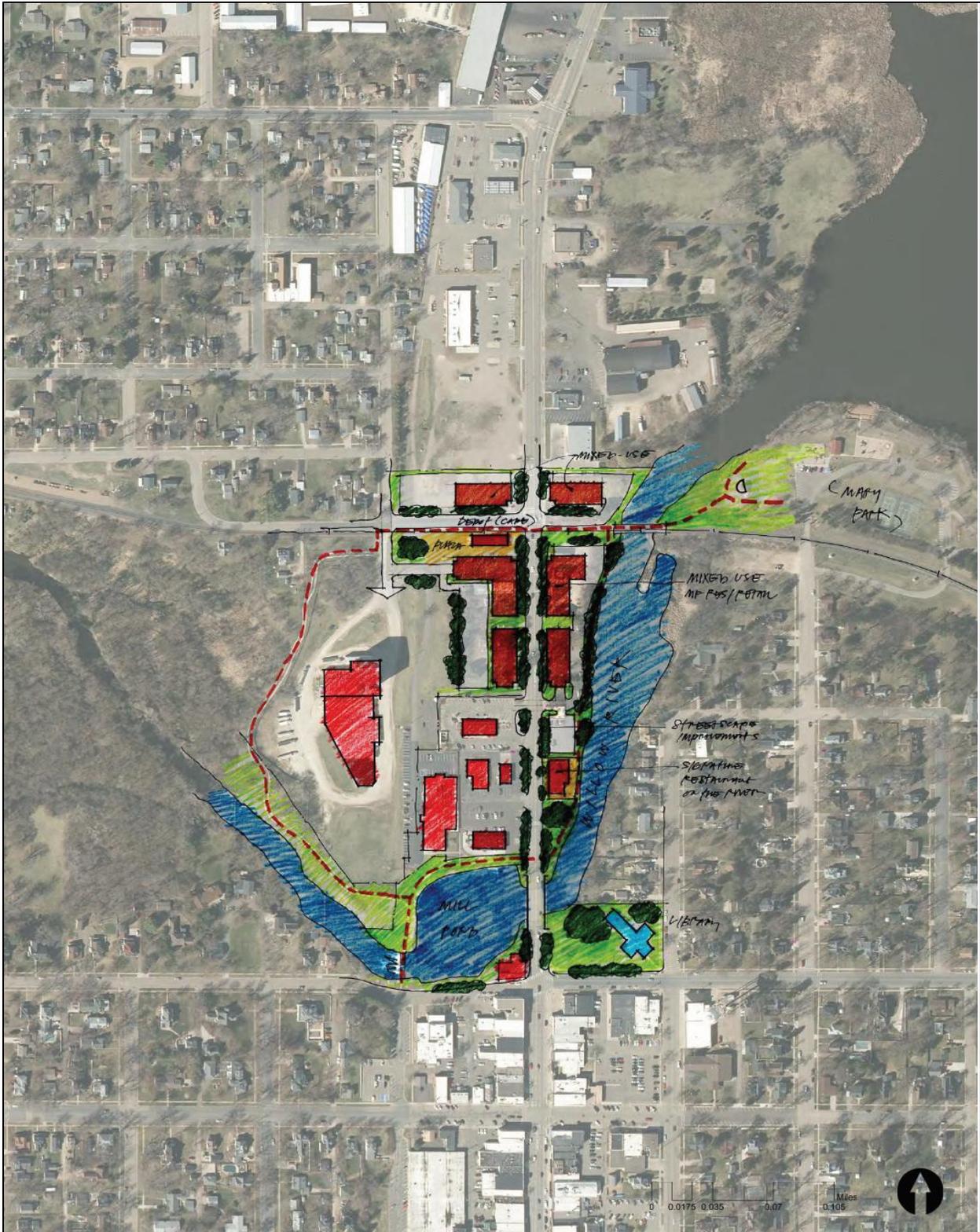
***Safety***

Consultant HKGi used these themes to prepare conceptual drawings and precedent images for redevelopment of the area between the Willow River and the railroad tracks, some of which are shown on the following pages.

One component shown on the various conceptual drawings that has received particularly strong support from the community and policymakers is the river walk trail along the Willow River that would connect to Mary Park. This idea really came to light through the interest and efforts of the citizens involved in updating the City of New Richmond Comprehensive Plan. Engineering consultant SEH, Inc. surveyed the Site in the spring of 2018 and prepared preliminary design options and cost estimates for this trail. A trail easement was dedicated to the City by one of the riverfront property owners, and a \$125,000 contribution to the project has been secured.



**Conceptual Drawing 1 – North Side Corridor Redevelopment**



**Conceptual Drawing 2 – North Side Corridor Redevelopment**

# NEW RICHMOND PRECEDENT IMAGES

PARKS, PLAZAS AND OPEN SPACE



RESIDENTIAL



MIXED-USE



RETAIL



STREETSCAPES



**Schedule**

The following is a list of dates for certain activities related to the RFQ process:

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**Contact Regarding Questions**

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City Administrator  
Phone: 715-246-4268  
Email: [mdarrow@newrichmondwi.gov](mailto:mdarrow@newrichmondwi.gov)

**Presentations, Questions, and Iterative Development**

No contract, development agreement, or other award will be made as a result of this RFQ. The City’s objective in this process is to better understand the interests, abilities, and constraints of potential respondents to a future RFP, and to better understand the information that potential respondents will need in order to provide high-quality proposals. Therefore, informal, iterative communication between potential respondents and the City will be permitted to the extent that the volume of requests is reasonable and manageable. Formal written responses by any interested respondent are strongly encouraged, but allowed communication is not limited to that channel. Additionally, the opportunity for one-on-one meetings to ask preliminary questions and to tour the Site will be made available as requested and as time permits.

**Submissions of Qualifications**

Responses shall be submitted in complete original form. Submittals shall be sealed and marked “North Side Redevelopment RFQ.” Respondents shall submit ten (10) stapled copies of their RFQ in paper form and one (1) in an electronic format via email.

**Submittals must be received no later than 4:30 p.m., February 22, 2019 to:**

Mike Darrow, City Administrator  
City of New Richmond  
156 East First Street  
New Richmond, WI 54017  
mdarrow@newrichmondwi.gov

### **Ownership of Submittals**

Submittals shall become the property of the City, and shall not be returned to the respondents. By submitting, the respondent agrees that the City may copy the submittal for purposes of facilitating the City's evaluation.

### **Other Information**

Respondents may submit any other information that is not described in this RFQ that would be beneficial to the City. If in the Respondent's opinion, the City has overlooked anything material or relevant, such item(s) may be brought to the City's attention and be included in the RFQ.

### **Amendments to the RFQ**

The City reserves the right to amend this RFQ, including dates, at any time. In the event it becomes necessary to amend, alter, or delete any part of the RFQ, changes to the RFQ will be posted on the City's website. It is the Respondent's responsibility to be aware of amendments that are posted on the website. The address is: <http://www.newrichmondwi.gov>

### **Public Records Law**

All submittals to this RFQ are subject to the Wisconsin Public Records Law.

### **Public View of RFQs**

To the extent permitted by law, it is the intention of the City to withhold the contents of the RFQ from public view, until such times as competitive reasons no longer require non-disclosure, in the opinion of the City. At that time, all submittals will be made available in accordance with the Wisconsin Public Records Law. It is intended that submittals will be withheld until after the RFP process has been completed. The RFP process will follow this RFQ process.

### **Incurred Costs**

The City is not responsible for any costs incurred by the Respondent in the preparation of the response to this RFQ.

### **Information Requested in this RFQ**

Provide all information identified below in an organized and precise manner.

#### ***Development Team***

- A. Identify the legal name of the Respondent and the officers who would be legally authorized to bind the development ventures.
- B. Identify the key project team members (names and titles) and affiliates who would become directly responsible for the various aspects of the proposed development, describing briefly their respective backgrounds and history.
- C. Identify the development manager for your team.
- D. Describe the proposed organizational structure for the project team, their roles, reporting responsibilities, and team interface with the City.
- E. Include a brief statement of the availability of key personnel.

### ***Experience***

- A. Demonstrate the team's experience in superior urban design, site planning, and building design.
- B. Demonstrate the team's understanding of the historic development pattern of downtowns in similar sized cities and previous experience translating that understanding into a vision that is context sensitive.
- C. Demonstrate the team's experience in place making and utilizing authentic community engagement to develop and refine a final product that is embraced and supported by the community.
- D. Demonstrate the team's experience with public/private partnerships. Include the project size in total land and building area, project scope, project location, and development value.
- E. Discuss work experience in the local market, the State of Wisconsin, and/or the Midwest.

### ***Financial Capability***

- A. Provide evidence that the proposed venture has the financial stability and capability to undertake the project.
- B. To the extent possible, the development venture should provide the financing approach(s) it wishes to use and the role(s) it expects the City to have.
- C. Describe the team's experience in structuring and financing public/private development projects.

### ***References from Similar Projects***

Include a list of contacts from a minimum of three (3) similar redevelopment projects that provide evidence of the Respondent's ability to plan and complete this project.

### ***Other***

Provide any other information that will help the City understand the capabilities, advantages, and limitations of respondents, including financial, technical, and administrative dimensions. This includes information about what kinds of arrangements may be most attractive and any potential barriers, and how those might be mitigated.

### **Company Information**

Please include in any written communications a contact person for the response, including name, address, phone number, and email.

### **Response Deadline**

Responses to the RFQ will be accepted until 4:30 p.m. on February 22, 2019.

### **Selection of Respondents to Receive a Request for Proposals**

This RFQ process is intended to give the City the opportunity to develop a short list of respondents who will be invited to respond to a Request for Proposals to be issued by the City for selection of a developer for the Site. Responses to this RFQ are required in order to be considered for invitation to the forthcoming RFP. The City reserves the right to contact Respondents for clarification or additional information.



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

## MEMORANDUM

**TO:** Mayor and City Council

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

**DATE:** January 10, 2019

**SUBJECT:** Farm Lease Contract Amendment

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### **Background**

The current farm lease contract was awarded in March of 2018 and was with Roger Neumann. Roger recently passed away so the name on the contract needs to be changed to Laurie Neumann. Also, there were areas within the original lease that have been sold and need to be removed from the contract. Attached is the amended Farm Lease Contract that has been reviewed by our City Attorney.

### **Recommendation**

Staff recommends approving the amended farm lease as presented.

## FARM LEASE

City of New Richmond (“Landlord”) and \_\_\_\_\_ (“Tenant”) do hereby enter into this lease this \_\_\_\_\_, 2018. This lease amends, supersedes and cancels all other leases with respect to the premises.

**PREMISES.** The real estate leased herein is located in the City of New Richmond, St. Croix County, Wisconsin, as shown on the attached maps, and with the following legal descriptions:

- Business and Technical Park (64 ac):
  - Lot 6 of the CSM recorded in Volume 23 Page 5519
  - Lot 7 of the CSM recorded in Volume 22 Page 5315
  - Part of the SE Quarter of the NE Quarter of Section Ten, Township 30 North, Range 18 West, Excepting CSM 22-5315, Excepting CSM 23-5519, Excepting CSM 23-5554, Excepting CSM 23-5574, and Excepting CSM 26-6047
  - Part of the Northeast Quarter of the Southwest Quarter of Section Ten, Township 30 North, Range 18 West, Excepting CSM 22-5390
  - Lot 3 of the CSM recorded in Volume 23 Page 5574
  - Lot 12 of the CSM recorded in Volume 21 Page 5248
  - Part of Lot 19 of the CSM recorded in Volume 23 Page 5554, Excepting CSM 26-5939, and Excepting CSM 26-6065
  - Part of Lot 1 of the CSM recorded in Volume 9 Page 2430, Excepting CSM 21-5248, Excepting CSM 10-2868, Excepting CSM 23-5486, and Excepting CSM 23-5554
  - Lot 29 of the CSM recorded in Volume 22 Page 5390
- CTH GG/140<sup>th</sup> (24 ac)
  - Part of the Southwest Quarter of the Southwest Quarter of Section 1, Township 30 North, Range 18 West, Excepting the West 513 feet of the north 208 feet, Excepting Lot 1 of CSM 2-378, Excepting Lot 1 of CSM 3-871, and Excepting Lot 1 of CSM 4-938
- Freedom Park (45 ac)
  - Part of the Northwest Quarter of the Southwest Quarter of Section 25, Township 31 North, Range 18 West, Excepting CSM 2-387, and Excepting the parcel extending east from said CSM 210 feet, and Excepting CSM 15-4086
  - The north 440 feet of the Part of the Southwest Quarter of the Southwest Quarter of Section 25, Township 31 North, Range 18 West, Excepting P431B and Excepting as described in Volume 528/123, and Excepting as described in Volume 599/187, and Excepting CSM 15-4085, and Excepting CSM 15-4086

(collectively, “premises”). Approximately 133 acres, as indicated on the attached maps.

This does not include right-of-way for current or future platted streets, old RR bed, or wooded/wetland areas.

**TERM.** This lease commences \_\_\_\_\_, and shall continue in force until December 31, 2019 or as otherwise terminated as provided in this agreement whereupon Tenant agrees to vacate the premises.

**RENT.** The annual rent shall be as follows:

- Business and Technical Park (crops must be less than 4' in height):
  - 64 acres
  - \$169.12 per acre for land used.
- CTH GG/140<sup>th</sup> Street
  - 24 acres
  - \$169.12 per acre for land used.
- Freedom Park
  - 45 acres
  - \$169.12 per acre for land used.

Total annual rent shall be: \$22,492.96.

Tenant shall pay the rent not later than November 30 of each year of the lease.

**BREACH OF LEASE.** If Tenant fails to promptly pay the rent or fails to keep any of the covenants, agreements and conditions of this lease, Landlord shall have the right to re-enter and take possession of the premises, hold and re-rent the same, without such re-entry working as a forfeiture of the rental to be paid hereunder for the full term of the lease.

**INSPECTION.** Landlord shall have the right to inspect the premises at all reasonable times. Landlord may, at any reasonable time, enter the premises to view the same or to exhibit the same to subsequent tenants or purchasers.

**DEVELOPMENT.** Tenant acknowledges that they are aware that Landlord has plans to improve or develop the premises. In the event all or any part of the premises is improved or developed by Landlord prior to the termination of this lease, and Landlord desires possession, Tenant shall forthwith surrender possession of all that part of the premises upon the (10) days' written notice by Landlord. Rent shall be prorated and credited to Tenant on a per acre basis.

In the event that Landlord gives Tenant such 10 days' written notice to surrender possession of all or any part of the premises, Landlord will pay Tenant the proposed rent amount established above per acre disturbed for crop seeded and cultivated but not harvested at the time possession is demanded. If the premises has not been seeded or cultivated, or has already been harvested, no payment will be made.

**INSURANCE.** Tenant shall not commit or permit the commission of any hazardous acts on the premises, nor use or permit the use of the premises in a manner that will increase the existing rate for, or cause the cancellation of any liability, or any other insurance policy insuring the premises and the crops on the premises. Tenant shall, at their own cost and expense, comply with any and all requirements of Landlord's insurance carriers, necessary for the continued maintenance at reasonable rates of reasonable liability insurance on the premises and the crops thereon. Landlord shall maintain public liability insurance. Tenant shall maintain insurance including Tenant's public liability.

**DEFAULT.** If default is made in the payment of rent, at the times above stated, or Tenant shall break any of the covenants and agreements contained herein, or shall willfully or maliciously do injury to the premises, or shall file a petition in bankruptcy or have an involuntary petition in bankruptcy filed against Tenant, or make an agreement for the benefit of creditors, Landlord or their successors or legal representatives, shall have the right at any time thereafter, without notice, to declare this lease void and the term herein contained ended, and may re-enter the premises and expel Tenant without prejudice to any remedies which Landlord may have to correct in arrears of rent.

**TERMINATION.** Tenant agrees and covenants that at the termination of this lease, Tenant will quietly and promptly yield and surrender the premises to Landlord in as good condition of repair as when taken by Tenant, reasonable wear and tear and damage by fire and the elements alone excepted. Upon the termination of this lease, Tenant may remove, at their own expense, any fixtures placed on the premises by Tenant; provided, however, that Tenant leaves the premises in the same condition of repair at the time of the commencement of this lease.

**CONSERVATION PRACTICES.** Tenant agrees to follow the soil conservation plan for the farm as established by the Soil Conservation Service: (i) to follow farming practices that are generally recommended and best adapted to this type of farm and for this locality unless other practices are agreed upon; and (ii) to preserve established water courses, tile drains, tile outlets, grass waterways and terraces and to refrain from any operation that will injure the foregoing.

**RIGHT TO ENTER.** Landlord may enter upon the premises at all reasonable times for the purpose of inspection and making such repairs and improvements as Landlord deems necessary.

**INDEMNIFICATION.** Tenant shall indemnify and hold Landlord harmless from any and all claims, losses or damage (including court costs and attorneys' fees) arising from or occasioned by the occupation or use of the premises by Tenant.

**CROPLAND.** If this lease is terminated before the end of the normal production year, Tenant shall have the right of entry for the purpose of the annual harvesting of crops seeded before the termination of this lease in accordance with normal farm practices, or to sell their interest in such annual crops either to Landlord or to a succeeding tenant; provided Tenant does not interfere with normal field operations of the succeeding season. If Tenant, in view of the approaching termination of this lease, fails to plant crops in a timely manner and in accordance with accepted farming practices, Landlord or its designated agent shall have the right to enter to plant crops.

**CROP.** In the Business and Technical Park parcels, Tenant shall only plant crops whose height will not exceed four feet (4') during the term of this lease. The Freedom Park and CTH GG/140<sup>th</sup> parcels may be planted with crops exceeding four feet (4') in height.

**SETBACKS.** All crops shall be planted at a setback of 10 feet from side and rear lot lines, and 20 feet from front lot or right-of-way lines.

**ASSIGNMENT.** This lease may not be assigned or any of the premises sublet without the express written consent of Landlord.

**AMENDMENT.** This lease may not be amended except by separate written agreement executed by Landlord and Tenant.

**BINDING.** This lease shall be binding upon and inure to the benefit of the heirs, personal representatives, successors and assigns.

**LANDLORD**

**TENANT**

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

\_\_\_\_\_  
By: \_\_\_\_\_

\_\_\_\_\_  
And by: Tanya Reigel  
City Clerk



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## MEMORANDUM

**TO:** New Richmond City Council

**FROM:** Craig Yehlik, Chief of Police

**DATE:** January 14, 2017

**SUBJECT:** Police Training in the Beebe building

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### BACKGROUND

The New Richmond Police Department has expanded our in-house training scope to include various scenario based training to include non-lethal training ammunition in the form of marking cartridges. These cartridges are non-destructive and leave behind washable colored detergent.

### Action Required

The Police Department is requesting to use the Beebe property for an off-site training facility until such time as there is a plan and potential construction begins. The training would not require any building modification nor would there be any intentional damage done to the property. The training would probably take place over the course of two days for all officers and perhaps some K-9 training would also be done during this time frame.

The Police Department is requesting that the City Council approve some training time for the Police Department staff to do some scenario based training and potential K-9 training in the property known as the Beebe building.

**From:** Jim VanderWyst

**Sent:** Thursday, January 3, 2019 2:27:31 PM

**To:** Mayor and City Council

**Subject:** Old Beebe Building

Now that the old Beebe building is vacant and appears that it may stay that way for a long period of time, I'd like to inquire if our fire department may use the building for training events. Whether we use it for ladder training or search and rescue, the location and size of the building presents many opportunities for our firefighters to sharpen their skills in a controlled environment. The training evolutions would remain non-destructive in nature in the event that the building may be sold and re-used. Please let me know if this is a possible opportunity for us.

Thanks!

James VanderWyst  
Fire Chief  
New Richmond Fire & Rescue  
106 South Arch Avenue  
New Richmond, WI 54017  
Office: 715-243-0429  
Fax: 715-246-7129  
e-mail: [nrfire@newrichmondwi.gov](mailto:nrfire@newrichmondwi.gov)



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