

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN

MONDAY, MAY 13, 2019 - 7:00 P.M.

AMENDED 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, April 8, 2019 and April 16, 2016 and Special Council Meeting on April 22, 2019
2. Application for Operator's License Jessica L. Bracken, New Richmond; Haley M. Santella, Somerset
3. Applications for Fireworks Sellers Permit from Big Bang Boom and Jamie Gibson
4. Application for Temporary Class B License from New Richmond Miller's Baseball at Citizen's Field for June 2, 7, 12, 19, 22, 29, 30, July 7, 12, 20, 24, and 26
5. Application for Amplification Permit from Friday Memorial Library on June 10, 2019 from 3:30 to 6:30 p.m.
6. Applications for Direct Seller's Permit from Michael D. Babcock, Gordon; Steve K. Nadeau, Chetek; Alfred L. Trepanier, Clear Lake; Michael K. Porath, Hugo; Buck C. Richie, Rice Lake; Jeffrey D. Peterson, Rice Lake; Joe T. Hengtgen, Bruce; Joshua M. Schmidt, Chetek; and Michael R. Melendez, Spooner
7. Application for Amplification Permit and Exemption from Sec. 50-87 Loud & Unnecessary Noise from Don Harer at 1207 Highland Court on August 3, 2019 from 4:30 to 8:30 p.m.
8. Payment of VO#63388 through VO#63505 totaling \$332,815.03 plus electronic fund transfers totaling \$804,042.69 for a grand total of \$1,136,857.72
9. Park Donations:
 - \$870 from New Richmond Millers for picnic table in memory of Vernon Conrad
 - \$500 from New Richmond Area Centre for Citizens Field Signage
 - \$500 from Royal Credit Union for Citizens Field Signage
 - \$700 from Bernard's for Citizens Field Signage
 - \$700 from Johnson Ford for Citizens Field Signage
 - \$700 from Doar, Drill & Skow for Citizens Field Signage
 - \$700 from 45th Parallel Distillery for Citizens Field Signage
 - \$300 from Edward Jones for Citizens Field Signage
 - \$250 from Warren Wood, LTD for Disc Golf Course
 - \$100 from Fitzgerald Lawn Care for Disc Golf Course
 - \$1,500 from New Richmond Area Centre for Disc Golf Course
 - \$3,000 from Wisconsin Lighting for Disc Golf Course
 - \$1,500 from Bernard's for Disc Golf Course
 - \$1,500 from Smallidge Properties for Disc Golf Course
 - \$1,500 from Jim Zajkowski for Disc Golf Course

10. Department Reports - Administration, Finance, Planning, 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. Ceremonial Swearing in of Officer Matthew Feeney
2. Mayor's Appointments to Housing Authority
3. Appointment of Jim Jackson to serve on the Housing Authority**
4. Discussion of Housing Authority Hiring Process and Next Steps**
5. Resolution #051901 – Amending Schedule of Fees
6. Plan Commission Recommendation:
 - a) Application for Preliminary and Final Plat from Trail View Homes, LLC
7. Park Board Recommendation:
 - a) Freedom Park Storage Building – Award Bid for Construction of 20' x 64' Storage Building for Youth Athletics
8. Event Plan
9. Development Agreement - Premier Foster Place, LLC
10. First Quarter 2019 Financial Report
11. No Work Session in May
12. Communications & Miscellaneous
13. 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 APRIL 8, 2019 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. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

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

Members Absent: Alderman Zajkowski and Montello

The Pledge of Allegiance was recited.

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

Public Comment

Mayor Horne stated the City received a request from Immigration Centers of America to rezone a parcel of land west of the Correctional Center to locate a detention facility. There will be a community meeting later this month to discuss the request. The City had proposed April 25th, but there is a conflict with the school, so we are working with the school for a room large enough to hold the meeting on a different night. Follow the City's website or Facebook to receive updates.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, March 11, 2019; Special Council Meetings on March 11, 2019 and March 25, 2019; and Special Joint Library/Council Meeting, March 25, 2019
2. Application for Operator's License from Jessica L. Shaffer, Osceola; Nicole J. Wukawitz, New Richmond; Steven D. Johnson, New Richmond; Amy L. Hayes, Star Prairie; Jackie R. Tallarico, New Richmond; Lakeisha M. Martin, New Richmond; Britany M. LaRoue, New Richmond; Michael M. Morrissey, New Richmond; Samantha J. Olsen, River Falls; Anna K. Hop, New Richmond; Debra J. Shepler, New Richmond; Ali W. Dahlquist, New Richmond; and Jennifer A. Clark, New Richmond for Super America Only
3. Application for Temporary Class B Beer License from New Richmond Area Chamber of Commerce for July 11-14, 2019 at Cyclone Park
4. Application for a Run/Walk Permit for the Willow River Run on July 11, 2019 at 7:00 p.m.
5. Application for a Run/Walk Permit from the New Richmond Police Department for May 18, 2019 at 9:00 a.m.
6. Application for a Run/Walk Permit for A Home for Jolee Foundation on May 11, 2019 at 9:00 a.m.
7. Application for a Street Use Permit from the New Richmond Area Centre for Sports Center Road from East Third Street to East Fifth Street from 9:30 a.m. to Noon on April 13, 2019

8. Payment of VO#63296 through VO#63387 totaling \$345,020.22 plus electronic fund transfers totaling \$1,602,693.87 for a grand total of \$1,947,714.09

General Fund	\$1,460,357.82
Impact Fees Fund	47,397.00
Cemetery Fund	1,013.32
CDBG – Housing	282.00
Debt Service Fund	366,062.74
Capital Projects	1,330.03
Capital Replacement Fund	14,359.58
Landfill Cleanup Fund	7,648.84
Storm Water Utility	14,935.25
Park land Trust Fund	1,487.75
Recycling/Compost/Yard Waste	32,839.76

9. Department Reports - Administration, Finance, Planning, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

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

Steve Hirsch Development Agreement

Jeremiah Wendt, Public Works Director, explained the development agreement with Steve Hirsch for the final portion of James Place. The developer is considering completing this final portion in two phases, which would involve a temporary cul-de-sac. Nick Vivian, City Attorney, drafted the agreement for the remaining undeveloped lots. A letter of credit needs to be given to the City before the agreement can be executed. Staff recommends approval of the agreement as amended. Discussion followed. Alderman Kittel moved to approve the Development Agreement with Steve Hirsch as amended, seconded by Alderman Jackson and carried.

Public Hearing for Special Assessments

Mayor Horne declared the Public Hearing open to discuss proposed sidewalk assessments for 2019. Jeremiah Wendt explained the preliminary resolution was passed at the last Council meeting. Notifications were sent out to property owners inviting them to this Public Hearing. One property owner was present and asked what portion of her sidewalk was going to be replaced. Jeremiah will meet with her and show her exactly what portion will be replaced. Discussion followed. Mayor Horne declared the Public Hearing closed.

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

RESOLUTION #041901

FINAL RESOLUTION AUTHORIZING PUBLIC IMPROVEMENTS AND LEVYING SPECIAL ASSESSMENTS AGAINST BENEFITTED PROPERTY IN NEW RICHMOND, WISCONSIN

WHEREAS, the governing body of New Richmond, Wisconsin, held a public hearing at the Council Chambers of the New Richmond Civic Center at 7 p.m. on the day of April 8, 2019, for the purpose of hearing all interested persons concerning the preliminary resolution and report of the City Engineer on the proposed public improvements consisting of sidewalk replacement and preliminary assessments against benefitted property, and heard all persons who desired to speak at the hearing;

NOW, THEREFORE, BE IT RESOLVED, the governing body of New Richmond, Wisconsin, determines as follows:

1. The report of the City Engineer (as modified), a copy of which is attached hereto and incorporated here as if fully set forth herein, including the plans and specifications and assessments set forth therein, is adopted and approved.
2. The City Engineer shall supervise construction of the improvements in accordance with the report hereby adopted (as modified).

3. Payment for the improvements shall be made by assessing 50% of the cost of sidewalk replacement to the property benefitted as indicated in the report.
4. Assessments shown on the report represent an exercise of the police power and have been determined on a reasonable basis, and are hereby confirmed.
5. Assessments shall be due within 45 days of billing date. Assessments may be paid in one lump sum to the municipal clerk, or the property owner may choose to have the bill placed upon tax roll as a special tax against said lot or parcel to be repaid over 5 years at an annual interest rate of six percent. Installments shall automatically be placed on the next tax roll after the due date for collection.
6. Property owners have the option of making repairs and replacements to existing sidewalks themselves rather than by City staff, but must (1) give notice to the City by May 1, 2019, and (2) obtain a permit and construct the sidewalk according to required specifications, as described in Section 70-3 of the New Richmond Code of Ordinances, by June 1, 2019.
7. The municipal clerk shall publish this resolution as a class 1 notice under ch. 985, Wis. Stats., in the assessment district and mail a copy of this resolution and a statement of the final assessment against the benefitted property together with notice of installment payment privileges to every property owner whose name appears on the assessment roll whose post office address is known or can with reasonable diligence be ascertained.

Motion was seconded by Alderman Jackson and carried.

Plan Commission Recommendation – Application for Attachment – WI DOT

The Plan Commission recommended approval of the Application for Attachment from WI DOT for property located north of Hatfield Park. Property is described as: 038-1103-40-010 and 038-1103-70-000 Located in the SW1/4 of the SE1/4 and in the SE1/4 of the SE1/4 of Section 25, T31N, R18W, Town of Star Prairie, St. Croix County, Wisconsin (complete description is on file). Noah Wiedenfeld explained the application for attachment. This property is in the area of the Town of Star Prairie that is covered by a Boundary Agreement which is why it is called it is an attachment rather than an annexation. Discussion followed. Alderman Ard moved to suspend the rules and adopt Ordinance #531 attaching this property to the City of New Richmond with zoning of Z3 Multi-Use/Corridor District, seconded by Alderman Jackson and carried.

Plan Commission Recommendation – Application for Attachment – WI Building Commission

The Plan Commission recommended approval of the Application for Attachment from WI Building Commission for property located west of the Correctional Center. Property is described as: 038-1138-10-100 located in the Sec 34 T31N R18W PT S 1/2 of the NE 1/4 being lot 1 of CSM 8/2394 (2.9 ACRES) Exc that PT of CSM 8/2394 in SW NE Annexed to City of New Richmond #480541 261-1211-10-010. Noah Wiedenfeld explained the application from the State Building Commission for a sliver of property west of the Correctional Center. This property is also in the area of the Town of Star Prairie that is covered by a Boundary Agreement and considered an attachment. Discussion followed. Alderman Ard moved to suspend the rules and adopt Ordinance #532 attaching this property to the City of New Richmond with zoning of Z3 Multi-Use/Corridor District, seconded by Alderman Jackson and carried.

Resolution #041902 – Accepting Public Improvements for Beaver Way and Otter Way

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

RESOLUTION NO. 041902
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
GMTZ, LLC

WHEREAS, the property developer GMTZ, LLC (“Developer”) has constructed certain water, sanitary sewer, storm sewer, and street improvements on Otter Way from a point 1,200 feet east of Grouse Way eastward approximately 350 feet, and on Beaver Way from Fox Way to its terminus at Coyote Way, as required by Development Agreements dated January 4, 2018 (amended April 26, 2018) and October 24, 2018; and

WHEREAS, Developer has submitted a lien waiver certifying that no debt remains outstanding for

construction of the improvements; and

WHEREAS, Developer has submitted written notice from their surveyor that monuments have been installed on lot corners; and

WHEREAS, Developer has submitted a copy of public liability/property damage insurance for one year after acceptance of improvements, with City named as additional insured; and

WHEREAS, Developer has submitted drawings and inspection/testing records of the improvements; and

WHEREAS, the City's Director of Public Works has inspected the improvements and recommends acceptance of the same;

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

Section One. The Common Council hereby accepts the street and utility improvements on Otter Way from a point 1,200 feet east of Grouse Way eastward 350 feet

Section Two. The Common Council hereby accepts the street and utility improvements on Beaver Way from Fox Run to its terminus at Coyote Way.

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Motion was seconded by Alderman Jackson and carried.

Street Naming – Northeast Side Hangar Area at Airport

Jeremiah Wendt explained there was a request for a hanger on the northeast side of the airport. This road has not been named and needs to be before the area is developed. Staff recommend naming this street North Central Drive. Alderman Ard moved to approve this street name, seconded by Alderman Volkert and carried.

Mary Park Boat Ramp Bids

Jeremiah Wendt stated the engineer estimated this project to cost \$108,758, however the bids came back much higher. The bids are listed below:

Business	Bid
Janke General Contractors	157,579.50
Pember Companies, Inc.	181,619.75
Michels Foundations	257,707.50

Jeremiah recommended Council to authorize staff to negotiate an extension with the low bidder. If a price cannot remain firm for additional time, City staff shall reject the bid. Discussion followed. Alderman Kittel moved to accept this recommendation, seconded by Alderman Jackson and carried.

SOAR Project Agreement

Mike Darrow discussed the final agreement with the School District of New Richmond, the City and the Airport. Alderman Kittel thanked Patrick Olson, Rachel Sauvola, Mike Darrow and Mike Demulling for working together on this agreement. Alderman Kittel moved to approve the agreement as presented, seconded by Alderman Ard and carried.

Flex Time Policy

Alderman Volkert moved to table this issue until the work session on April 22, 2019 so the newly elected aldermen can review the policy, seconded by Alderman Jackson and carried. Alderman Ard voted no.

Technology Policy

Sarah Reese explained the policy which is consistent with all users and devices and will apply to all City staff, elected and appointed officials. Staff recommends approval of this policy. Alderman Ard moved to approve this policy, seconded by Alderman Jackson and carried.

Fire Department Surplus Equipment

Mike Darrow explained the list of items the Fire Department would like to sell including a work box from an old rescue truck, a decommissioned pumper truck, a decommissioned brush truck, tires and rims that came

with the new brush truck, old turnout gear, old police radios, and an old water tank. The Council will be updated as the funds from these items come in. Alderman Ard moved to approve the sale of the surplus equipment listed, seconded by Alderman Jackson and carried.

Proposed Ordinance Regulating Sky Lanterns

Alderman Jackson explained that Jim VanderWyst would like to create an ordinance regulating sky lanterns. Several other communities have adopted similar ordinances because of the concerns with fire in the sky and no control of where they land. Alderman Ard moved to direct staff to prepare an ordinance prohibiting sky lanterns, seconded by Alderman Jackson and carried.

Fourth Quarter 2018 Financial Report

Rae Ann Ailts gave a financial overview for the Fourth Quarter of 2018. Discussion followed. No action was taken.

Regular Council Meeting, April 16, 2019 at 7:00 p.m. and Joint Library/Council Work Session on April 22, 2019, at 4:30 p.m.

Communications and Miscellaneous

This Saturday is the Fire Department Chili Feed at the Fire Hall. Raffle tickets are on sale. Craig Yehlik will be presenting the Civilian Response to Active Shooter training tomorrow night at the New Richmond High School at 6:30 p.m. for anyone age 17 and older.

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

Meeting adjourned at 8:04 p.m.

Tanya Batchelor
City Clerk

REGULAR COUNCIL MEETING, APRIL 16, 2019 7:00 P.M.

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

Roll call was taken.

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

Members Absent: Alderman Zajkowski and Kittel

The Pledge of Allegiance was recited.

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

Communications and Miscellaneous

Fred Horne thanked Jim Jackson and Scottie Ard for their service on the Council over the past several years.

Alderman Ard moved to adjourn Sine Die, seconded by Alderman Jackson, and carried.

NEW COUNCIL

Kirk Lindell was sworn in as Alderman for District 2 and Tom Weinmeyer was sworn in as Alderman for District 3. Craig Kittel was not at the meeting and will be sworn in at a later date.

Roll call was taken.

Members Present: Mayor Horne, Alderman Lindell, Weinmeyer, Montello and Volkert

Members Absent: Alderman Zajkowski and Kittel

Council President

Alderman Volkert nominated Mike Montello for Council President. Alderman Volkert moved to close nominations and cast a unanimous ballot for Mike Montello for Council President, seconded by Alderman Weinmeyer and carried.

Mayor's Appointments

Mayor Horne made the following appointments:

ALDERMAN APPOINTMENTS

Public Works	Jim Zajkowski, Craig Kittel, Kirk Lindell
Public Safety	Ron Volkert, Mike Montello, Tom Weinmeyer
Plan Commission	Jim Zajkowski
Library Board	Mike Montello
Park Board	Craig Kittel
Ethics Board	Tom Weinmeyer and Kirk Lindell
Airport Commission	Jim Zajkowski and Craig Kittel
Emergency Govt Committee	Tom Weinmeyer
Board of Review	Craig Kittel, Kirk Lindell, Tom Weinmeyer

Historic Preservation Commission	Mike Montello
Forward New Richmond	Mike Montello
Community Development Authority	Kirk Lindell and Tom Weinmeyer
Tourism Committee	Jim Zajkowski
Ambulance Board	Ron Volkert, Craig Kittel, Kirk Lindell
Fire Board	Jim Zajkowski, Ron Volkert, Tom Weinmeyer
Housing Authority	Ron Volkert

CITIZEN APPOINTMENTS

Utility Commission	Gerald Warner
Plan Commission	Jim Jackson and MaryKay Rice
Library Board	Patricia Van Nevel and Vicki Gjovik
Park Board	Brian Schroeder
Ethics Board	Jim Jackson
Airport Commission	Matt Brotzler
Board of Appeals	Scottie Ard and Jane Hansen
Police and Fire Commission	Mike Montello
Historic Preservation	Jon Hailey and Tara Van Eperen
CDA	Larry Moore
Housing Authority	Scottie Ard
Forward New Richmond	Paul Mayer and Tom Mews

Alderman Volkert moved to confirm the Mayor's appointments as presented, seconded by Alderman Lindell and carried.

Communications and Miscellaneous

None

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

Meeting adjourned at 7:20 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING APRIL 22, 2019 AT 4:30 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. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

Council Members Present: Mayor Horne, Aldermen Kittel, Lindell, Weinmeyer, Montello, and Volkert

Members Absent: Alderman Zajkowski

The Pledge of Allegiance was recited.

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

Library Board Update

The Library Board will be conducting architectural firm interviews on April 25, 2019. Twelve companies submitted Requests for Qualifications and the Library Board narrowed it down to four firms to be interviewed. The schedule is to have a formal contract signed in May. Community conversations will happen in June and July.

Strategic Plan

Mike Darrow stated we will begin review of the strategic plan. Mike asked the Council to look at what their priorities are for the next five years. At the June 24, 2019 work session, we will review the mission statement and discuss core objectives. There will be a bus tour on August 26, 2019 and we will review core objectives and discuss the budget. Community conversations on the Strategic Plan and Budget will be at the September or October work session. Mike Darrow will send out the last Strategic Plan to Council members for their review.

Event Plan

There was discussion regarding the planning involved in the Packer Tailgate Party and the creation of an event plan to help with future community events. The plan would include a checklist of items to be reviewed for each event including insurance, utilities needed, emergency plans, route maps, amplification permits, police services, parking, Temporary Class B License, signage, clean-up and more. This policy will be discussed again at the May meeting.

Financial Management Plan

Rae Ann Ailts explained the purpose of this plan will be to provide a long-term, strategic road map for sustainable financial management. We have separate policies for the budget, capital improvement planning, fund balance, debt, investments, procurement, accounting and financial reporting, risk management and long-term financial reporting. This plan would incorporate all of these existing plans. A draft of this policy will be presented at the June work session.

Flex Time Policy

Mike Darrow explained the flex time policy. The purpose of the policy is to insure that existing employees stay and entice new employees to the City as a family-first employer. The schedule would give supervisors latitude to insure longer work days or just more flexibility. Improved technology will assist customers in reserving and paying for many services online. Alderman Montello moved to approve the Flex Time Policy

on a trial basis from April 22, 2019 to September 15, 2019 with the ability for supervisors to tweak the policy as needed with a review at the work session in September, seconded by Alderman Lindell and carried.

Bereavement Policy

There was considerable discussion regarding the proposed bereavement policy. Sarah Reese explained the proposed policy would be tiered and would give employees five days off in the event of the death of a parent, spouse, child, or step-child. An employee would receive three days off in the event of the death of a sibling, grandparent, step grandparent, grandchild or step-grandchild or parent in-law. There was discussion about allowing one day in the event of the death of a first cousin, aunt, uncle, niece, nephew, or sibling in-law. Alderman Montello moved to approve the policy as presented, seconded by Alderman Kittel. Alderman Volkert moved to remove the single day completely, seconded by Alderman Lindell and carried. On voting on the main motion, motion carried.

Birth and Adoption Leave Policy

There was discussion regarding this policy. Other municipalities are not offering a similar benefit at this time. More discussion followed. Alderman Kittel moved to table this item for more research, seconded by Alderman Volkert and carried. Alderman Montello voted no.

Building Permit Fees

Beth Thompson explained the current building permit fees and suggested changes to the schedule of fees. Beth proposed to leave the building permit fees as they are now because they are still competitive. Beth also explained the proposed changes to items like re-roofing and re-shingling permits, accessory structures, raze and move permits, street privilege permits, and the assessor fee. Alderman Montello offered the following resolution and moved for its adoption with a May1, 2019 effective date:

Resolution # 041903
Amending the Schedule of Fees

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

Assessor Fees - Additions	\$ 25.00 (Remove)
Assessor Fees – New Homes	\$ 50.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 100.00 (Remove)
Assessor Fees – Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 – 100.00 (Remove)
Assessor Fees - Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 - 100.00 (Remove)

Building Permit Fees

VALUATION	FEE
\$1-\$500	\$22.50
\$600	\$25.50
\$700	\$28.50
\$800	\$31.50
\$900	\$34.50
\$1,000	\$37.50
\$1,100	\$40.50
\$1,200	\$43.50
\$1,300	\$46.50
\$1,400	\$49.50
\$1,500	\$52.50
\$1,600	\$55.50
\$1,700	\$58.50

VALUATION	FEE
\$1,900	\$64.50
\$2,000	\$67.50
\$3,000	\$81.00
\$4,000	\$94.50
\$5,000	\$108.00
\$6,000	\$121.50
\$7,000	\$135.00
\$8,000	\$148.50
\$9,000	\$162.00
\$10,000	\$175.50
\$11,000	\$189.00
\$12,000	\$202.50
\$13,000	\$216.00

VALUATION	FEE
\$15,000	\$243.00
\$16,000	\$256.50
\$17,000	\$270.00
\$18,000	\$283.50
\$19,000	\$297.00
\$20,000	\$310.50
\$21,000	\$324.00
\$22,000	\$337.50
\$23,000	\$351.00
\$24,000	\$364.50
\$25,000	\$378.00
\$26,000	\$387.75
\$27,000	\$397.50

\$1,800		\$61.50		\$14,000		\$229.50		\$28,000		\$407.25	
VALUATION	FEE	VALUATION	FEE	VALUATION	FEE	VALUATION	FEE	VALUATION	FEE	VALUATION	FEE
\$29,000	\$417.00	\$83,000	\$844.50	\$133,000	\$1,132.50						
\$30,000	\$426.75	\$84,000	\$851.25	\$134,000	\$1,137.75						
\$31,000	\$438.50	\$85,000	\$858.00	\$135,000	\$1,143.00						
\$32,000	\$446.25	\$86,000	\$864.75	\$136,000	\$1,148.25						
\$33,000	\$456.00	\$87,000	\$871.50	\$137,000	\$1,153.50						
\$34,000	\$465.75	\$88,000	\$878.25	\$138,000	\$1,158.75						
\$35,000	\$475.50	\$89,000	\$885.00	\$139,000	\$1,164.00						
\$36,000	\$485.25	\$90,000	\$891.75	\$140,000	\$1,169.25						
\$37,000	\$495.00	\$91,000	\$898.50	\$141,000	\$1,174.50						
\$38,000	\$504.75	\$92,000	\$905.25	\$142,000	\$1,179.75						
\$39,000	\$514.50	\$93,000	\$912.00	\$143,000	\$1,185.00						
\$40,000	\$524.25	\$94,000	\$918.75	\$144,000	\$1,190.25						
\$41,000	\$534.00	\$95,000	\$925.50	\$145,000	\$1,195.50						
\$42,000	\$543.75	\$96,000	\$932.25	\$146,000	\$1,200.75						
\$43,000	\$553.50	\$97,000	\$939.00	\$147,000	\$1,206.00						
\$44,000	\$563.25	\$98,000	\$945.75	\$148,000	\$1,211.25						
\$45,000	\$573.00	\$99,000	\$952.50	\$149,000	\$1,216.50						
\$46,000	\$582.75	\$100,000	\$959.25	\$150,000	\$1,221.75						
\$47,000	\$592.50	\$101,000	\$964.50	\$151,000	\$1,227.00						
\$48,000	\$602.25	\$102,000	\$969.75	\$152,000	\$1,232.25						
\$49,000	\$612.00	\$103,000	\$975.00	\$153,000	\$1,237.50						
\$50,000	\$621.75	\$104,000	\$980.25	\$154,000	\$1,242.75						
\$51,000	\$628.50	\$105,000	\$985.50	\$155,000	\$1,248.00						
\$56,000	\$662.25	\$106,000	\$990.75	\$156,000	\$1,253.25						
\$57,000	\$669.00	\$107,000	\$996.00	\$157,000	\$1,258.50						
\$58,000	\$675.75	\$108,000	\$1,001.25	\$158,000	\$1,263.75						
\$59,000	\$682.50	\$109,000	\$1,006.50	\$159,000	\$1,269.00						
\$60,000	\$689.25	\$110,000	\$1,011.75	\$160,000	\$1,274.25						
\$61,000	\$696.00	\$111,000	\$1,017.00	\$161,000	\$1,279.50						
\$62,000	\$702.75	\$112,000	\$1,022.25	\$162,000	\$1,284.75						
\$63,000	\$709.50	\$113,000	\$1,027.50	\$163,000	\$1,290.00						
\$64,000	\$716.25	\$114,000	\$1,032.75	\$164,000	\$1,295.25						
\$65,000	\$723.00	\$115,000	\$1,038.00	\$165,000	\$1,300.50						
\$66,000	\$729.75	\$116,000	\$1,043.25	\$166,000	\$1,305.75						
\$67,000	\$736.50	\$117,000	\$1,048.50	\$167,000	\$1,311.00						
\$68,000	\$743.25	\$118,000	\$1,053.75	\$168,000	\$1,316.25						
\$69,000	\$750.00	\$119,000	\$1,059.00	\$169,000	\$1,321.50						
\$70,000	\$756.75	\$120,000	\$1,064.25	\$170,000	\$1,326.75						
\$71,000	\$763.50	\$121,000	\$1,069.50	\$171,000	\$1,332.00						
\$72,000	\$770.25	\$122,000	\$1,074.75	\$172,000	\$1,337.25						
\$73,000	\$777.00	\$123,000	\$1,080.00	\$173,000	\$1,342.50						
\$74,000	\$783.75	\$124,000	\$1,085.25	\$174,000	\$1,347.75						
\$75,000	\$790.50	\$125,000	\$1,090.50	\$175,000	\$1,353.00						
\$76,000	\$797.25	\$126,000	\$1,095.75	\$176,000	\$1,358.25						
\$77,000	\$804.00	\$127,000	\$1,101.00	\$177,000	\$1,363.50						
\$78,000	\$810.75	\$128,000	\$1,106.25	\$178,000	\$1,368.75						
\$79,000	\$817.50	\$129,000	\$1,111.50	\$179,000	\$1,374.00						
\$80,000	\$824.25	\$130,000	\$1,116.75	\$180,000	\$1,379.25						
\$81,000	\$831.00	\$131,000	\$1,122.00	\$181,000	\$1,384.50						
\$82,000	\$837.75	\$132,000	\$1,127.25	\$182,000	\$1,389.75						

VALUATION	FEE
\$183,000	\$1,395.00
\$184,000	\$1,400.25
\$185,000	\$1,405.50
\$186,000	\$1,410.75
\$187,000	\$1,416.00
\$188,000	\$1,421.25
\$189,000	\$1,426.50
\$190,000	\$1,431.75
\$191,000	\$1,437.00
\$192,000	\$1,442.25
\$193,000	\$1,447.50
\$194,000	\$1,452.75
\$195,000	\$1,458.00
\$196,000	\$1,463.25
\$197,000	\$1,468.50
\$198,000	\$1,473.75
\$199,000	\$1,479.00
\$200,000	\$1,484.25

\$200,001 to \$500,000 - \$1,484.25 for the first \$200,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000 - \$3,059.25 for the first \$500,000 plus \$4.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000

\$1,000,000 and up - \$5,309.25 for the first \$1,000,000 plus \$3 for each additional \$1,000, or fraction thereof

*All valuations between dollar amounts are to be rounded upward.

Additional Building Inspection Fees/Information:

Doors – Same Size Opening	No Permit Required
Windows – Same Size Opening	No Permit Required
Replace Floor Coverings	No Permit Required
Accessory Structure	Based on Costs - \$100 Minimum Fee
Reside	Flat \$150 per Building (residential and/or commercial)
Reroof	Flat \$150 per Building (residential and/or commercial)
Signs – Permanent	Flat \$75 regardless of size
Signs – Temporary	Flat \$25 per year
Raze	Flat \$125
Moving	Flat \$250
State Permit Seal (1 & 2 Family)	Current State seal rate plus \$2 per seal
Re-Inspection	Flat \$75 per trip
Site Stabilization/Erosion Control	Flat \$1,000 SSD per 1 & 2 SF Detached Homes/Duplex
Site Stabilization/Erosion Control	Flat \$1,000 SSD for ½ twin home
Plan Review Fees	Flat \$100 per Dwelling Unit
- will be applied to all applicable building permits	Flat \$50 for Residential Additions
	Flat \$50 for Residential Alterations
	Flat \$25 per Deck
	Flat \$200 per Commercial Building
	Flat \$100 per Commercial Addition
	Flat \$100 per Commercial Alteration
	Flat \$150 per Hangar

Motion was seconded by Alderman Weinmeyer and carried.

Municipal Code Self-Publishing Software

Tanya Batchelor explained the current system used for updating our ordinances is to email each new ordinance to Municipal Code. They put the new ordinances on their website, but they are not searchable within the code until codified which is typically done every 12-18 months. The proposal is to change to Municipal Code Self-Publishing software which would allow us to have control of our code and give us the

ability to update our code as soon as a new ordinance is adopted. The cost for this software is \$6,000 annually. Several ordinances are waiting to be codified right now. If we use the existing process, this will cost approximately \$5,356. The cost to add these ordinances into the self-publishing software is approximately \$1,260. Staff has looked at the searchability of items in the new code to compare to our existing format and the feedback has been favorable for the new format. Other municipalities using the software find it easy to use. Discussion followed. Alderman Montello moved to approve purchasing the Self-Publishing software from Municipal code for an annual cost of \$6,000 plus approximately \$1,260 to add pending ordinances into the new format, seconded by Alderman Kittel and carried.

Police Department Siding Bids

Rae Ann Ailts explained the Police department building had hail damage to the roof in 2017. At the last meeting, the Council allowed staff to request an extension from the insurance company to complete the repairs. This extension was granted, so staff then requested bids for the repairs. The following bids were received:

All Exteriors	\$35,379.00
Krumm Siding & Roofing	\$26,883.68

Insurance has agreed to pay low bid from Krumm Siding and Roofing. Alderman Kittel moved to approve the low bid of \$26,883.68 from Krumm Siding and Roofing with repairs to be completed no later than September 1, 2019, to complete the repairs, seconded by Alderman Lindell and carried

Sports Center Repairs

The Sports Center received damage in March from heavy snow accumulation. Insurance was notified and staff contacted three contractors to provide estimates for the repairs. Two quotes were received:

JG Hause	\$9,616.37
Krumm	\$9,752.06

The City is not required to bid the RFP process as the cost is less than \$25,000. We are required to give a Class I notice prior to awarding the bid. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION NO. 041904
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AWARDING A PUBLIC CONTRACT FOR
REPAIRS TO THE SPORTS CENTER

WHEREAS, the City of New Richmond owns the Sports Center building at 450 Sports Center Road, New Richmond; and

WHEREAS, this building sustained damage due to the excessive snowfall in February; and

WHEREAS, the City of New Richmond has filed an insurance claim for the damage to the Sports Center Building received quotes for the repairs; and

WHEREAS, the City Council of the City of New Richmond, St. Croix County, Wisconsin, by this resolution, adopted by a majority of the council on a roll call voted with a quorum present and voting and proper notice having been given, resolves and orders as follows:

The City Council is authorized to enter into a public contract, as defined under Section 60.47 (1), Wisconsin Statutes, with an estimated cost of the public contract to the City of more than \$5,000, but not more than \$25,000, to be executed by the City Council or its agents after May 13, 2019.

Due to the estimated cost of the public contract to the City of New Richmond, the City Clerk shall publish this resolution as a class I notice under Section 985.07, Wisconsin Statutes, before the above-noted public contract execution date as required under Section 60.47 (2) (a) Wisconsin Statutes.

Any person interested in the proposed public contract to be executed shall contact Mark Evans at 715-246-4268 by May 13, 2019.

This Resolution shall be in full force and effect from and after its passage and approved as provided by law.

Motion was seconded by Alderman Kittel and carried.

Alderman Montello moved to accept the low bid from JG Hause for \$9,616.37, seconded by Alderman Kittel and carried.

Proclamation for Small Business Week

The Forward New Richmond Committee requested City Council approval of a proclamation for Small Business Week. Alderman Montello moved to approve the following proclamation, seconded by Alderman Lindell and carried.

City of New Richmond
Small Business Week Proclamation

WHEREAS, the City of New Richmond's progress has been driven by pioneers who think big, take risks and work hard; and

WHEREAS, from the storefront shops that anchor our main street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and

WHEREAS, small business owners and our main street businesses have energy and a passion for what they do; and

WHEREAS, when we support our small businesses, jobs are created and our local community preserves our unique culture; and

WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and

WHEREAS, the City of New Richmond supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.

NOW, THEREFORE, I, Fred Horne, Mayor of the City of New Richmond, do hereby proclaim May 5 through May 11, 2019, as SMALL BUSINESS WEEK in the City of New Richmond

Communications and Miscellaneous

Mike Montello congratulated staff who were involved with the recent application for rezoning for the professional way in which the situation was handled. Mike Darrow stated that he was proud of the process and the transparency during the process.

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

Meeting adjourned at 6:07 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL MAY 13, 2019

VO #	PAYMENT TO:	AMOUNT
63388	BALDWIN LIGHTSTREAM	582.90
63389	AMERICAN SIGNAL CORPORATION	1,373.49
63390	BENEFIT EXTRAS, INC	401.25
63391	CEDAR CORPORATION	510.68
63392	CITY UTILITIES - LANDFILL	232.87
63393	E O JOHNSON BUSINESS TECHNOLOGIES - CONTRACT	5,049.00
63394	E O JOHNSON BUSINESS TECHNOLOGIES - OTHER	365.00
63395	ECKBERG LAMMERS P.C.	5,257.50
63396	FRONTIER COMMUNICATIONS	870.99
63397	HEALTHCHECK 360	2,625.00
63398	INDUSTRIAL HEALTH SERVICES NETWORK INC	160.80
63399	LEAGUE OF WI MUNICIPALITIES	360.00
63400	MAHLER, ARIK	200.00
63401	MARTIN-MCALLISTER	500.00
63402	MIDWEST TAPE	49.99
63403	MSA PROFESSIONAL SERVICES INC (WI)	2,666.00
63404	NORTHERN BUSINESS PRODUCTS	610.32
63405	REM INSPECTING LLC	300.00
63406	SCHWAAB INC	57.63
63407	THE COOPERATIVE FINANCE ASSOCIATION, INC	433.14
63408	THRESHING TABLE FARM	550.00
63409	VILLAGE OF SOMERSET	7.11
63410	WASHDEALS, LLC	96.00
63411	WI CITY/COUNTY MANAGEMENT ASSN	198.00
63412	WI DEPT OF JUSTICE - TIME	366.00
63413	AMAZON (CITY)	1,528.13
63414	CBS SQUARED, INC	1,124.00
63415	CDW GOVERNMENT, INC	927.60
63416	CITY UTILITIES - 2ND BILLING	26,017.78
63417	DILIGENT CORPORATION	10,500.00
63418	FRONTIER COMMUNICATIONS (2)	53.45
63419	NEW RICHMOND CHAMBER OF COMMERCE	440.00
63420	RADDATZ, DENNIS	200.00
63421	ST CROIX COUNTY SHERIFF'S DEPT	1,140.60
63422	SWANDA, ADAM	5,000.00
63423	TABLE 65	843.11
63424	VILLAGE OF STAR PRAIRIE	161.63
63425	VILLAGE OF STAR PRAIRIE	46.30
63426	WI DEPT OF TRANSPORTATION (2)	445.00
63427	WILLIAMSON & SILER S.C.	2,441.81
63428	XCEL ENERGY (2)	27.43
63429	MANITOU PROPERTIES	150.00
63430	BALDWIN LIGHTSTREAM	572.42
63431	CITY UTILITIES - OTHER	105.39
63432	CONFIDENTIAL RECORDS, INC	47.25
63433	LANGENBACK, BEVERLY	301.60
63434	THE COOPERATIVE FINANCE ASSOCIATION, INC	422.02
63435	YORK, RYAN	11.40
63436	ADVANCED DISPOSAL	16,453.06
63437	AMAZON (LIBRARY)	2,528.20
63438	ATWOOD, JOSEPH	718.59
63439	AUTH CONSULTING & ASSOCIATES, INC	576.00
63440	BAKER TILLY VIRCHOW KRAUSE, LLP	490.00
	SUBTOTAL	97,096.44

	SUBTOTAL CARRIED FORWARD	97,096.44
63441	BENEFIT EXTRAS, INC	372.25
63442	BOYCEVILLE PUBLIC LIBRARY	20.00
63443	BUTLER, NICKOLAS	300.00
63444	CARLSON DETTMANN CONSULTING	4,156.42
63445	CEDAR CORPORATION	888.00
63446	CEMSTONE - READY MIX INC	59.50
63447	CEMSTONE PRODUCTS CO., INC	30.54
63448	CITY UTILITIES - 1ST BILLING	1,368.44
63449	CITY UTILITIES - LANDFILL	246.62
63450	CITY UTILITIES - SAC CHARGES	24,450.00
63451	CITY UTILITIES - SALES TAX	192.48
63452	CITY UTILITIES - WATER IMPACT FEES	24,450.00
63453	CLEAR CHOICE BUSINESS SOLUTIONS, LLC	1,462.50
63454	CLEAR LAKE PUBLIC LIBRARY	31.99
63455	CLOG UN-BOGGLER INC	275.00
63456	COMMUNITY COLLABORATION	700.00
63457	COMPAS	18.00
63458	CROSS NURSERIES, INC	3,145.20
63459	E O JOHNSON COMPANY, INC	1,523.17
63460	FORAGER'S HARVEST	150.00
63461	FOREMAN FIRE SERVICE & REPAIR	16,422.64
63462	FORUM COMMUNICATIONS COMPANY	989.46
63463	FRONTIER AG & TURF	13,000.00
63464	GHD SERVICES INC	9,254.06
63465	HUDSON PHYSICIANS S.C.	160.00
63466	IFLS LIBRARY SYSTEM	683.74
63467	INDUSTRIAL SAFETY	2,693.02
63468	KUNZ'S ALL TEMMPS INC	25,382.00
63469	KWIK TRIP/KWIK STAR STORES	4,621.74
63470	KWONG, PETER H	150.00
63471	LE PHILLIPS MEMORIAL PUBLIC LIBRARY	9.99
63472	MENOMONIE PUBLIC LIBRARY	30.00
63473	MICHAEL BEST & FRIEDRICH LLP	142.50
63474	MILLTOWN PUBLIC LIBRARY	20.00
63475	NORTHERN BUSINESS PRODUCTS	412.56
63476	OWEN ASSESSING LLC	2,066.67
63477	PELNAR, KATHLEEN	190.23
63478	PRESCOTT PUBLIC LIBRARY	17.00
63479	REALIVING, LLC	600.00
63480	ROTARY CLUB OF NEW RICHMOND	165.00
63481	RUNNING, INC	15,244.72
63482	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	141.90
63483	SCIENCE TELLERS	325.00
63484	SECURIAN FINANCIAL GROUP, INC	2,255.37
63485	SHORT-ELLIOTT-HENDRICKSON	2,975.84
63486	SIMON ELECTRIC INC	822.00
63487	ST CROIX COUNTY CLERK	344.20
63488	ST CROIX COUNTY HIGHWAY DEPT	10,714.04
63489	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	860.71
63490	STATE OF WI - COURT FINES & ASSESSMENTS	2,593.88
63491	STRUCTURAL BUILDINGS OF MINNESOTA, INC	35,900.00
63492	SUNDQUIST, KYLE	20.00
63493	SWANSON, AMANDA	13.00
	SUBTOTAL	310,157.82

	SUBTOTAL CARRIED FORWARD	310,157.82
63494	THE ACCESSORY SHOP INC	2,491.50
63495	UW EXTENSION	35.00
63496	VERIZON WIRELESS (CITY)	440.55
63497	VILLAGE OF STAR PRAIRIE	96.52
63498	WASHINGTON NATIONAL INS CO	200.80
63499	WASTE MANAGEMENT OF WI-MN	487.15
63500	WEST WISCONSIN INSPECTION AGENCY, LLC	10,131.41
63501	WI DEPT OF AG, TRADE & CONSUMER PROTECTION	4,000.00
63502	WI MUNICIPAL COURT CLERKS ASSN	270.00
63503	WI PROFESSIONAL POLICE ASSN, INC	672.00
63504	WITC - NEW RICHMOND CONF CTR	132.00
63505	XCEL ENERGY	3,700.28

TOTAL VOUCHERS 332,815.03

ELECTRONIC FUND TRANSFERS

PAYROLL (4/12, 4/26 & 5/10)	395,392.96
DEFERRED COMP	11,903.42
ROTH - WI	650.00
FEDERAL W/H	93,698.00
STATE W/H	18,209.23
POSTAGE	-
MEDICAL PREMIUMS	81,818.64
RETIREMENT	88,127.33
VISA P-CARDS	28,511.03
HRA	6,307.85
HSA - ER CONTRIBUTIONS	1,583.28
WI-SCTF	2,404.56
FLEX SPENDING	5,374.88
EMPLOYEE FUND	266.00
FIREMAN DUES	570.00
AFLAC	1,026.96
DISABILITY INSURANCE	2,649.51
INVOICE - SPEEDWAY	8,923.17
DELQ STATE TAX - REMITTANCES	190.20
RESTITUTIONS	25.00
IMPACT FEE TRANSFERS	51,344.00
INVESTMENT TRSFR - BREMER	-
INVESTMENT TRASFR - LIBRARY	-
TID FEES	900.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	-

TOTAL ELECTRONIC FUNDS 804,042.69

GRAND TOTAL 1,136,857.72

FRED HORNE, MAYOR



TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator
Sarah Reese, HR Manager and Executive Assistant

DATE: May 8, 2019

RE: Administration Update

Work Anniversary Highlights – In the month of May, we are celebrating the following employees work anniversaries:

- Weston Arndt – Electric Superintendent, celebrating 1 year
- Bernardine Duerkop – Circulation Assistant, celebrating 1 year
- Mark Evans – Building Maintenance, celebrating 2 years
- Noah Wiedenfeld – Planning Director, celebrating 4 years
- Britta Kingwill – Assistant Librarian, celebrating 5 years
- Mark Meininger – Firefighter, celebrating 5 years
- Jeff Swanson – Firefighter, celebrating 5 years
- Jonathan Haffner – Firefighter, celebrating 9 years
- Renee Keating – Municipal Court Judge, celebrating 11 years
- Andy Westmoreland – Detective, celebrating 15 years
- Tom Meier – Public Works, celebrating 19 years
- Eric Knutson – Meter Technician, celebrating 25 years
- Beverly Langenback – Deputy Treasurer, celebrating 30 years
- Jim VanderWyst – Fire Chief, celebrating 37 years

May Wellness Challenge – We are excited to have launched a May Wellbeing Challenge last week! All Council, Board and Commission members as well as staff are welcome and encouraged to participate in completing the matrix below. Throughout the month, we challenge you to complete a row/column/diagonal of the matrix card. Kudos to anyone who is able to complete a blackout!

May Wellness Challenge

5 minute meditation daily for one week	Do one Random Act of Kindness (RAK) each week.	Bike/Walk to work	Ask a friend to be a Wellness Buddy for the month	Take 30 minutes for yourself once a week that makes you happy or relaxes you
Take one week to enjoy only home cooked meals	Watch a Ted Talk	Read a book for 1/2 an hour a day	Complete an annual physical, dental exam or vision screening	Park farther away from a building and enjoy the longer walk
Challenge yourself to do something out of the ordinary	Try a new physical activity	FREE SPOT	Floss - your teeth (or the dance)	Take a family photo
Check in on your financial goals	Walk the John Doar Trail	Stretch for 5 minutes each day	Enjoy the StoryWalk at Mary Park	Journal daily for the month
Try a new recipe that has a minimum of two vegetables	Enjoy a device free (including TV) dinner one day per week	Fill a box to donate to charity	Drink at least 64 oz of water each day	Plant a tree



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: May 13, 2019
RE: Finance Department Monthly Update

Budget 2020

On an annual basis, the City develops, adopts and implements the City’s financial plan, more commonly referred to as the budget. The budget serves as the fiscal roadmap for how City resources will be expended to support services. The City strives to achieve a collaborative and inclusive budgeting process where City resources align community objectives, department goals and the overall mission of the City.

The 2020 budget process kicks off this month with a series of questions being sent to department heads. The intent of the questions is to foster conversation with staff and aid in the review of operational needs and opportunities within their respective departments well as all City operations.

In the coming weeks, department heads will meet to review the budget process, timeline and begin general discussions regarding opportunities.

The timeline to the right provides a general overview of the budget process and milestones.





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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 8, 2019

SUBJECT: Monthly Update

Trail View Homes Subdivision

Robin Haffner is seeking to subdivide property near the Doar Prairie Restoration to create six lots for residential development. The preliminary and final plat applications were approved by the Plan Commission on May 7, and will be on the City Council's May meeting agenda.

Development Agreement - Premier Foster Place, LLC

City staff and the City Attorney are working on the development agreement for the Foster Place apartment complex, which was approved by the Plan Commission earlier this spring. This project would consist of six, twelve-unit apartment buildings. The development agreement will be discussed at the City Council's May meeting.

Awards from WAHPC

The Wisconsin Association of Historic Preservation Commissions recently recognized the City of New Richmond with a Historic Preservation Excellence Award for its successful downtown façade grant program. Noah was also recognized with an award for his advocacy efforts. The WAHPC, formally affiliated with the Wisconsin Historical Society, connects the work of local historic preservation commissions with broader preservation trends in order to preserve historic structures and to enhance the local economy.

Downtown Façade Grants

Two additional building renovation projects began in early May: the Anytime Fitness/Five Loaves Food Shelf building on W 3rd Street, and the GVZ accounting office on Knowles Avenue. First National Community Bank is also improving their building façade, although this project did not involve grant funds. The Travel Leaders building project, which began last fall, will be completed early this summer.

Mary Park Pickleball Courts

The permanent pickleball courts at Mary Park will be completed soon. The only remaining work includes striping the lines and placing the posts/nets. A grand opening event will be scheduled in May in partnership with the NRRP and the New Richmond Pickleball Association.

Freedom Park Improvements

We had a bid opening in late April for a youth storage building in Freedom Park. The Park Board discussed the project at their April meeting and recommend approval. Construction would begin in June. This item will be on the City Council's May meeting agenda.

New Richmond Recreation Partnership

The NRRP is planning some small events in the upcoming month, including a Bike to Work Day activity, a pickleball event, and a youth fishing event. We will keep the City Council informed about the dates/times of these activities if you wish to attend or participate.



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Beth Thompson, Community Development Director
DATE: May 6, 2019
SUBJECT: Monthly Report

2019 Contractors Meeting: On April 18, 2019, City staff held a Contractors meeting. This is the first year we have done this type of meeting. During the meeting, staff discussed the following items:

1. Building Inspection hours and cut-off times for next day inspections; erosion control; ufer ground and occupancy.
2. Electric winter follow-up; process for electric services; overhead to underground conversions; temporary services.
3. Water and sewer inspection appointments; protection of curb stop; licenses and being prepared at the job site.
4. Street privilege permits; dumpsters; clear areas for sidewalks and trails; damage to streets, curbs and sidewalks.
5. Planning and programs; additional permitting processes; utility incentive programs.

We had about fifteen contractors in attendance and the meeting was well received.

Building Fee Update: At the April work session, the City Council approved a new fee schedule and additional building department fees. The schedule of fees was put into effect on May 1, 2019, and is very similar to what we have done in the past. The schedule and additional fees can be found on-line at www.newrichmondwi.gov on the Building and Zoning Department page.

Building Permit Update: Below please find our numbers for building permits, dwelling units and construction values for year to date as of April 30, 2019:

As of April 30, 2019

Number of Inspections:	618
Number of Permits:	140
Number of New Dwelling Units:	57
Residential Construction Value:	\$ 9,283,475
Commercial Construction Value:	\$ 2,084,147
Total Value:	\$11,367,622

Economic Development Update: The following updates were put into the packet for Forward New Richmond's April meeting. I wanted to add these to my Council report.

Dance Explosion

FNR recommended the sale of land in the Business and Technical Park (TIF 5) to Shannon Wisemiller (Dance Explosion) at their January 3, 2019, meeting. Since this recommendation, the City Council approved the sale of land, purchase agreement and development agreement. The closing took place on March 26, 2019. At their April 4th meeting, the Plan Commission approved a Conditional Use Permit to allow Dance Explosion, LLC, to construct a 5,700 sq. ft. building. In talking with Derrick Construction this project will be first on their list for construction as soon as weather allows. Anticipated move-in date would be in the fall of 2019. There will be a Groundbreaking Ceremony held on May 8th at 10:00 a.m. at the site.

Phillips Medisize

Over the past six months, Phillips Medisize has been expanding their current building and parking area. They are in the process of creating an addition on the northeast side of their facility and will be adding a 3,400 sq. ft. storage addition to the south side of their facility. Also, watch for changes to their parking lot(s).

Foster Place (PRE/3)

PRE/3, a professional property development and management company from Brookfield, Wisconsin, submitted plans under a Conditional Use Permit to construct six, 12-unit apartment buildings on an 8.7-acre undeveloped parcel located at 801 West Eighth Street. Please see attachments for location, site plan and elevations. Before bringing this application to the Plan Commission, City staff and PRE/3 hosted a community meeting on March 11, 2019. At their April 4th meeting, the Plan Commission approved a Conditional Use Permit to allow multiple dwelling units on one lot for PRE/3. This project is estimated at around \$6M and should start shortly as weather allows. The project will take about 18 months from start to finish. To date the building permit has not been pulled.

Liquid Waste Technology

In February of 2019, a building permit was issued to LWT to complete an interior remodel with some office demo work. This is a smaller project at 540 sq. ft. The project is valued at \$10,000.

Empty side of the State Farm Building |

In February of 2019, a building permit was issued to build-out the west side of this building. The permit stated that this will be a 1,700 sq. ft. build out to include 1,500 sq. ft. of office space and 200 sq. ft. for a common area; 900 sq. ft. will be for future rental space. The project is valued at \$55,000.

Doar, Drill & Skow

In early April of 2019, a building permit was issued to Doar, Drill and Skow to complete an interior renovation. They will be doing some demo work along with new walls, painting, renovations to restrooms, etc. The project is valued at \$100,000.

New Richmond Housing Authority

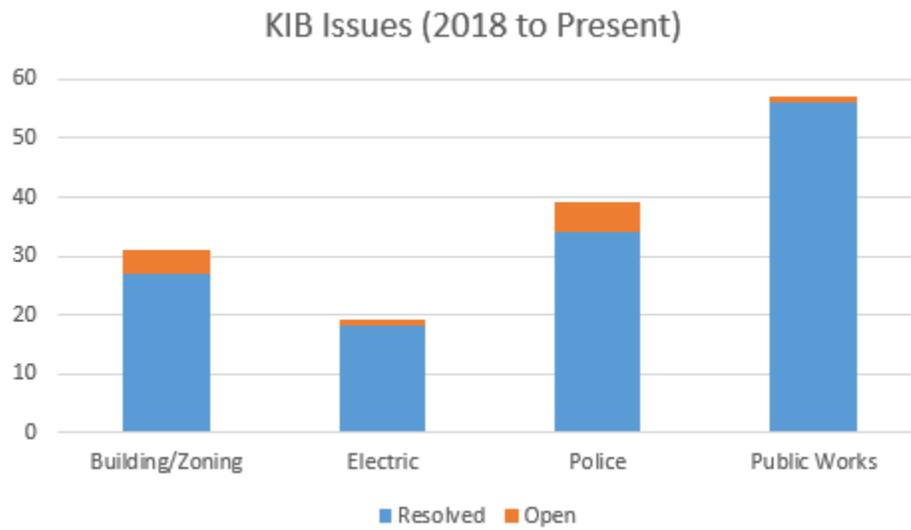
The Housing Authority is remodeling three units and this project is valued at \$150,000.

Keep It Beautiful Update:

The Keep it Beautiful (KIB) app was launched in March of 2018 and has had 146 concerns logged since its inception. So far in 2019, 30 concerns have been logged and 11 remain open/unresolved.

Four of the eleven issues are assigned to the Building/Zoning Department. Code enforcement letters have been mailed to the property owners. We are seeing progress with two of these properties; a third complaint is brand new; and the fourth complaint has been an ongoing issue.

KIB - 2018 to present			
Department	Resolved	Open	Total
Building/Zoning	27	4	31
Electric	18	1	19
Police	34	5	39
Public Works	56	1	57
	135	11	146





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

MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: May 8, 2019
SUBJECT: Public Works Month in Review – April 2019

Winter Revisited

April gave us another taste of winter for the second year in a row. Not only did we get the snow, but the blowing caused extremely limited visibility for our plow truck drivers at times, along with drifting for us to continually remove. Kudos to the crew for staying safe and for getting us through another winter. Here's hoping that May doesn't have any similar tricks up her sleeve.

Yard Waste

Public Works staff provided curbside pickup of leaves and branches starting April 15, and continuing through May 8. Even though our curbside collection has come to a close, the compost site remains open for City residents to haul their own yard waste from 8 AM until dusk every day.

Safety First

In April, most of the staff attended our annual classroom safety training with discussion on exciting acronyms like SDS (Safety Data Sheets), BBP (bloodborne pathogens), PPE (Personal Protective Equipment), and LOTO (lockout tagout).

Parks – Maintain/Improve/Enhance

If you haven't taken a walk through (or at least drive by) Cyclone Park after dark recently, it's really worth a look. City staff installed solar lights at the base of each tree in the park. The intent is to have one tree for each of the 117 victims of the 1899 cyclone. We'll be planting the final trees needed to reach that tally on the 120th anniversary of the cyclone – June 12, 2019.



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



May 13, 2019

Council Department report

On May 8 EO Johnson began the computer upgrade at the police department.

The police department continues to evaluate the in car camera system and body cameras. The storage and downloading has been very time consuming with all of the new data and trying to work out logistics with the District Attorney's office.

The 27 squad car swap out with the new Dodge Durango is nearly complete. We are looking forward to having that car back on the road (hoping by the council meeting)

Many officers have been attending specialized training to include overdose death investigation, death investigation, threat assessment for schools, trauma informed victim interviews and other significant in house training.

The Wisconsin Attorney General came to New Richmond on May 2 for a roundtable with area Chiefs. 21 area Chiefs, ranking officers and Sheriff's attended. Senator Schachtner and Representative Stafsholt were also in attendance.

Lt. Koehler is participating in mock interviews with WITC students to further our recruitment process for future hiring process.

SRO attended PROM with no date with the New Richmond High School.



NEW RICHMOND FIRE & RESCUE

106 South Arch Avenue

New Richmond, Wisconsin 54017

Office: 715-243-0429

Facsimile: 715-246-7129

E-Mail: nrfire@newrichmondwi.gov

April 2019 Month-In-Review

Retirement: Kyle Hinrichs has been a firefighter with NRF&R since June of 2011. For the first few years Kyle lived near the station and during overnight calls, Kyle had the lights on and bay doors opened well before anyone else arrived. A luxury we all enjoyed. Last December, Kyle found himself faced with a realization that he couldn't be two places at once. We worked with Kyle for the past 4 months, and tried to find ways to make it all work. Ultimately, he made the difficult decision to retire. We are thankful for his service and that he had the opportunity to serve.

Hiring: NRF&R is moving forward with recruitment of new firefighters. Signs have been put out advertising your need to hire. At this point, staff numbers aren't critically low; however, given the new training requirements, we want to be ahead of the curve and keep our full complement of 40. The deadline to apply is May 9th. Since, the effort to hire new firefighters is quite extensive, we are looking at the possibility of increasing to 45 firefighters in 2020.

Brush Truck: Our new brush truck is being built by Foreman Fire and is a bit behind schedule. There have been some issues with back ordered parts, and depending on one person to fit wiring warning lights, etc. into his busy schedule has resulted in a slight delay. The truck should be totally ready for use in a few weeks.

Chili Feed: This year's chili feed was fantastic! For about 45 minutes or longer, there wasn't an empty seat in the house! We stepped up to provide extra tables and chairs to accommodate the crowd. Staff worked extra hard this year, doing things beyond the normal assigned tasks. Although it was a busy time, we certainly enjoyed seeing and talking to our guests. The proceeds will be used for a Turnout Gear Dryer, which is specially designed to dry fire gear, gloves and boots. This will improve the turnaround time and get the firefighters' equipment back in service faster. The remaining funds will be spent on additional needed equipment that was agreed upon by all staff. Thanks to everyone!

First Ever MABAS Event for NRF&R: Trying times teach us lessons! NRF&R responded to a structure fire in the Town of Richmond, a home that was hit by lightning. Since it was a daytime event and staff levels were low, we called Roberts/Warren Fire Department to provide one engine and tenders. These resources would be needed to battle a fully involved structure fire. During the storm, the railroad arms at the Knowles Avenue crossing were deployed, causing response delays. After working the fire with limited resources, it became clear that even with the combined efforts, we were stretched to the limit. We called for our first ever MABAS Box Alarm (first level). Initially, I felt we'd be overrun with resources; however, just as we got the first fire under controlled and were beginning to down size, another call came in for a structure

fire in the same neighborhood. Being able to use the firefighters and equipment that were already on hand and their quick response and team work, saved the second house. Additionally, a third neighbor's home was hit by lightning and experienced a natural gas leak. Resources were then directed to the third scene, saving another home. If it wasn't for MABAS, dedication from our neighbors across St. Croix County (including an engine from Lower St. Croix, MN) the outcome would have been very different.

2020: NRF&R has started to gear up for next year by laying out plans and needed equipment that will help make us better. With input from staff and my experience, we'll be able to present a comprehensive plan to the Fire Advisory Board this summer.

All Staff Day: The All Staff Day was very successful. I was asked to present this year and decided to change it up from the normal presentations I was use to giving. The presentation was "outside of the box," and I felt it was well received. Unfortunately, NRF&R was plagued with yet another day of numerous emergency responses. In the end, I had an awesome experience.

Department Training: A lot of training has been taking place at NRF&R. Staff have been involved in classes for Firefighter I, EMT, Fire Officer, HAZMAT, Wildland Firefighting, as well as Tender Operator/Engine Operator/Ladder Operator training. Most of the time spent in training is unpaid, and I'm proud of their willingness to take on these new challenges. It makes our ability to respond to emergencies that much better. Even during the most routine calls, we can experience unexpected situations, and knowing my staff are well-educated, helps provide a better outcome for the people we serve.

There were 22 incidents during the month of April.

Alden Township	1
Erin Prairie	1
City of New Richmond	7
Mutual Aid	2
Richmond Township	7
Stanton Township	2
Star Prairie Township	1
Village of Star Prairie	<u>1</u>
	22



Chief Jim VanderWyst



155 East 1st Street
New Richmond, WI 54017
Phone: 715.243.0431
Fax: 715.246.2691



To: Mayor Fred Horne and City Council
From: Jennifer Rickard, Interim Director
Date: 05.02.19
RE: Library Department Report

April Statistics –

- Checkouts, physical materials – 15,663
- Checkouts, eContent (eBooks, Audiobooks, digital magazines) – 2,031
- New patrons registered – 46
- New items added – 387
- Computer sessions – 948
- Wireless sessions – 2,310
- Door Counter – 10,479 (averages 437 people/day)
- Programs hosted:
 - Kids at the library – 17
 - Adults at the library – 11
 - Kids offsite – 15
 - Adults offsite – 4
- Programs total attendance – 742

April Funding/Donations –

- In April, we brought in \$3,001.24 from fines, fees, copies, replacement library cards, lost & paid materials.
- Donations and Grant funding for the month totaled \$4,636.94 with a breakdown as follows:
 - Kiwanis Club of New Richmond - \$238.00 for our StoryWalk at Mary Park, Different? Same!
 - Bernard's - \$250.00 for Summer Reading Sponsorship of the Mayor's Reading Challenge
 - Williamson & Siler - \$250.00 for Summer Reading Sponsorship of the Mayor's Reading Challenge
 - St. Croix Valley Master Gardeners Association - \$100.00 for a Household Plant Care class with Garden Expressions this fall.
 - Friends of the Library - \$3622.00, which is our first of four donation checks for 2019. The funds for this check are for our five hotspots, lucky day collection, magna tiles and Friday Coffee.



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Upcoming Classes & Events –

- No Babygarten, Little University or Homeschool Hub as we prepare for a “Universe of Stories” Summer Reading Program.
- **May 14** – Online Summer Reading Program registration will open. Program materials will not be available until our Kick-off event on June 10.
- **May 15, 6:00 pm** – **Picking the perfect shrub for Western Wisconsin** – Need help deciding what to plant in your yard? Do you have questions on what type of shrub is already growing in your garden? Enjoy some pruning tips & ideas for a successful garden this year! Bring in photos of shrubs to identify if you are interested.
- **May 18, 10:00 am** – **Characters Welcome, Superheroes** – Join us and two of our favorites superheroes for this special storytime and meet-and-greet.
- **May 21, 11:30 am** – **In the Garden** – Play at WITC sponsored by the Library and Dementia Coalition. A family is confronted with their father’s dementia and the interactions take place in his garden. Witness the ways one child successfully supports his father and the amazing insight his dad shares as the disease progresses. *Registration Required to ADRC.*
- **May 21, 4:00 pm** – Sit. Stay. Read. With Tucker, one of our therapy dogs.
- **May 27** – Library closed for Memorial Day.
- **May 30, 6:00 pm** – **Crafty Adults, Marbled Mugs** – Design your own personal mug. Come learn a new technique on how to decorate a mug and make it your favorite. *Registration Required.*
- **June 3, 10:00 am** – Babygarten
- **June 6-10** – Book sale sponsored by the Friends of the Library
- **June 10, 3:30-6:30** – **Summer Reading Kick-off event** – Join us in Glover Park for an afternoon of adventure as our Summer Reading Program blasts off! Pick up your summer reading materials, enjoy bounce houses, music, tasty treats and more.





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Fax: 715.246.2691



General Updates -

- Jackson Bacon is the winner of our 2019 Mayor Fred Caricature Contest. Jackson's image of Mayor Fred will be used to promote the Mayor's Reading Challenge during our Summer Reading Program. It will also be made into medals that are awarded at the end of the challenge.
- Elizabeth Lockwood started with us on April 11 as a Library Shelver. We are glad to have her on our team.
- Maureen LeVesque celebrated 12 years with the library on April 20. She is an amazing asset to our team with her energy, wonderful ideas and dedication.
- Bernie Duerkop celebrates 1 year with us on May 7. Bernie's smiling face and welcoming personality are a great addition to the library.
- Application deadline for our Summer Reading Intern position is Friday, May 3. Interviews will be conducted soon so we can have an individual hired at the beginning of our Summer Reading Program.
- The deadline for the Request for Proposals for an Executive Recruiting Firm for the Library Director position ended Friday, April 26. We received proposals from seven (7) firms. Sarah and Jennifer reviewed the firms and will be bringing two recommended firms to the Library Board for their consideration at the May 7 Library Board meeting.





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MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: May 13, 2019

SUBJECT: Clerk's Monthly Report

iCompass

We have held three training dates with iCompass for the agenda creator group. I created each of the different agenda types in the system. I'm working with our representative on some minor formatting things right now. Lori and I will meet with our representative this week and again next week to put final touches on the agendas and work on the portal where all of our agenda information will be housed. As soon as we get the formatting completed, we will train the memo creators and council/board members. Our plan is to implement the system on June 1, 2019.

Municode Self-Publishing Software

At the April work session, the Council approved purchasing Municode Self-Publishing Software. We have received a contract and are in the process of reviewing that. Municode is ready to begin the conversion as soon as we sign the contract.



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MEMORANDUM

TO: New Richmond City Council
FROM: Craig Yehlik, Chief of Police
DATE: May 13, 2019
SUBJECT: Ceremonial Swearing in of Matthew Feeney

BACKGROUND

Officer Matthew Feeney has been hired by the New Richmond Police Department.

Action Required

Welcome officer Feeney with a Ceremonial Swearing in by Mayor Fred Horne.



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TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: May 13, 2019
RE: Mayor's Appointments

Background

Mayor Horne will be appointing two members to the Housing Authority to replace two vacancies on the board.

Recommendation

Staff recommends confirmation of the Mayor's appointments to the Housing Authority.



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TO: City Council
FROM: Tanya Batchelor, City Clerk
DATE: May 13, 2019
RE: Resolution Amending Schedule of Fees

Background

Attached is an updated Schedule of Fees that includes changes approved by Council at the last meeting. All changes are indicated in red.

Recommendation

Staff recommends approval of this resolution.

**RESOLUTION #051901
AMENDING THE SCHEDULE OF FEES**

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

Section	License/Fee Type	Fee
2-183	Statement of Real Property Status	\$35.00 per parcel
70-4	Street Excavation Permit	\$400.00 per event
70-7, 105-65	Street Privilege Permit	\$250.00 plus Escrow \$5,000
70-38	Driveway Permit	\$10.00 per application
10-4	Dogs – Spayed or Neutered	\$5.00 annually
	Dogs – Unspayed or Unneutered	\$12.00 annually
10-4	Kennel License	\$100.00 plus \$3 per each dog over 12
	Lost License Fee	\$5.00 each
6-27	Retail “Class A” Intoxicating Liquor	\$500.00 Annually
	Retail Class “A” Fermented Malt Bev	\$500.00 Annually
	Retail “Class B” Intoxicating Liquor	\$500.00 Annually
	Retail Class “B” Fermented Malt Bev	\$100.00 Annually
	Reserve “Class B” Intoxicating Liquor	\$10,000.00 Initial Issuance Fee
6-36	Temporary “Class B” Fermented Malt Beverage	\$10.00 per event
	Wholesaler’s License	\$25.00 annually
	“Class C” Wine License	\$100.00 annually
	Publication Fee	\$50.00 each
6-63	Operator’s License	\$30.00 for 2 years
	Provisional Operator’s License	\$15.00 for up to 60 days
	Police Investigation Fee	\$7.00 each
10-33	Chicken Permit	\$75.00 Initial Fee, \$15 renewal
46-2	Cigarette License	\$100.00 annually
46-141	Direct Seller’s License	\$30.00 per person/per day \$125.00 per person/per month
46-47	Mobile Home Park Operator	\$200.00 annually
50-107	Fireworks Sales Permit	\$125.00 per year
50-153	Fireworks Possession Permit	\$3.00 annually
50-154	Fireworks Users Permit	\$50.00 per event
70-1	Street Use Permit	\$25.00 per event
109-321	Nonmetallic Mining	\$50.00 annually
	Blasting (quarries)	\$100.00 per blasting period
	Gravel Crushing Operation	\$125.00 annually
109-327	Amusement Arcade Application Fee	\$5.00 annually
46-25	Annual Amusement Device License	\$15.00 per machine
46-68	Pawnbroker’s License	\$210.00 annually
	Secondhand Article Dealer’s License	\$27.50 annually
	Secondhand Jewelry Dealer’s License	\$30.00 annually
	Secondhand Article Dealer Mall/Flea Market	\$165.00 annually
70-67	Processions, Parades, Runs, Bicycle Races	\$35.00 per event
70-8	Snow & Ice Removal	\$50 1 st Offense, \$100 2 nd or 3 rd Offense
46-110	Taxicab License	\$50.00 annually plus \$5.00 for each additional cab
46-3	Roller Skating Rinks	\$50.00 annually
66-22	Refuse Collector	\$100.00 annually

66-23	Recycling Fee	\$4.74 per utility billing period
	Compost Fee	\$0.50 per utility billing period
	Holding Tank Fee	\$50.00 annually
	Private Well Operation Permits	\$50.00 for 5-year period
82-97	Truck Parking Permit	\$25.00 annually
90-1	Weed Mowing \$100 per hour (\$100 minimum) per parcel, first offense	
	Weed Mowing \$200 per hour (\$200 minimum) per parcel, second offense	
	Weed Mowing \$300 per hour (\$300 minimum) per parcel, third offense and subsequent	
117-17	Concept Plan	\$150.00 per application/Escrow \$1,500
117-18	Preliminary Plat	\$400.00 plus \$5 per lot over 6/Escrow \$500
	Preliminary Plat – Amended or Revised	\$400.00 plus \$5 per lot over 6
117-19	Final Plat	\$250.00 plus \$2 per lot over 6/No Escrow
	Final Plat – Amended or Revised	\$250.00/Escrow \$500/No Escrow
117-20	Certified Survey Map	\$200.00/Escrow \$1,500
	Amended or Revised CSM	\$200.00/Escrow \$1,500
121-31	Site Plan/Storm Water Review	\$250.00/Escrow \$1,500
121-32	Conditional Use Permit	\$250.00 per application/Escrow \$500
121-29	Rezoning Application	\$250.00 per application/Escrow \$500
121-33	Variance/Appeals Application	\$250.00 first request/Escrow \$500
121-33	Variance/Appeals Application	\$300.00 second request/Escrow \$500
121-35	Extra-Territorial Items	\$200.00 per application/Escrow \$500

Miscellaneous Fees

Copies – BW 8 ½ x 11	\$ 0.25
Copies – Color 8 ½ x 11	\$ 0.50
Copies – BW 11 x 17	\$ 0.50
Copies – Color 11 x 17	\$ 0.75
Rental of Civic Center	\$ 20.00 per hour/ \$50.00 per day
Zoning Map (Color)	\$ 10.00
City Base Map	\$ 5.00
Faxing Fee	\$ 2.00
Copy of Audio for Meeting (Burned to a CD)	\$ 10.00
Assessor Fees - Additions	\$ 25.00 (Remove)
Assessor Fees – New Homes	\$ 50.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 100.00 (Remove)
Elevation Benchmarks Map – Whole City	\$ 200.00
Engineering Deposit – Extra-Territorial Items	\$ 500.00
Engineering Deposit – City CSM & Plats	\$1,500.00
Assessor Fees – Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 – 100.00 (Remove)
Assessor Fees - Residential Additions/Alterations	\$ 25.00 (Remove)
Assessor Fees – Commercial/Manufacturing	\$ 25.00 - 100.00 (Remove)
Annexation Fee	\$ 250.00
Landscape Deposit in Business & Tech Park	\$1,500.00 (Remove)
Printing/Plotting Larger Than 11 x 17	\$ 5.00 per page
Scan & Email Larger Than 11 x 17	\$ 2.50 per page

Miscellaneous Police Department Fees

Alarm Permit Fee	15.00
Fingerprint per card	6.00
Civic Process per person	30.00
Preliminary Breath Test (PBT)	10.00
Parking Citation *	20.00
Parking in Handicap spot	50.00
Bicycle Registration for bike/life	2.00
Open Records	Per Statute
Copy service black & white	.25 per page/side
Copy of service Color page	.30 per page/side
Copy of DVD/Disk	3.00
Photographs	1.50/picture

*If citation is not paid within ten days, **the fine increases to \$40.00**

If not paid within seven more days, **the fine increases to \$60.00**

If not paid within seven more days, a suspension request is sent to the state with a total fine amount increasing to \$100

IMPACT FEES

<u>Water Meter Size</u>	<u>REU Calcs</u>	<u>Impact Fee</u>
3/4" or 5/8"	1	\$4,400
1"	2.5	\$11,000
1.25"	4	\$17,600
1.5"	5	\$22,000
2"	8	\$35,200
3"	15	\$66,000
4"	25	\$110,000
6"	50	\$220,000
8" or larger	80	\$352,000

Passed and approved this 13th day of May, 2019.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, Clerk



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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 9, 2019

SUBJECT: Trail View Homes: Preliminary & Final Plat

PROJECT PROPOSAL

Trail View Homes, LLC seeks to subdivide a 6.9 acre parcel (PID 261-1210-93-050) located on 115th Street, near the Doar Prairie Restoration. Applications have been received for both the preliminary and final plats.

PROCESS

The approval process for preliminary and final plats are identified in Section 117-18.C and Section 117-19.D of the City Code of Ordinances. Applications are first reviewed by the Development Review Committee, followed by the Plan Commission and City Council. Upon approval, the final plat and authorizing resolution are filed with the St. Croix County Register of Deeds.

ACTION	DATE
Applications Submitted	April 4, 2019
Development Review Committee	April 30, 2019
Plan Commission	May 7, 2019
City Council – Final Action	May 13, 2019
Recording with Register of Deeds	Date TBD

EXECUTIVE SUMMARY OF ANALYSIS (RECOMMENDATIONS)

The Development Review Committee and Plan Commission recommend approval of the preliminary and final plat applications, subject to the following conditions:

1. The proposed connection to the existing sanitary manhole will require a core drill, use rubber boot, inside drop, and re-pour the invert to create the new flow line.
2. The proposed sanitary sewer from MH 1 to MH 2 is 425 feet. 400 feet is considered the maximum length. A manhole shall be required in the middle.

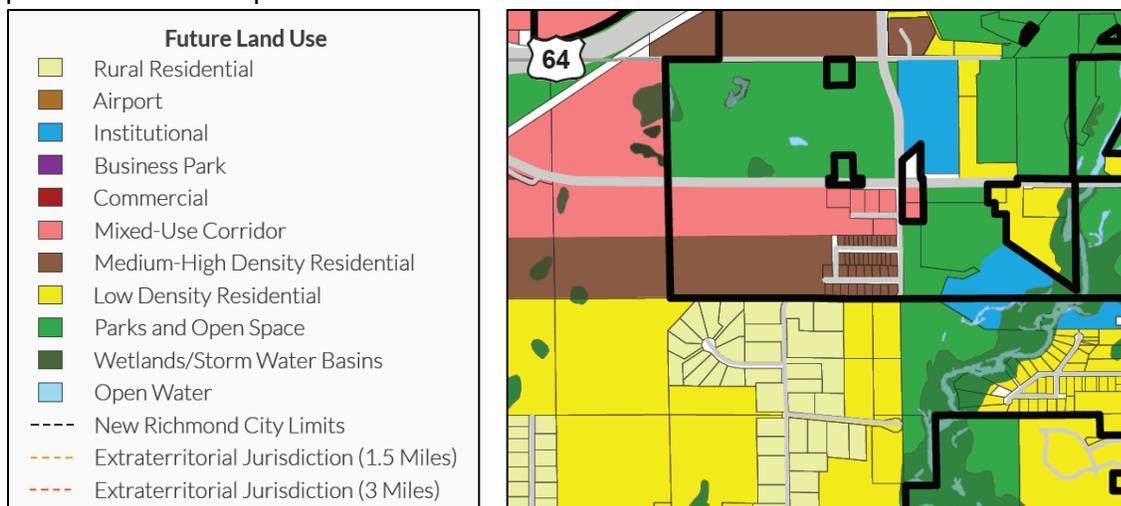
3. The City sanitary manhole shall consist of Neenah casting (R-1642 or equal).
4. The proposed water main should have a gate valve at the connection point. A wet tap shall be required to eliminate a water service outage. All joints and mechanical joints shall be strapped.
5. The proposed water main is Schedule 80 PVC. Ductile Iron (Class 52) shall be required.
6. The proposed water main does not terminate at an approved flushing device. The proposed flushing devices, which are intended for non-potable uses, will not provide sufficient flushing velocity and, in any event, are not located at the end of the water main. A Waterous Pacer WB67 Hydrant shall be required at the end of the water main with a gate valve. Field locking gaskets are required on the last three joints.
7. Sanitary and water laterals go directly under several suggested stormwater attenuation areas. If the homeowner decides to excavate this will result in less than 5' of cover over the pipe. The laterals shall be offset from the suggested stormwater attenuation areas.
8. Shop drawings of sanitary manhole structures shall be provided by the Applicant for review and approval by City staff prior to construction.
9. All utility issues are subject to review and approval by the Director of Public Works.
10. The utility easement shall be at least 30 feet (10 feet either side, and 10 feet between). The easement shall be noted thereon as "Public Easement for Utilities, Storm and Sanitary Sewers, and Water Mains."
11. Stormwater attenuation areas cannot be located on top of the proposed sanitary sewer and water main. The Applicant's plans shall be revised accordingly.
12. Stormwater attenuation note on Sheet C.01 should be revised to "Stormwater Attenuation Areas. See Stormwater Management Plan. Minimum Retained Volume Shall be 2,000 Cubic Feet, as Measured Below The Lowest Outlet. Exact Shape and Location to be Determined by Homeowner Preference. Turf Grass Shall Not Be Planted Within Stormwater Attenuation Area."
13. The Applicant shall provide calculations for times of concentration for the pre- and post-construction watersheds. The assumed times (20 and 16 minutes, respectively) seem excessively long for such small watersheds.
14. The Applicant shall provide copy of site evaluation for infiltration. The assumed infiltration rate of 0.4 inches per hour is significantly higher than Wisconsin DNR's suggested 0.13 inches per hour for Santiago Silt Loam.

15. Construction site erosion control measures shall be installed, maintained, and upon completion of the project, removed.
16. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.
17. The Applicant shall enter into a development agreement with the City of New Richmond that addresses but is not limited to the following matters: financial guarantee, project management, construction plans, inspection, as-built plans, and the acceptance of public improvements.
18. The Applicant shall pay all impact fees according to the Impact Fee Schedule established by the City Council unless otherwise mutually agreed upon in the development agreement.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond 2040 Comprehensive Plan guides the community’s land toward a desired land use pattern and identifies areas in the City for future growth. The Site is located on land designated as parks and open space. This land use category identifies major greenways and natural areas along the Willow River intended to preserve and protect natural resources. This designation was assigned to the parcel during the creation of the map due to its proximity to the Willow River, despite the fact that the property is zoned Z2 Sub-Urban District and has been actively marketed for residential development in recent years. The Site can be served by cost-efficient City infrastructure systems (Policy LU-2.6) and is an infill development within the current City boundaries, which is to be prioritized (Policy LU-1.1). New residential developments that capitalize upon the positive influence of New Richmond’s significant natural environment are to be encouraged (Policy H-1.11). The Development Review Committee believes that the subdivision of the property is consistent with the overall goals and policies of the Comprehensive Plan.

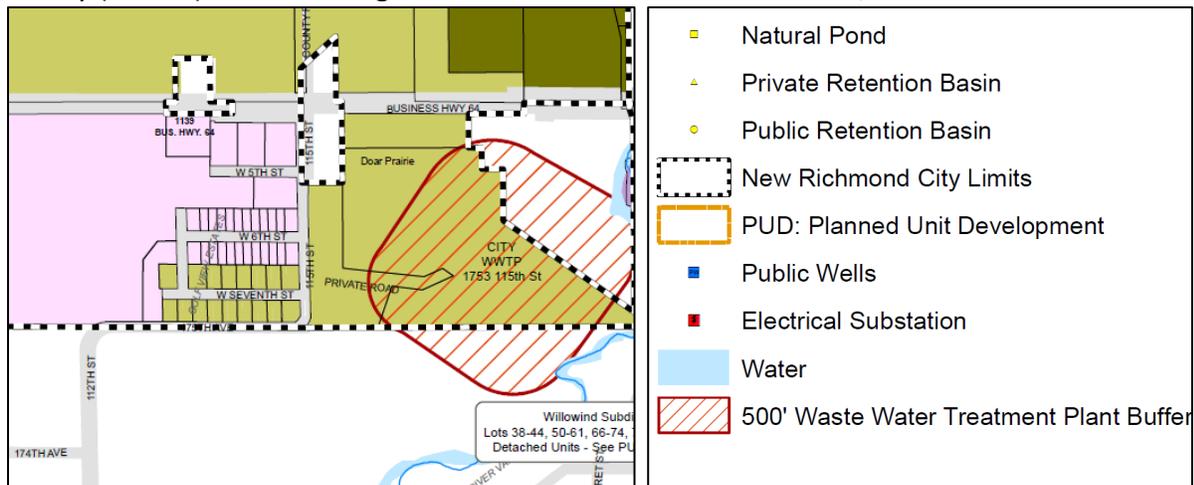


ZONING

The Site is zoned Z2 Sub-Urban District. Per Section 121-38 of the City Code of Ordinances, the purpose of the Z2 Sub-Urban District is to provide opportunities for low density residential areas, limited neighborhood 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. The proposed subdivision and intended development is appropriate given the current zoning designation.

WASTEWATER TREATMENT FACILITY BUFFER ZONE

Outlot 1 and Outlot 2 are located within the 500 foot wastewater treatment plant buffer. Per Section 121-48.G of the City Code of Ordinances and in accordance with Wisconsin Statutes NR 110.15(3)(d) a 500 foot setback is hereby established for all uses, lots, and buildings, except for those owned or operated by the City of New Richmond, from the City wastewater treatment facility (WWTF). Lots 1 through 6 are not located within the buffer, however.



SURROUNDING USES

Single-family residential dwelling units are located to the north, south, and east of the Site. The Doar Prairie Restoration and the wastewater treatment facility are located to the east of the Site. The proposed subdivision of the property is compatible with the surrounding uses, and is unlikely to have an adverse impact on the future development of the surrounding properties.

LOT OCCUPATION

Per Table 5 of the Zoning Ordinance, the minimum lot width for twin homes is 40 feet, and 80 feet for all other uses. Lots 1 through 6 as identified on the preliminary and final plat exceed the minimum lot width requirement.

BUILDING CONFIGURATION

Per Table 5 of the Zoning Ordinance, future principal buildings shall be limited to a maximum of three stories in height.

SETBACKS

Per Table 5 of the Zoning Ordinance, future development of Lots 1 through 6 shall comply with the principal building and accessory structure setbacks shown in the tables below. The setbacks are correctly identified on the preliminary and final plats.

SETBACKS: PRINCIPAL BUILDING	MINIMUM
Principal Front Setback	25 ft.
Secondary Front Setback	20 ft.
Side Setback	5 ft.
Rear Setback	20 ft.

SETBACKS: ACCESSORY STRUCTURE	MINIMUM
Front Setback	25 ft.
Secondary Front Setback	20 ft.
Side Setback	5 ft.
Rear Setback	5 ft.

ARCHITECTURAL DESIGN

Future development shall comply with the building material standards identified in Section 121-49 of the City Code of Ordinances.

LANDSCAPING

Future development shall comply with the minimum landscape standards identified in Table 15 of the Zoning Ordinance.

TRAFFIC IMPACT

Lots 1 through 6 have existing access to 115th Street, which is classified as a collector on the City of New Richmond’s Official Right-of-Way Map. There are no concerns about the ability of 115th Street to accommodate additional traffic associated with the future development of Lots 1 through 6. It should be noted that 115th Street was completely reconstructed in 2015 and now includes street lighting and curb and gutter.

PARKING, DRIVEWAYS, & VEHICULAR CIRCULATION

Per Section 70-39 and Section 121-52 of the City Code of Ordinances, future driveways shall not exceed 24 feet in width at the curb, and shall be constructed of bituminous asphalt, concrete, or pavers.

Outlot 1 is a private driveway. There is an existing permanent easement which provides access to the Doar Prairie Restoration and wastewater treatment plant facility. Outlot 2 also contains a previously recorded easement which provides access to the parcel to the south. The Applicant may wish to dedicate Outlot 1 as public right-of-way since it’s not a developable lot.

BICYCLE & PEDESTRIAN ACCOMMODATIONS

A mixed-use trail was constructed on the west side of 115th Street in 2015 to provide safe off-street accommodations for bicyclists and pedestrians in the neighborhood. Bike lanes were added on the private driveway to connect the trail on 115th Street to the Doar Prairie Restoration. No additional facilities are planned on 115th Street. The City of New Richmond recently received Knowles-Nelson Stewardship funding towards a future off-street trail project that would connect the Doar Prairie Restoration to the Nature Center. Construction of this trail is tentatively scheduled to occur in 2020. No bicycle and pedestrian facility improvements shall be required to be constructed by the Applicant.

UTILITIES

The Applicant has submitted water and sewer plans/profiles. After review by the City's engineering consultant and the Development Review Committee, approval of the preliminary and final plans shall be contingent upon the following conditions:

1. The proposed connection to the existing sanitary manhole will require a core drill, use rubber boot, inside drop, and re-pour the invert to create the new flow line.
2. The proposed sanitary sewer from MH 1 to MH 2 is 425 feet. 400 feet is considered the maximum length. A manhole shall be required in the middle.
3. The City sanitary manhole shall consist of Neenah casting (R-1642 or equal).
4. The proposed water main should have a gate valve at the connection point. A wet tap shall be required to eliminate a water service outage. All joints and mechanical joints shall be strapped.
5. The proposed water main is Schedule 80 PVC. Ductile Iron (Class 52) shall be required.
6. The proposed water main does not terminate at an approved flushing device. The proposed flushing devices, which are intended for non-potable uses, will not provide sufficient flushing velocity and, in any event, are not located at the end of the water main. A Waterous Pacer WB67 Hydrant shall be required at the end of the water main with a gate valve. Field locking gaskets are required on the last three joints.
7. Sanitary and water laterals go directly under several suggested stormwater attenuation areas. If the homeowner decides to excavate this will result in less than 5' of cover over the pipe. The laterals shall be offset from the suggested stormwater attenuation areas.
8. Shop drawings of sanitary manhole structures shall be provided by the Applicant for review and approval by City staff prior to construction.
9. All utility issues are subject to review and approval by the Director of Public Works.

ADEQUACY OF PUBLIC FACILITIES AND SERVICES

Per Section 117-22 of the City Code of Ordinances, a preliminary or final plat shall not be approved unless it is determined that adequate public facilities and public services will be available to meet the needs of the proposed land division in an orderly and cost effective manner and that no public funds other than those already provided in an adopted capital or operating budget are required. Public facilities and services include water, sanitary and storm sewers, fire service, police, parks and open space and recreation facilities, transportation facilities, and schools.

The Site is located in an urban service area where adequate sewer service is presently available for extension, an arterial transmission water main of adequate capacity is available, street maintenance and refuse collection can be provided in an adequate and timely manner, parkland is easily accessible to the future residents of the proposed land division, emergency services can be timely and adequately provided, and the proposed land division is accessible by existing streets adequate to accommodate both existing traffic and traffic to be generated.

LAND DEDICATION

Per Section 117-44 of the City Code of Ordinances, developers shall provide and dedicate to the public adequate land to provide for park, recreation, school, and open space needs of the land development within the City of New Richmond unless the dedication is not compatible with the Comprehensive Plan or is not feasible as determined by the Plan Commission, and as approved by the City Council. In lieu of parkland dedication, developers shall pay to the City an impact fee as established by the Common Council. Since there is already parkland adjacent to the development and there are no additional parks proposed near the Site in the Comprehensive Plan, impact fees would be in the best interest of the public rather than the dedication of a parcel of land for parks. Impact fees are discussed in greater detail later in this report.

EASEMENTS

Per Section 117-41.C of the City Code of Ordinances, an easement for drainage and utilities at least ten feet wide along front and rear lot lines and five feet wide along all abutting side lot lines shall be provided. If necessary for the extension of main water or sewer lines or similar utilities, easements of greater width may be required along lot lines or across lots as approved by the Public Works Director. The width of the proposed utility easement along the east lot line is not sufficient to allow for construction and maintenance of the proposed sanitary sewer and water main. The utility easement shall be at least 30 feet (10 feet either side, and 10 feet between). The easement shall be noted thereon as "Public Easement for Utilities, Storm and Sanitary Sewers, and Water Mains."

GRADING, EROSION CONTROL, & STORMWATER

The applicant has submitted a grading plan, erosion control plan, and storm water management plan. These plans were reviewed by the City's engineering consultant and the Development Review Committee. Approval of the preliminary and final plats shall be contingent upon the following conditions:

1. Stormwater attenuation areas cannot be located on top of the proposed sanitary sewer and water main. The Applicant's plans shall be revised accordingly.
2. Stormwater attenuation note on Sheet C.01 should be revised to "Stormwater Attenuation Areas. See Stormwater Management Plan. Minimum Retained Volume Shall be 2,000 Cubic Feet, as Measured Below The Lowest Outlet. Exact Shape and Location to be Determined by Homeowner Preference. Turf Grass Shall Not Be Planted Within Stormwater Attenuation Area."
3. The Applicant shall provide calculations for times of concentration for the pre- and post-construction watersheds. The assumed times (20 and 16 minutes, respectively) seem excessively long for such small watersheds.
4. The Applicant shall provide copy of site evaluation for infiltration. The assumed infiltration rate of 0.4 inches per hour is significantly higher than Wisconsin DNR's suggested 0.13 inches per hour for Santiago Silt Loam.
5. Construction site erosion control measures shall be installed, maintained, and upon completion of the project, removed.
6. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

DEVELOPMENT AGREEMENT

Per Section 117-23 of the City Code of Ordinances, the City of New Richmond requires that, as a condition of final plat or certified survey approval, the Applicant agrees to make and install all required public improvements and that the Applicant shall provide the City with a development contract and security to ensure that the Applicant will make the required improvements. The development contract shall run with the land and may be recorded against the title of the property. The Applicant, its successors, or assigns agree to that contract with the City. Required public improvements shall be installed by the Applicant at their cost. Required public improvements shall be installed in accordance with the engineering standards and specifications which have been adopted by the City of New Richmond, or otherwise approved prior to the start of construction by the Director of Public Works.

The Applicant shall file an irrevocable letter of credit or certified check as surety to guarantee that such improvements will be completed by the Applicant or their contractors not later than 18 months from the date of recording the plat. As work progresses on installation of improvements constructed as part of the contract, the Director of Public Works, upon written request from the Applicant, is authorized to recommend a reduction in the amount of surety as hereinafter provided. The amount of surety remaining shall be equal to 110% of the estimate of the Director of Public Works of costs of work remaining to be completed and accepted and to ensure performance of the one-year guarantee as specified against defects in workmanship and materials on work accepted.

PROJECT MANAGEMENT

Per Section 117-23.E of the City Code of Ordinances, the Applicant shall designate a project manager who shall be readily available on the project site during the construction of the required public improvements. The project manager shall be granted authority on behalf of the Applicant to make decisions related to the construction of the required public improvements as they may arise during the course of the construction. The project manager shall also be responsible for the scheduling and coordination of the required work to construct the required improvements. Correspondence with or verbal orders to the designated project manager shall have the same authority as with the Applicant directly.

CONSTRUCTION PLANS

Per Section 117-25 of the City Code of Ordinances, construction plans for the required improvements shall be prepared at the Applicant's expense. Such plans, together with the quantities of construction items, shall be submitted to the Director of Public Works for their approval and for their estimate of the total cost of the required improvements; upon approval they shall become a part of the contract required.

CONSTRUCTION AND INSPECTION

Written authorization to start the work shall be obtained from the Director of Public Works prior to the start of any of the work covered by the approved construction plans. During the course of construction, the Director of Public Works shall make such inspections as they or the City Council deem necessary to ensure compliance with the plans and specifications approved. The Applicant shall pay the actual cost incurred by the City for such inspections.

AS-BUILT PLANS

After completion of all public improvements and prior to the final acceptance of said improvements, the Applicant shall make or cause to be made two copies of as-built plans showing the actual "as-built" location of all valves, manholes, stubs, sewers, and water mains and such other facilities as the Director of Public Works shall require.

ACCEPTANCE OF PUBLIC IMPROVEMENTS

Per Section 117-26 of the City Code of Ordinances, upon completion of required improvements, the Applicant shall notify the Director of Public Works, in writing, that the work is complete and ready for final inspection, shall file reproducible record drawings of the completed improvements, and shall file lien waivers or affidavits, in a form acceptable to the Director of Public Works and approved by the City Attorney, evidencing that there are no claims, actions, or demand for damages, based upon contract or tort arising out of or in any way related to the project and that no moneys are owed to any surveyor, mechanic, contractor, subcontractor, materialman, or laborer after all required improvements have been installed. The City Clerk shall certify that there are no unpaid taxes or unpaid special assessments on any of the lands included in the area of acceptance and shall prepare a final billing for engineer, inspection, and legal fees and submit it to the Applicant for payment. The Director of Public Works shall conduct any necessary final inspections of the improvements and forward a report to the City Clerk recommending either approval or disapproval. When the engineering, inspection, taxes,

special assessments, and legal fees have been paid and when the necessary lien waivers and affidavits have been filed, the report of the Director of Public Works, together with the recommendation of the City Clerk, shall be forwarded to the City Council for approval.

The dedication of any improvements, utilities, streets, parks, easements, rights-of-way, or other lands or rights to the City of New Richmond or the public shall not be considered accepted by the City for public ownership until such time as the required public improvements within the intended dedication or necessary because of the intended dedication have been completed and accepted by the City Council by adoption of a resolution accepting such dedication. The Applicant shall be responsible for and liable for the maintenance, safety, and operation of all required public improvements until such time as the improvements are accepted by the City Council by resolution. In the event the City of New Richmond must take measures to maintain, operate, or make safe a public improvement existing or required as a result of the land division but which has not yet been accepted by the City, the costs of such measures shall hereby be determined to be City-incurred costs to be reimbursed to the City by the Applicant.

IMPACT FEES

The City of New Richmond has established a mechanism pursuant to Wisconsin Statute §66.0617 to finance the capital costs of acquiring, establishing, upgrading, expanding, and constructing public facilities that are necessary to accommodate land development. The Applicant shall pay all impact fees according to the Impact Fee Schedule established by the City Council unless otherwise mutually agreed upon in the development agreement.

6. Additional Required Information:

- a. Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

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

Property Owner:  _____

Date: 4-3-19

Applicant:  _____

Date: 4-3-19

Fee Paid: \$ 410

Date: 4/4/19

Receipt # 69146

escrow: \$500

4/4/19

Rec # 69146

Preliminary Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



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

FINAL PLAT APPLICATION
CITY ORDINANCE SECTION 117
www.newrichmondwi.gov

- FINAL PLAT FEE: \$250.00 + \$2.00/LOT** **ESCROW: \$0.00**
 AMENDED OR REVISED FINAL PLAT FEE: \$250 **ESCROW: \$0.00**
Fee should be made payable to City of New Richmond upon submittal of completed application.

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

1. Property Owner Information:

Company name: Trail View Homes, LLC
Last name: Haffner First name: Robin
Address: 1704 156th Street City/State/Zip: New Richmond, WI 54017
Phone number: 715-222-0169 Email address: rchaff@frontiernet.net

2. Applicant Information: (if different from above)

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

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

115th Street (south of County Road "A")

4. Zoning Designation: Z2 Sub Urban

5. Changes from Preliminary Plat: Make note of any differences in property boundaries, easements, etc. from what was proposed in the Preliminary Plat application.

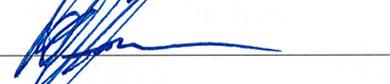
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6. Additional Required Information:

- a. Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the plat incorporating all required modifications of the preliminary plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable ordinance requirements.

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

Property Owner:  _____ Date: 4-3-19

Applicant:  _____ Date: 4-3-19

Fee Paid: \$ 268. Date: 4/4/19 Receipt # 69146

Final Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the City Council meeting later that month.

PLAT OF TRAIL VIEW

PRELIMINARY PLAT / FINAL PLAT ADDITIONAL INFORMATION:

PID # 261-1210-93-050

PARCEL DESCRIPTION

Located in the SW1/4 of the NE1/4 of Section 4, T30N, R19W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Commencing at the S1/4 Corner of Section 4; thence N00°50'01"W, along the north - south 1/4 line of said section, 2672.36 feet to the east - west 1/4 line of said section, being the point of beginning; thence continuing N00°50'01"W, along said north - south 1/4 line, 812.07 feet to the south line of Lot 1 of Certified Survey Map recorded in Volume 5, Page 1474, Document Number 396790 at the St. Croix County Register of Deeds Office; thence N89°30'17"E, along said south line, 235.28 feet to the east line of said Lot 1; thence S00°50'01"E 507.03 feet; thence S84°49'35"E 294.84 feet; thence S83°41'29"E 185.65 feet to the point of curvature of a 120.00 foot radius curve, concave northerly, whose central angle measures 62°05'22", whose chord bears N65°15'50"E and measures 123.77 feet; thence easterly, along the arc of said curve, 130.04 feet; thence S55°45'51"E 80.00 feet to a point on curvature of a 200.00 foot radius curve, concave northerly, whose central angle measures 62°04'58", whose chord bears S65°16'02"W and measures 206.26 feet; thence westerly, along the arc of said curve, 216.71 feet to the point of tangency; thence N83°41'29"W 184.71 feet to a point on curvature of a 628.30 foot radius curve, concave westerly, whose central angle measures 19°02'04", whose chord bears S14°31'48"W and measures 207.77 feet; thence southerly, along the arc of said curve, 208.73 feet to previously said east - west 1/4 line; thence N89°57'54"W, along said east - west 1/4 line, 464.49 feet to the point of beginning.

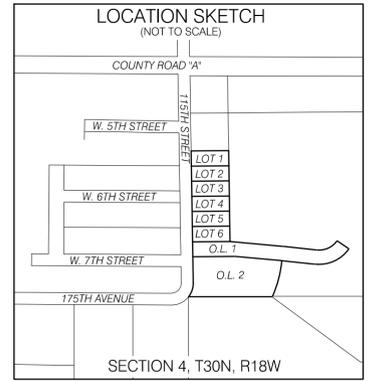
Described parcel contains 6.88 Acres (299,704 sq. ft.). Parcel is subject to Public Road (115th Street) right-of-way and all other easements, restrictions and covenants of record.

WRITTEN NARRATIVE:

Lots created within the proposed plat will meet code requirements upon completion of the platting and construction of the utility services.

PRELIMINARY PLAT: TRAIL VIEW

LOCATED IN THE SW1/4 OF THE NE1/4, OF SECTION 4, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE NORTH - SOUTH 1/4 LINE BEARING N00°50'01"W, ST. CROIX COUNTY COORDINATE SYSTEM
 INSTRUMENT DRAFTED BY EDWIN FLANUM
 JOB NO. 19-10 DWG. PNL
 DRAFTED: 1/31/19 FIELD: 1/10/19
 REVISED:



SURVEYOR
 EDWIN C. FLANUM
 NORTHLAND SURVEYING, INC.
 P.O. BOX 152
 AMERY, WI 54001

OWNER
 TRAIL VIEW HOMES, LLC
 ROBIN HAFNER
 1704 156TH STREET
 NEW RICHMOND, WI 54017

LEGEND

- ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY COORDINATES. POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
- 1" O.D. IRON PIPE FOUND
- 1 5/16" O.D. IRON PIPE FOUND
- 2 3/8" O.D. IRON PIPE FOUND
- 3/4" IRON REBAR FOUND
- 1 1/4" X 18" IRON REBAR SET, WEIGHING 4.30 LBS. PER LINEAR FOOT
- 3/4" X 18" IRON REBAR SET, WEIGHING 1.50 LBS. PER LINEAR FOOT
- ▲ COMPUTED POSITION (NOT MONUMENTED)
- DRAINAGE AND UTILITY EASEMENT (WIDTH AS SHOWN)
- SANITARY MANHOLE
- CURB STOP
- GATE VALVE
- HYDRANT
- UNDERGROUND TELEPHONE

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes, the Subdivision Regulations of the City of New Richmond, and under the direction of Robin Hafner, owner of the land described on this plat, I have surveyed, divided and mapped TRAIL VIEW; that such plat correctly represents the exterior boundaries and the subdivision of the land surveyed; and that this plat is located in the SW1/4 of the NE1/4 of Section 4, T30N, R19W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Commencing at the S1/4 Corner of Section 4; thence N00°50'01"W, along the north - south 1/4 line of said section, 2672.36 feet to the east - west 1/4 line of said section, being the point of beginning; thence continuing N00°50'01"W, along said north - south 1/4 line, 812.07 feet to the south line of Lot 1 of Certified Survey Map recorded in Volume 5, Page 1474, Document Number 396790 at the St. Croix County Register of Deeds Office; thence N89°30'17"E, along said south line, 235.28 feet to the east line of said Lot 1; thence S00°50'01"E 507.03 feet; thence S84°49'35"E 294.84 feet; thence S83°41'29"E 185.65 feet to the point of curvature of a 120.00 foot radius curve, concave northerly, whose central angle measures 62°05'22", whose chord bears N65°15'50"E and measures 123.77 feet; thence easterly, along the arc of said curve, 130.04 feet; thence S55°45'51"E 80.00 feet to a point on curvature of a 200.00 foot radius curve, concave northerly, whose central angle measures 62°04'58", whose chord bears S65°16'02"W and measures 206.26 feet; thence westerly, along the arc of said curve, 216.71 feet to the point of tangency; thence N83°41'29"W 184.71 feet to a point on curvature of a 628.30 foot radius curve, concave westerly, whose central angle measures 19°02'04", whose chord bears S14°31'48"W and measures 207.77 feet; thence southerly, along the arc of said curve, 208.73 feet to previously said east - west 1/4 line; thence N89°57'54"W, along said east - west 1/4 line, 464.49 feet to the point of beginning.

Described parcel contains 6.88 Acres (299,704 sq. ft.). Parcel is subject to Public Road (115th Street) right-of-way and all other easements, restrictions and covenants of record.

Edwin C. Flanum, PLS 2487

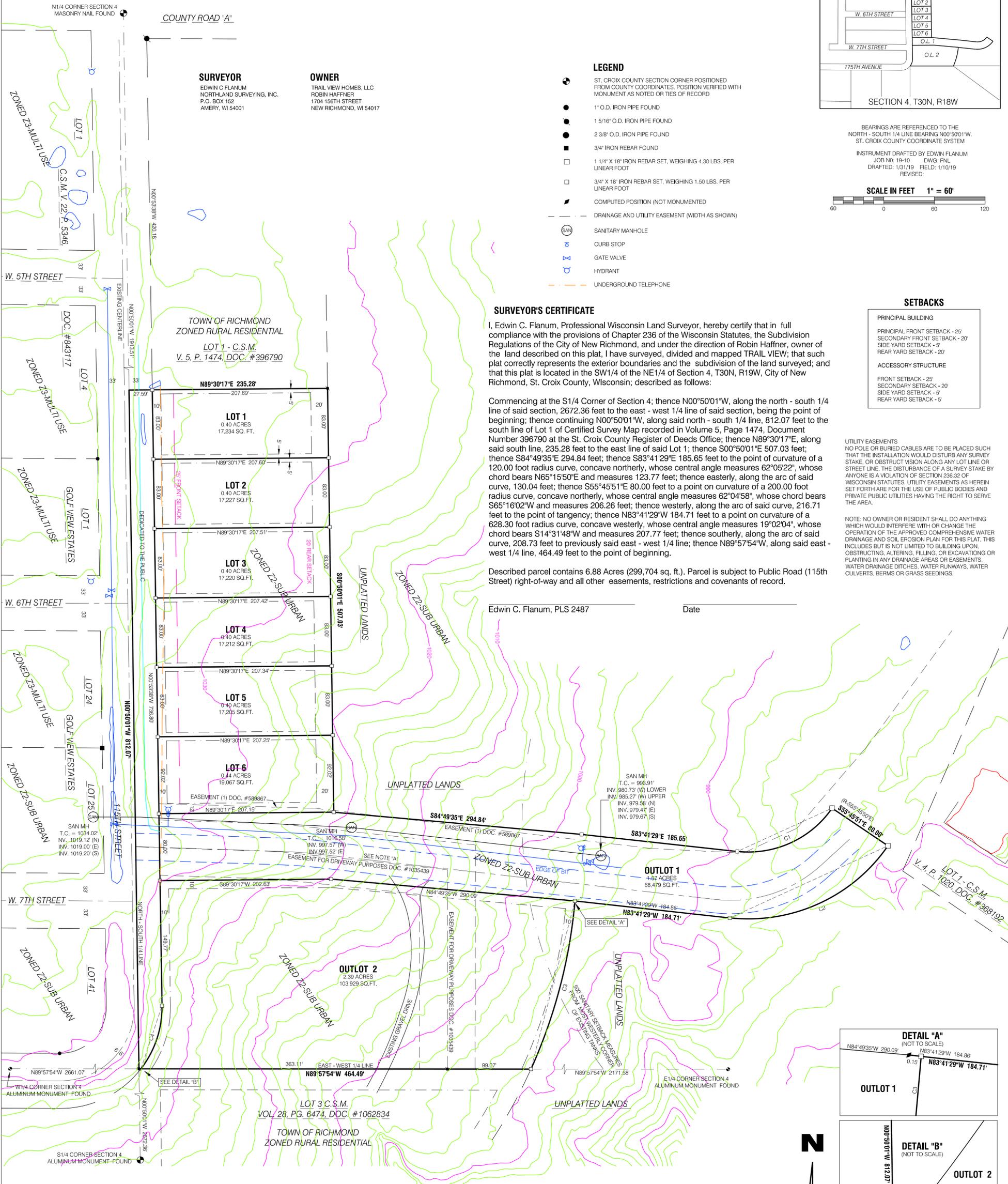
Date

SETBACKS

- PRINCIPAL BUILDING**
- PRINCIPAL FRONT SETBACK - 25'
 - SECONDARY FRONT SETBACK - 20'
 - SIDE YARD SETBACK - 5'
 - REAR YARD SETBACK - 20'
- ACCESSORY STRUCTURE**
- FRONT SETBACK - 25'
 - SECONDARY SETBACK - 20'
 - SIDE YARD SETBACK - 5'
 - REAR YARD SETBACK - 5'

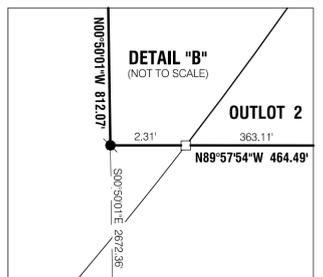
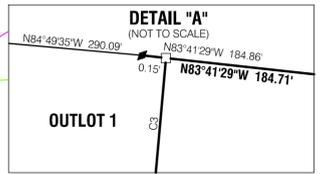
UTILITY EASEMENTS
 NO POLE OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE, OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREA.

NOTE: NO OWNER OR RESIDENT SHALL DO ANYTHING WHICH WOULD INTERFERE WITH OR CHANGE THE OPERATION OF THE APPROVED COMPREHENSIVE WATER DRAINAGE AND SOIL EROSION PLAN FOR THIS PLAT. THIS INCLUDES BUT IS NOT LIMITED TO BUILDING UPON, OBSTRUCTING, ALTERING, FILLING, OR EXCAVATING OR PLANTING IN ANY DRAINAGE AREAS OR EASEMENTS, WATER DRAINAGE DITCHES, WATER RUNWAYS, WATER CULVERTS, BERMS OR GRASS SEEDINGS.



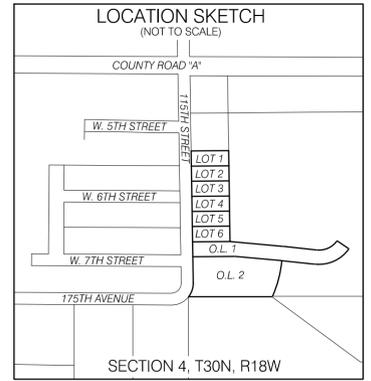
CURVE DATA

CURVE	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT-IN	TANGENT-OUT
C1	120.00'	62°05'22"	N65°15'50"E	123.77'	130.04'	S83°41'29"E	N34°13'09"E
C2	200.00'	62°04'58"	S65°16'02"W	206.26'	216.71'	S34°13'33"W	N83°41'29"W
C3	628.30'	19°02'04"	S14°31'48"W	207.77'	208.73'	S05°00'46"W	S24°02'50"W
C4	121.00'	38°22'26"	N18°17'34"E	79.53'	81.04'	N37°28'47"E	N00°53'38"W



TRAIL VIEW

LOCATED IN THE SW1/4 OF THE NE1/4, OF SECTION 4, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.



BEARINGS ARE REFERENCED TO THE NORTH - SOUTH 1/4 LINE BEARING N00°50'01"W, ST. CROIX COUNTY COORDINATE SYSTEM
 INSTRUMENT DRAFTED BY EDWIN FLANUM
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 REVISED:



SURVEYOR
 EDWIN C FLANUM
 NORTHLAND SURVEYING, INC.
 P.O. BOX 152
 AMERY, WI 54001

OWNER
 TRAIL VIEW HOMES, LLC
 ROBIN HAFNER
 1704 156TH STREET
 NEW RICHMOND, WI 54017

There are no objections to this plat with respect to Secs. 236.15, 236.16, 236.20 and 236.21(1) and (2), Wis. Stats. as provided by s. 236.12, Wis. Stats.

Certified _____, 20____

Department of Administration

LEGEND

- ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY COORDINATES, POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
- 1" O.D. IRON PIPE FOUND
- 1 5/16" O.D. IRON PIPE FOUND
- 2 3/8" O.D. IRON PIPE FOUND
- 3/4" IRON REBAR FOUND
- 1 1/4" X 18" IRON REBAR SET, WEIGHING 4.30 LBS. PER LINEAR FOOT
- 3/4" X 18" IRON REBAR SET, WEIGHING 1.50 LBS. PER LINEAR FOOT
- ▲ COMPUTED POSITION (NOT MONUMENTED)
- - - DRAINAGE AND UTILITY EASEMENT (WIDTH AS SHOWN)

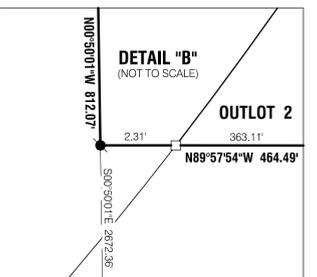
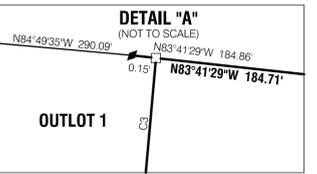
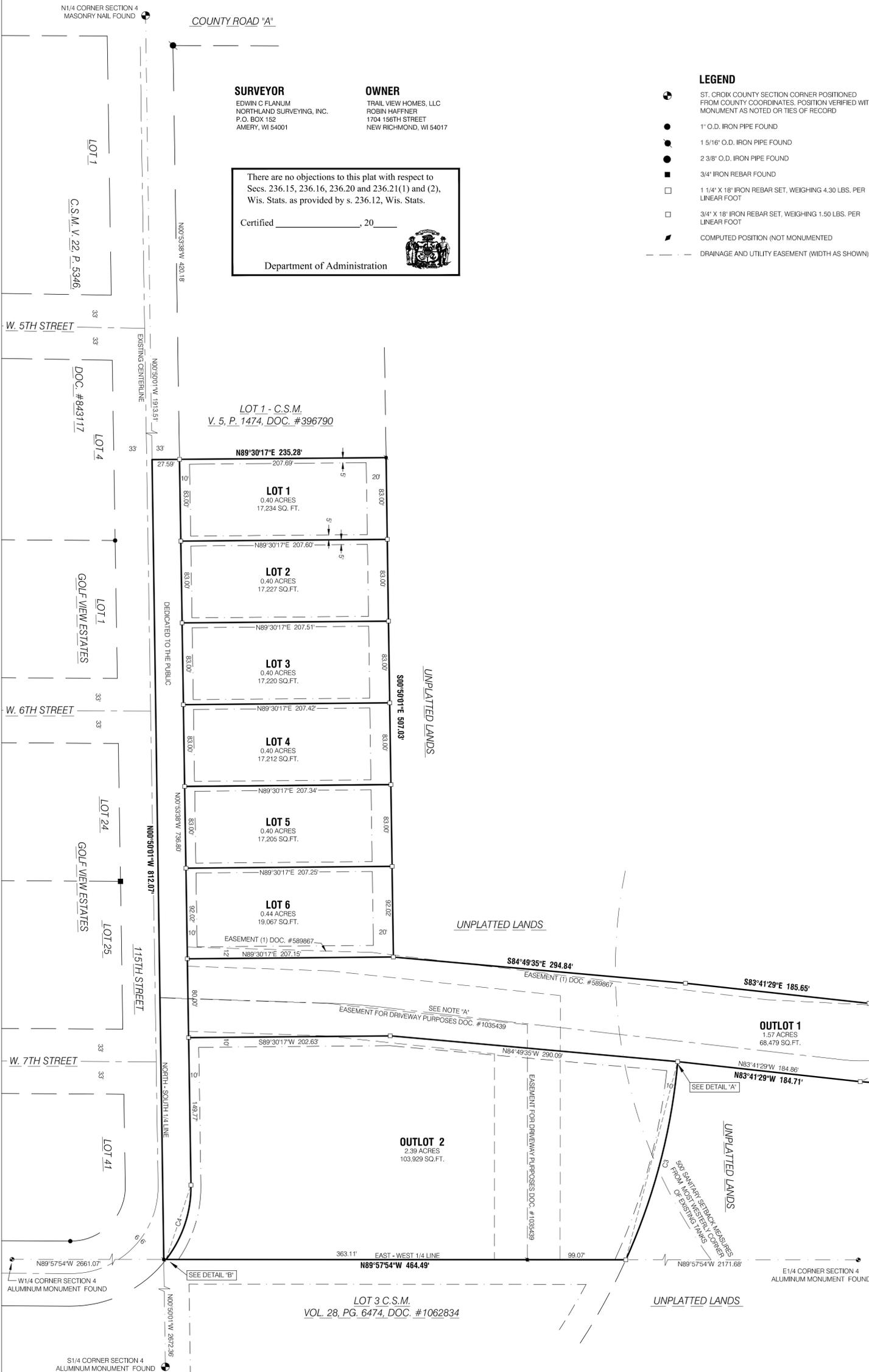
SETBACKS

PRINCIPAL BUILDING
 PRINCIPAL FRONT SETBACK - 25'
 SECONDARY FRONT SETBACK - 20'
 SIDE YARD SETBACK - 5'
 REAR YARD SETBACK - 20'

ACCESSORY STRUCTURE
 FRONT SETBACK - 25'
 SECONDARY SETBACK - 20'
 SIDE YARD SETBACK - 5'
 REAR YARD SETBACK - 5'

UTILITY EASEMENTS
 NO POLE OR BURIED CABLES ARE TO BE PLACED SUCH THAT THE INSTALLATION WOULD DISTURB ANY SURVEY STAKE, OR OBSTRUCT VISION ALONG ANY LOT LINE OR STREET LINE. THE DISTURBANCE OF A SURVEY STAKE BY ANYONE IS A VIOLATION OF SECTION 236.32 OF WISCONSIN STATUTES. UTILITY EASEMENTS AS HEREIN SET FORTH ARE FOR THE USE OF PUBLIC BODIES AND PRIVATE PUBLIC UTILITIES HAVING THE RIGHT TO SERVE THE AREA.

NOTE: NO OWNER OR RESIDENT SHALL DO ANYTHING WHICH WOULD INTERFERE WITH OR CHANGE THE OPERATION OF THE APPROVED COMPREHENSIVE WATER DRAINAGE AND SOIL EROSION PLAN FOR THIS PLAT. THIS INCLUDES BUT IS NOT LIMITED TO BUILDING UPON, OBSTRUCTING, ALTERING, FILLING, OR EXCAVATING OR PLANTING IN ANY DRAINAGE AREAS OR EASEMENTS, WATER DRAINAGE DITCHES, WATER RUNWAYS, WATER CULVERTS, BERMS OR GRASS SEEDINGS.



CURVE DATA

CURVE	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT-IN	TANGENT-OUT
C1	120.00'	62°05'22"	N65°15'50"E	123.77'	130.04'	S83°41'29"E	N34°13'09"E
C2	200.00'	62°04'58"	S65°16'02"W	206.26'	216.71'	S34°13'33"W	N83°41'29"W
C3	628.30'	19°02'04"	S14°31'48"W	207.77'	208.73'	S05°00'46"W	S24°02'50"W
C4	121.00'	38°22'26"	N18°17'34"E	79.53'	81.04'	N37°28'47"E	N00°53'38"W

TRAIL VIEW

LOCATED IN THE SW1/4 OF THE NE1/4, OF SECTION 4, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes, the Subdivision Regulations of the City of New Richmond, and under the direction of Robin Haffner, owner of the land described on this plat, I have surveyed, divided and mapped TRAIL VIEW; that such plat correctly represents the exterior boundaries and the subdivision of the land surveyed; and that this plat is located in the SW1/4 of the NE1/4 of Section 4, T30N, R19W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Commencing at the S1/4 Corner of Section 4; thence N00°50'01"W, along the north - south 1/4 line of said section, 2672.36 feet to the east - west 1/4 line of said section, being the point of beginning; thence continuing N00°50'01"W, along said north - south 1/4 line, 812.07 feet to the south line of Lot 1 of Certified Survey Map recorded in Volume 5, Page 1474, Document Number 396790 at the St. Croix County Register of Deeds Office; thence N89°30'17"E, along said south line, 235.28 feet to the east line of said Lot 1; thence S00°50'01"E 507.03 feet; thence S84°49'35"E 294.84 feet; thence S83°41'29"E 185.65 feet to the point of curvature of a 120.00 foot radius curve, concave northerly, whose central angle measures 62°05'22", whose chord bears N65°15'50"E and measures 123.77 feet; thence easterly, along the arc of said curve, 130.04 feet; thence S55°45'51"E 80.00 feet to a point on curvature of a 200.00 foot radius curve, concave northerly, whose central angle measures 62°04'58", whose chord bears S65°16'02"W and measures 206.26 feet; thence westerly, along the arc of said curve, 216.71 feet to the point of tangency; thence N83°41'29"W 184.71 feet to a point on curvature of a 628.30 foot radius curve, concave westerly, whose central angle measures 19°02'04", whose chord bears S14°31'48"W and measures 207.77 feet; thence southerly, along the arc of said curve, 208.73 feet to previously said east - west 1/4 line; thence N89°57'54"W, along said east - west 1/4 line, 464.49 feet to the point of beginning.

Described parcel contains 6.88 Acres (299,704 sq. ft.). Parcel is subject to Public Road (115th Street) right-of-way and all other easements, restrictions and covenants of record.

Edwin C. Flanum, PLS 2487

Date

COMMON COUNCIL RESOLUTION

Resolved, that the plat of TRAIL VIEW in the City of New Richmond, Trail View Homes, LLC, owner, is hereby approved by the New Richmond Common Council.

Fred Horne, Mayor

Date

I, hereby certify that the foregoing is a copy of a resolution adopted by the New Richmond Common Council.

Tanya Batchelor, Clerk

Date

CITY TREASURER CERTIFICATE

STATE OF WISCONSIN)SS
COUNTY OF ST. CROIX)

I, Bev Langenback, being the duly elected, qualified and acting Treasurer of the City of New Richmond, do hereby certify that the records in my office show no unpaid taxes or special assessments as of _____ affecting the land included in the plat of TRAIL VIEW.

Bev Langenback, County Treasurer

Date

COUNTY TREASURER CERTIFICATE

STATE OF WISCONSIN)SS
COUNTY OF ST. CROIX)

I, Denise Anderson, being the duly elected, qualified and acting Treasurer of St. Croix County, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the land included in the plat of TRAIL VIEW.

Denise Anderson, County Treasurer

Date

CORPORATE OWNER'S CERTIFICATE OF DEDICATION

Trail View Homes, LLC, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat. Trail View Homes, LLC, a Wisconsin corporation, does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: Department of Administration, City of New Richmond

IN WITNESS WHEREOF, the said Trail View Homes, LLC, a Wisconsin corporation has caused these presents to be signed by Robin J. Haffner, its Sole Manager, at _____, Wisconsin, and its corporate seal to be hereunto affixed on this _____, day of _____, 20__.

In the presence of:

Robin J. Haffner, Sole Manager

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20_____, Robin J. Haffner, Sole Manager of the above named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such Sole Manager of said corporation, and acknowledged that they executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

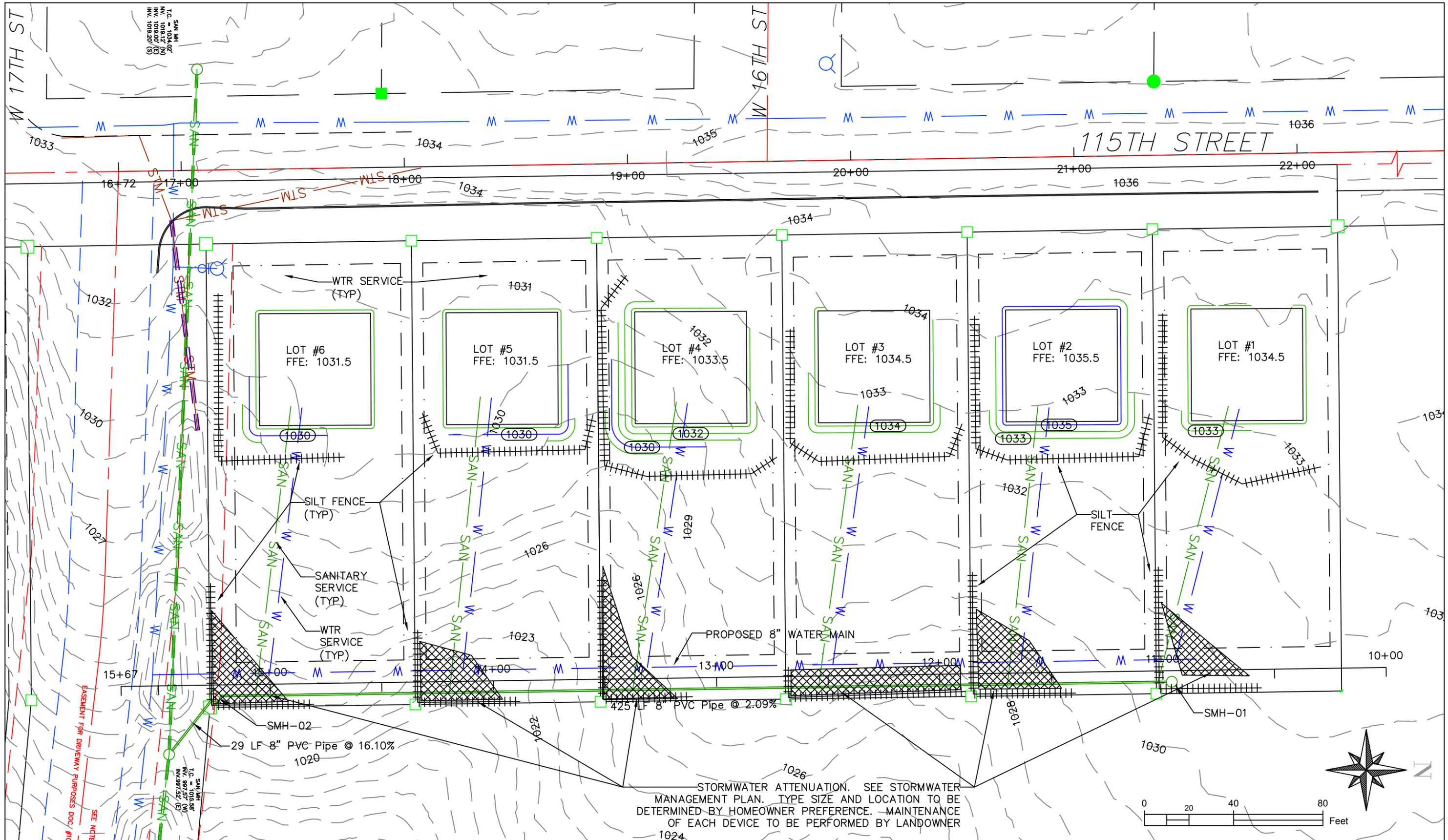
Notary Public, _____, Wisconsin
My commission expires _____.

SURVEYOR

EDWIN C. FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 152
AMERY, WI 54001

OWNER

TRAIL VIEW HOMES, LLC
ROBIN HAFFNER
1704 156TH STREET
NEW RICHMOND, WI 54017



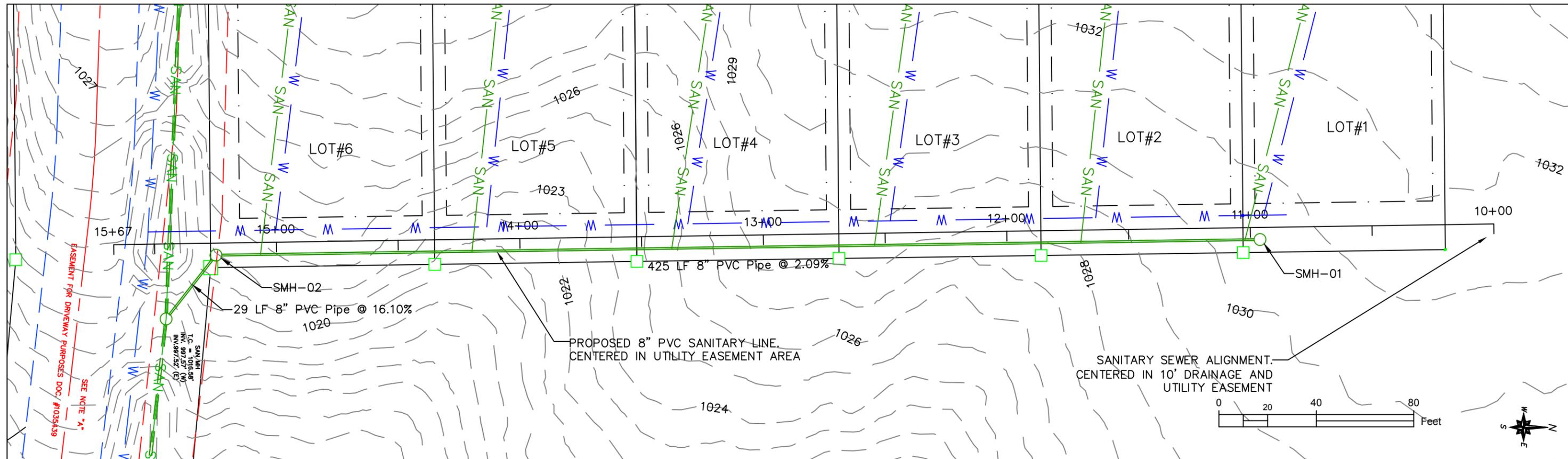
REV.	DESCRIPTION	BY	DATE
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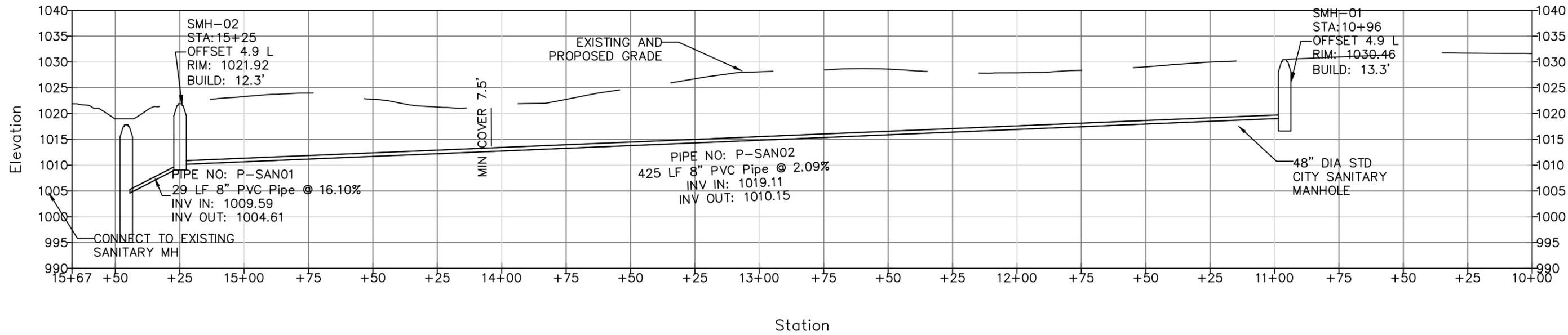


JOB NAME: *Haffner Subdivision*
 DESCRIPTION: *Grading Plan, Stormwater/Erosion*
 LOCATION: *City of New Richmond, WI*

DRAWN BY: <i>SEG</i>	CHECKED BY: <i>---</i>
SCALE: <i>(11" x 17')</i>	
JOB NUMBER: <i>G006.004</i>	
DATE: <i>3/19/19</i>	SHEET: <i>C.01</i>



Profile SAN=PROPOSED



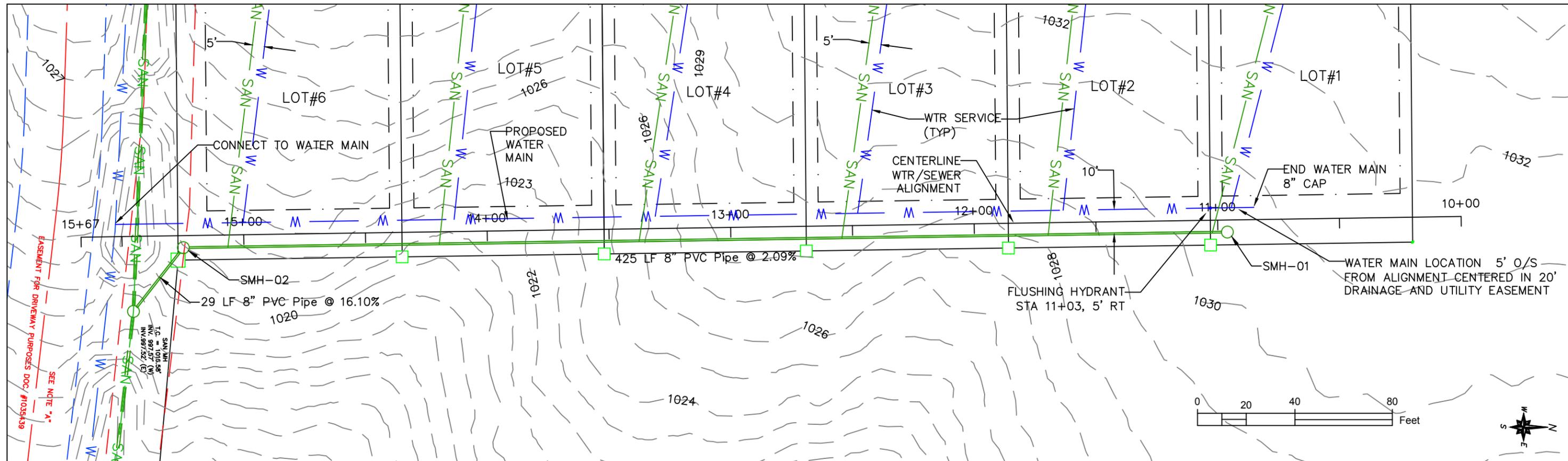
REV.	DESCRIPTION	BY	DATE
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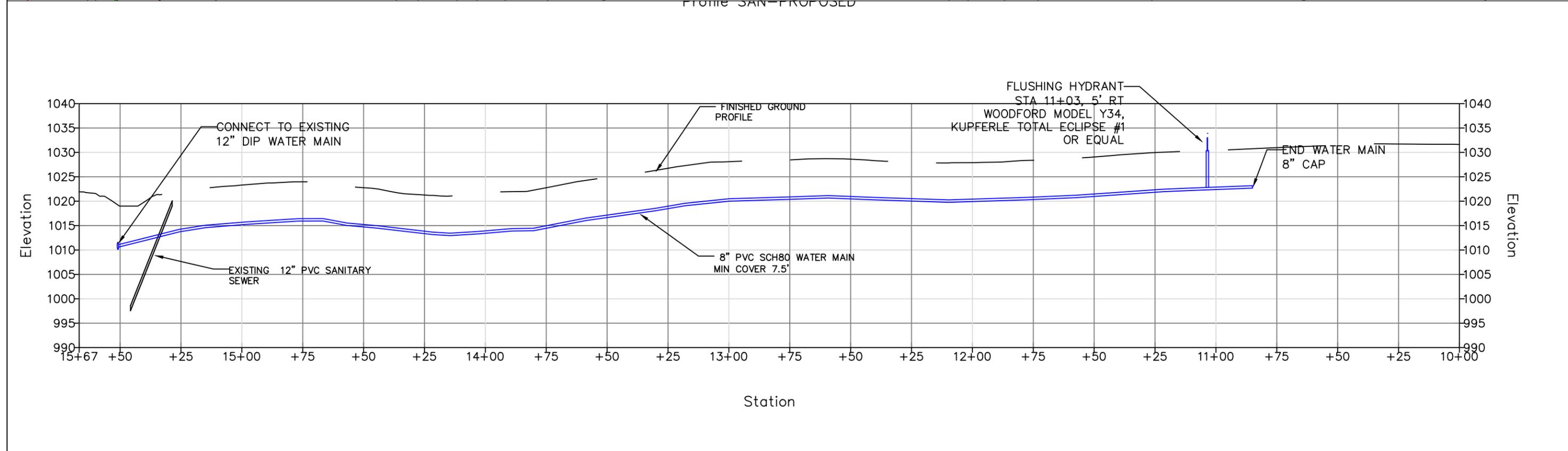


JOB NAME: *Haffner Subdivision*
 DESCRIPTION: *Sanitary Sewer Plan*
 LOCATION: *City of New Richmond, WI*

DRAWN BY: <i>SEG</i>	CHECKED BY: <i>--</i>
SCALE: <i>(11" x 17')</i>	
JOB NUMBER: <i>G006.004</i>	
DATE: <i>3/19/19</i>	SHEET: <i>C.02</i>



PROFILE SAN - PROPOSED



REV.	DESCRIPTION	BY	DATE
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JOB NAME: *Haffner Subdivision*
 DESCRIPTION: *Water Main Plan/Profile*
 LOCATION: *City of New Richmond, WI*

DRAWN BY: <i>SEG</i>	CHECKED BY: <i>--</i>
SCALE: <i>(11" x 17')</i>	
JOB NUMBER: <i>S006.004</i>	
DATE: <i>3/19/19</i>	SHEET: <i>C.03</i>



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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 8, 2019

SUBJECT: Freedom Park Storage Building

BACKGROUND

A storage building has been identified by the Park Board as the highest priority improvement at Freedom Park for 2019. The storage building would be 20' wide by 64' long, with four bays, each with its own overhead door. One bay would be utilized for storage by the Public Works Department, with the remaining three bays utilized by local youth athletic organizations. A formal lease agreement would be approved at a future date. The building would be located on the west end of the south parking lot in Freedom Park. This location was approved by the Park Board in the fall of 2018.

In March, the Park Board directed City staff to seek competitive bids for the project. Bids were opened on April 24. Two bids were received (see table to right). The original estimated project cost was \$50,000.

BIDDER	BID
Structural Buildings	\$48,545.00
Derrick Construction	\$87,200.00

RECOMMENDATION

The Park Board recommends formal approval of the contract with Structural Buildings for the storage building at Freedom Park in the low bid amount of \$48,545. If approved, construction would begin as soon as possible – likely early June. Funding for the project would come from the \$150,000 that was approved in the 2019 Capital Improvement Plan for Freedom Park improvements.



Structural Buildings

12926 First St. Becker, Mn. 55308
 Local: (763) 261-4150 Toll Free: (800) 535-9722 Fax: (763) 261-4414

Contract Number

Mn Lic #BC709531

The above here after referred to as Contractor

Job Number

Name		City of New Richmond, WI		Contract Date		05/07/19		SHEET Colors		Roof	
Street		156 E. 1st Street		Write it Down, Verbal Statements are "NOT" Binding		Roof		Sides		Ends	
City		New Richmond									
State		WI		Job Site #		54017		Sliders		Soffit	
County		St. Croix		Office / Home#		715-246-4268					
Cell #		715-246-4268		1-A. Building size:		20 ft X 64 ft X 9 ft in		Wainscot			
				The clearance is figured from the bottom of the grade board to the bottom of the truss. Allow for a 4" loss in clearance for concrete.		Footing:		Precast Pads			
1-B. Trusses:		Residential		42		/5 /5		Pitch:		4/12	
								Scissor:			
1-C. Overhangs								Ridge		Unvented	
1-D. Post spacing:		Eave: 8		Column Type: 3-ply 2x6		Gable: Column Type:				Corner Trim	
1-E. Cladding		Roof Strong Rib 29GA G90		Wall Strong Rib 29GA G90						Wainscot / Transition	
1-F. Wainscot:		Strong Rib 29GA G90		Strong Rib 29GA G90						Wainscot / Corner	
1-G. Height:		42		Strong Rib 29GA G90		Strong Rib 29GA G90				Gable Trim	
1-H.										Eave Trim	
1-I.										Base Trim	
1-J.										OHD Trim	
1-K.										Track Cover	
1-L.										Slider Trim	
1-M.										Cap	
1-N.										Trim Colors	
1-O.										Roof Vents	
1-P.										Service Doors	
1-Q.										Windows	
										Overhead door	
										Cupola roof	
										Cupola walls	

This proposal is based on the specifications and estimates as set forth, and is written subject to strikes, availability of materials, accidents, weather and other forces and delays beyond Contractor's control. Any alterations from the above specifications, will be executed **ONLY** by a signed change order. It is also understood by the parties here to that this contract is subject to acceptance of the office of the Contractor, and that prior to such acceptance the entire liability of the Contractor's, under the contract may be discharged by the return of any monies deposited on this contract. **The buyers use or occupancy of the building shall constitute constructive acceptance and satisfactory completion of the building.**

If payment is not made as agreed, a SERVICE CHARGE of 1-1/2% per month (18% annual) will be imposed and a reasonable amount of costs and attorney's fees expended to enforce these terms. All credit/debit card

PAYMENT SCHEDULE

Down Payment	\$	7,500.00
Delivery Payment	\$	20,000.00
Framing Payment	\$	14,000.00
Shell Payment	\$	-
	\$	-
	\$	-
Substantial completion	\$	7,045.00

Owner to provide builders risk, fire, tornado, wind and theft insurance. The above CONTRACTOR and their subs are covered by workman's comp Ins. I have read and understand!

Customer Initial: _____

The above Terms and Conditions are Sold for
 THE SUM OF: \$ **48,545.00**

The undersigned hereby agrees to the above terms and warrants that he/she is the owner of the

Customers Signature _____ Date _____ Company Representative **Jason Halle**

Lien Notification

As required by Minnesota construction lien law:

- a) "Any person or company supplying labor or materials for this improvement to your property may file a lien against your property if that person or company is not paid for the contributions."
- b) "Under Minnesota law, you have the right to pay persons who supplied labor or materials for this improvement directly and deduct this amount from our contract price or withhold the amounts due them from us until 120 days after completion of the improvement unless we give you a lien waiver signed by persons who supplied any labor or material for the improvement and who gave you timely notice."

As required by Wisconsin construction lien law:

"Structural Buildings, Inc. hereby notifies owner that persons or companies furnishing labor or materials for the construction on owner's land may have lien rights on owners' land and buildings if not paid. Those entitled to lien rights in addition to Structural Buildings, Inc., are those who contract directly with the owner or those who give the owner notice within 60 days after they first furnish labor or materials for the construction. Accordingly, owner probably will receive notices from those who furnish labor or material for the construction, and should give a copy of each notice received to his mortgage lender, if any. Structural Buildings, Inc. agrees to cooperate with the owner and his lender, if any, to see that all potential lien claimants are duly paid."

The undersigned hereby agrees to the above terms and warrants that he/she is the owner of the property on which the building is to be erected.

_____ Customer's Signature City of New Richmond, WI	_____ Company Representative. Jason Halle
_____ Date	

Thank you for choosing Structural Buildings, Inc. for your construction needs.

Structural Buildings
12926 First Street
Becker, MN 55308
763-261-4150



Structural Buildings

12926 First St. Becker, Mn. 55308
Local: (763) 261-4150 Toll Free: (800) 535-9722 Fax: (763) 261-4414

Name: City of New Richmond, WI

DATE: 05/07/19

City: 156 E. 1st Street New Richmond WI

Contract Number: _____

WRITE IT DOWN - Verbal Agreements are "NOT" Binding

Line item	BUILDING ACCESSORIES and/or DESCRIPTIONS
2-A	Interior finish of the exterior walls is steel liner panels (white).
2-B	Exterior walls are insulated with 6" fiberglass batts and poly cover.
2-I	This contract does not include site preparation and any prep work needed will be the
2-J	responsibility of the City of New Richmond.
2-L	Plumbing, HVAC, and electrical are not included in this contract.

Acc Page 1

The Terms and Conditions pertaining to this Agreement are specified on the Purchase Agreement.

This Form is a supplement to, and must be accompanied by the Original Purchase Agreement (Form 350)

Customer's Signature: _____
City of New Richmond, WI

Date: _____

ELEVATION PLAN (BY DIRECTION, ALL WINGS) -- South



Date: 4/2/2013
MR. Equipment/Sheet/EC
Structural Buildings
800 533-9222
by: Paul Flannery, Manager





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

MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: May 13, 2019

SUBJECT: Event Plan

Background

We have discussed creating an event plan to help with organization of events in the City of New Richmond. Attached is a checklist and various applications that may be needed for different events.

Recommendation

Staff would like feedback from City Council regarding this plan. The Event Plan can be approved or amended and brought back to the next Council meeting.



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

EVENT PLAN CHECKLIST

Please use this plan for events including 1 or more of the following items:

- Involve the use or assistance of City Staff
- Held on City property or within City buildings
- Involve street closures or traffic alterations
- Utilize City funds

The following items will be required prior to the event:

- Anticipated use of City staff by department
- Approved financial agreement securing funds for the event including: reimbursement of staff costs, materials or formal waiver of those fees
- Site Plan of Event
- Emergency Management Plan
- Volunteer Waiver Forms
- Council and/or Board Authorization

Other Applications That May Be Needed:

- Amplification Device Permit – No Fee
- Street Use Permit – Cost \$25.00
- Parade/Procession/Run/Walk Permit – Cost \$35.00
- Temporary Class B License – Cost \$10.00 (At least one bartender licensed in the City of New Richmond must be on duty at all times.)



**CITY OF NEW RICHMOND
APPLICATION FOR:**

- Permit for Extension of Premises Permit for Use of Amplifying Devices
 Request for Exemption from Sec. 50-87- Loud and unnecessary noise

ORGANIZATION NAME: _____

CONTACT NAME: _____

ADDRESS: _____

PHONE NUMBER: _____

LOCATION OF PERMIT USE: _____
(Diagram of area of intended use must be included)

DATE(S) REQUESTED: _____

TIME PERIOD REQUESTED: _____

PURPOSE OF REQUEST: _____

COUNCIL APPROVAL

**MAP INCLUDED
COPY TO POLICE DEPT**

SIGNATURE OF APPLICANT

DATE APPROVED



**APPLICATION FOR PROCESSIONS, PARADES,
RUNS, WALKS,
BICYCLE RACES AND MARATHONS**

NAME _____

ADDRESS _____

PHONE NUMBER _____

ORGANIZATION NAME _____

PHONE NUMBER _____

NAME OF PERSON IN CHARGE _____

ADDRESS _____

PHONE NUMBER _____

DATE OF EVENT _____ **TIME** _____

**ASSEMBLY AREA, STARTING POINT, ROUTE TO BE TRAVELED, AND
TERMINATION POINT:**

FEE - \$35.00 DATE PAID _____ **RECEIPT #** _____

SIGNATURE OF APPLICANT

**MAP INCLUDED
COPY GIVEN TO POLICE DEPT**



APPLICATION FOR STREET USE PERMIT

We request to use the following street: _____

From _____ to _____

for the following purpose: _____

between the hours of _____ and _____ on the _____ day of _____,

20____ and do hereby consent to the City of New Richmond to grant a Street Use

Permit for use of the said portion of said street for said purpose and do hereby agree

to abide by such conditions of such use as the City of New Richmond shall attach to

the granting of the requested Street Use Permit. We agree to remove from the street

prior to the end of said period all equipment, vehicles and other personal property

placed or driven thereon during the event for which a permit is granted.

We designate _____ to be the responsible person or

persons for this event. Phone number of person responsible _____.

Signature of Applicant

FEE: \$25.00

Date Paid _____ Receipt Number _____

SIGNATURES OF RESIDENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

SIGNATURES:

POLICE CHIEF

STREET SUPERINTENDENT

COUNCIL ACTION: _____

APPLICATION FOR TEMPORARY CLASS "B"/"CLASS B" RETAILER'S LICENSE

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

Town Village City of _____ County of _____

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. ORGANIZATION (check appropriate box) Bona fide Club Church Lodge/Society Veteran's Organization Fair Association

(a) Name _____

(b) Address _____
(Street) Town Village City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. LOCATION OF PREMISES WHERE BEER AND/OR WINE WILL BE SOLD:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. NAME OF EVENT

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

The Officer(s) of the organization, individually and together, declare under penalties of law that the information provided in this application is true and correct to the best of their knowledge and belief.

(Name of Organization)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Officer _____
(Signature/date)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

ADDITIONAL INFORMATION

May be Granted and Issued only to:

- (1) Bona fide clubs that have been in existence for at least 6 months prior to the date of application.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Church, lodge, or society that has been in existence for at least 6 months prior to the date of application.
- (4) Posts now or hereafter established of ex-servicemen's organizations.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (ss. 125.26(1) and 125.51(1)(a), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (s. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: Sec. 77.54 (7m), Wis. Stats., provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required.

Fee: Not to exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.)

Duration: The day, or consecutive days, that the specified event is in progress.

Restrictions:

- (1) License may not be issued to individuals.
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. They may not be issued for business or social meetings of the organization.
- (3) Licenses for club or organization meetings may be issued only to ex-servicemen's posts.
- (4) License may cover either a specified area or the entire picnic grounds.
- (5) License issued to a county or district fair must cover the entire fairground (ss. 125.26(6) and 125.51(10), Wis. Stats.)
- (6) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (s. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (7) Licensed operator(s) must be present at all times (ss. 125.26(6), 125.32(2) - Beer; 125.51(10), 125.68(2) - Wine; 125.17)
- (8) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (s. 125.32(6), Wis. Stats.)
- (9) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society or veterans' post in any 12 month period.
- (10) Licensed organizations must purchase their product from a licensed wholesaler.

NOTE: Most coolers presently on the market have a fermented malt beverage base allowing sale under a beer license, e.g. Bartles and James, Seagrams, etc.



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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: May 8, 2019

SUBJECT: Development Agreement – Premier Foster Place, LLC

BACKGROUND

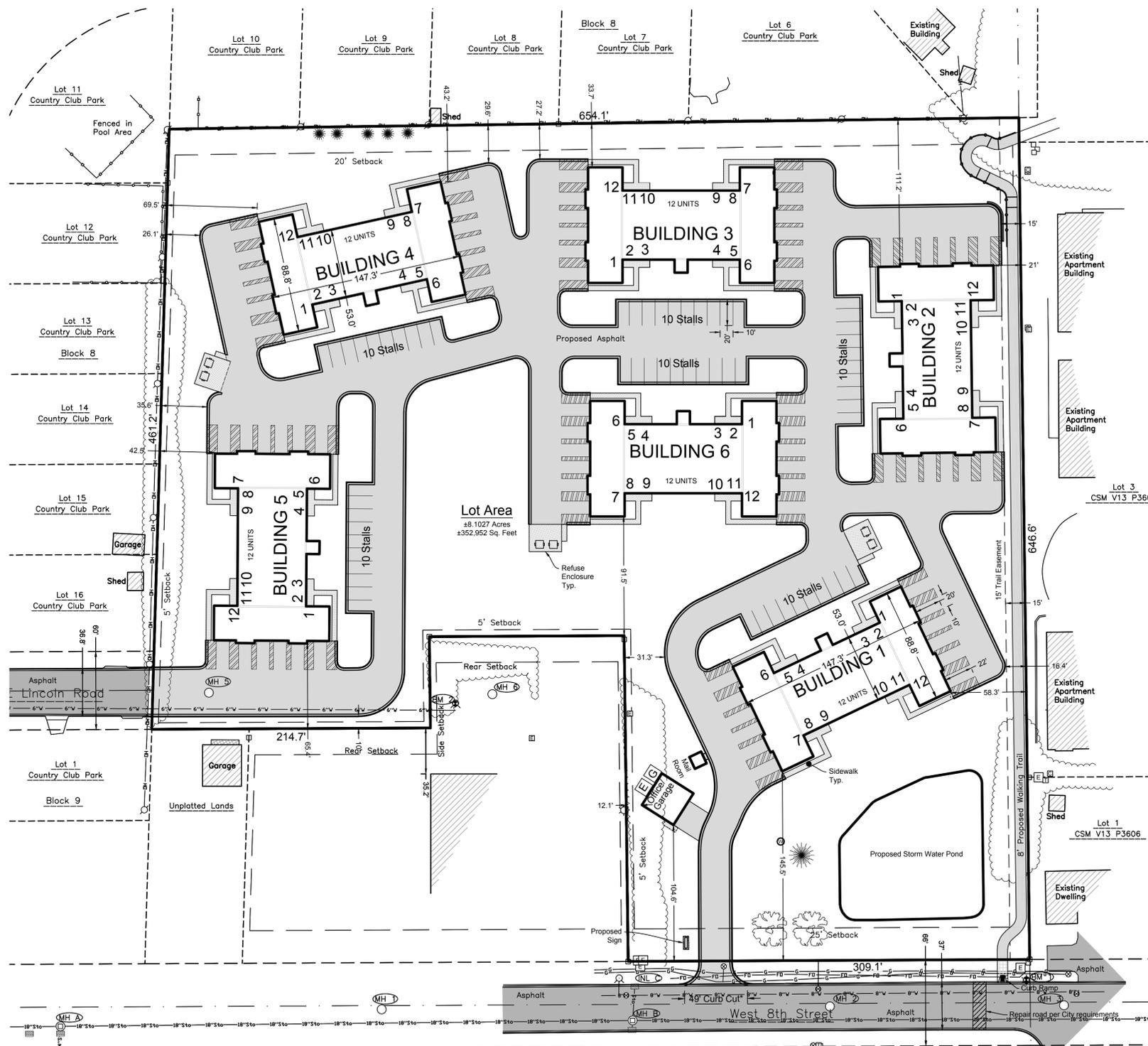
Earlier this spring, the Plan Commission approved a conditional use permit for the construction of six, twelve-unit apartment buildings at 801 W Eighth Street. Construction is currently anticipated to begin in June of 2019 and conclude by December 2020. As part of the project, the developer will construct a mixed-use trail along the east property line, which would be dedicated to the public. The City Attorney has prepared a draft development agreement, which is currently being reviewed and finalized by both parties.

RECOMMENDATION

The Council Council should consider a formal motion to authorize City staff and the City attorney to finalize a development agreement with Premier Foster Place, LLC.

Foster Place

City of New Richmond, St. Croix County, WI
For: PRE/3



Project Information

Site Information
Proposed Apartment Complex

Current:
801 W 8th Street
Parcel # 261-1284-01-000
Zoning: Z4 (General Urban District)

Setbacks:
Street/Front Yard Setback: 25'
Side Yard Setback: 5'
Rear Yard Setback: 20'

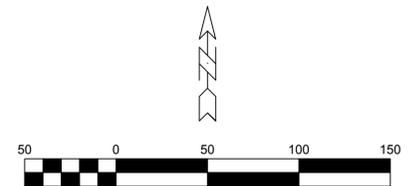
Site Areas:
Existing Impervious Area = 1,618 SF (00.5%)
Proposed Impervious Area = 174,878 SF (49.5%)
Proposed Building Footprint = 59,175 SF (16.8%)
Proposed Drives/Parking = 104,550 SF (29.6%)
Proposed Walks/Patios = 11,153 SF (03.2%)
Lawn and Landscaping = 178,069 SF (50.5%)
Total Site Area = 352,947 SF (8.1025 Acres)

Proposed Disturbed Area = ± 340,850 SF

Building Areas:
Apartment buildings: 9,608 SF each
Office/Garage: 827 SF
Mailroom: 100 SF

- Notes:**
1. 6 apartment buildings with 12 units each
 2. 60 parking stalls provided, plus 72 garage stalls
 3. No Hazardous materials will be stored on the site. No outdoor storage is proposed
 4. Snow storage shall be located beyond pavement in lawn areas per plan.
 5. Exterior lighting shall consist of light fixtures on the exterior of the buildings only. There are no pole mounted fixtures proposed.
 6. The fire protection is fully sprinkled, NFPA 13R with Fire alarm and detection per IBC. 2015, 907

Developer:
Premier, LLC (Calvin Akin)
3120 Gateway Road
Brookfield, WI 53045
email: cal@premier-real-estate.com
phone: (800) 229-9570

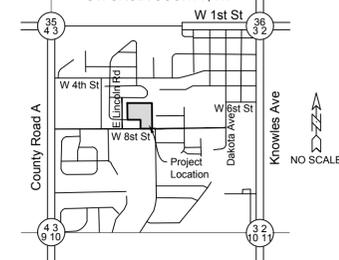


SHEET INDEX:

Sheet	Page
Site Plan	C1.0
Topographic Survey	C1.1
Drainage and Grading Plan	C1.2
Erosion & Sediment Control Plan	C1.3
Utility Plan	C1.4
Landscaping Plan	C1.5
Construction Details	C2.1
Erosion & Sediment Control Details	C2.2
Stormwater Pond Details	C2.3
Curb Cut & Sidewalk Details	C2.4

LOCATION MAP

NW 1/4 SEC 3, T 30 N, R 18 E,
CITY OF NEW RICHMOND,
ST. CROIX COUNTY, WI



SITE PLAN

DAVEL ENGINEERING & ENVIRONMENTAL, INC.
CIVIL ENGINEERING CONSULTANTS
1811 Racine Street Menasha, WI 54952
Ph: 920-991-1866 Fax: 920-830-9595
www.davel.pro

Project Number: 5401
March 8, 2019



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: May 13, 2019
RE: 2019 First Quarter Financial Report

Staff will present the 2019 1st Quarter Financial report during the council meeting. The 1Q19 report is available on the City's website page following the council meeting.

A copy of the financial report is attached to this memorandum.

No action is requested of Council at this time.

CITY OF NEW RICHMOND

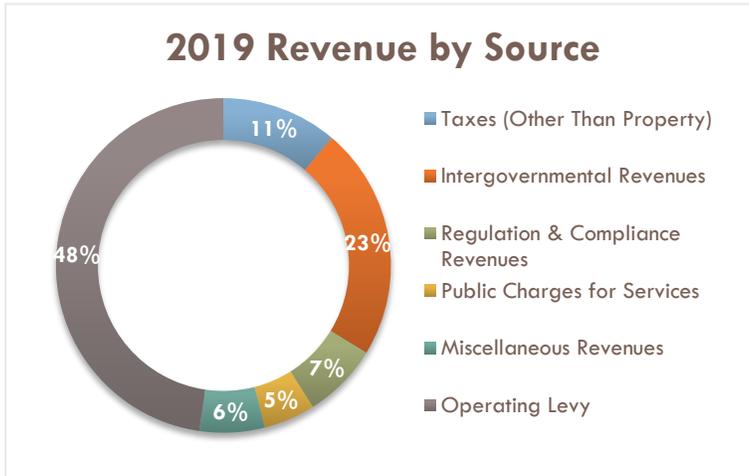
THE CITY BEAUTIFUL

1st QUARTER 2019 FINANCIAL REPORT



City of New Richmond

OPERATING REVENUE – GENERAL FUND



2019 Revenue by Source

Property taxes are the largest source of revenue for the City, providing 48% of budgeted revenues. Intergovernmental revenues, such as state transportation aid and county library funding, account for 23% of revenues. The remaining 27% of revenues are received from building permit fees, municipal court fines, leases, and various licensing and PILOT (payment in lieu of taxes) payments.

2019 Year to Date Actual Revenue Compared to Budget

As of March 31, 2019, 38.5% or \$2,565,549 of budgeted revenue was collected. Revenues are collected at various times throughout the year and collection fluctuates depending upon the source. Property taxes are the largest source of revenue collected during the first quarter, accounting for 58% of total revenue collected in 1Q19. Year-to-date property tax collections as a percentage of total YTD revenue are slightly lower than the five-year average of 67.1%, due to the sale of the Park building in January 2019, which accounts for 15% of YTD revenue. If the Park building sale is excluded, property taxes would account for 66.7% of actual revenue collected, which is comparable to the five-year average.

Revenue Category	2018	2019 YTD	2019B	% Actual to Budget	% Revenue by Source
Taxes - Property & Other	3,882,716	1,487,970	3,350,119	44%	58%
Intergovernmental	1,714,712	502,808	1,499,890	34%	20%
Regulation & Compliance	625,648	95,829	486,065	20%	4%
Public Charges for Services	434,380	23,393	258,901	9%	1%
Special Assessments	17,218	8,626	3,200	270%	0%
Investment Income	112,707	53,624	54,020	99%	2%
Miscellaneous	255,615	393,299	369,050	107%	15%
Operating Transfers In	50,000	-	640,000	0%	0%
Total Revenue	\$ 7,092,996	\$ 2,565,549	\$ 6,661,245	39%	100%

Intergovernmental revenues account for 19.6% of actual revenues collected in 1Q. Intergovernmental collections in 1Q include full receipt of county library funding (\$352,767) and collection of one-fourth of transportation aid (\$142,331). When compared to prior year, library and transportation aids increased slightly by 5.8% (\$19,352) and 3.0% (\$4,117), respectively.

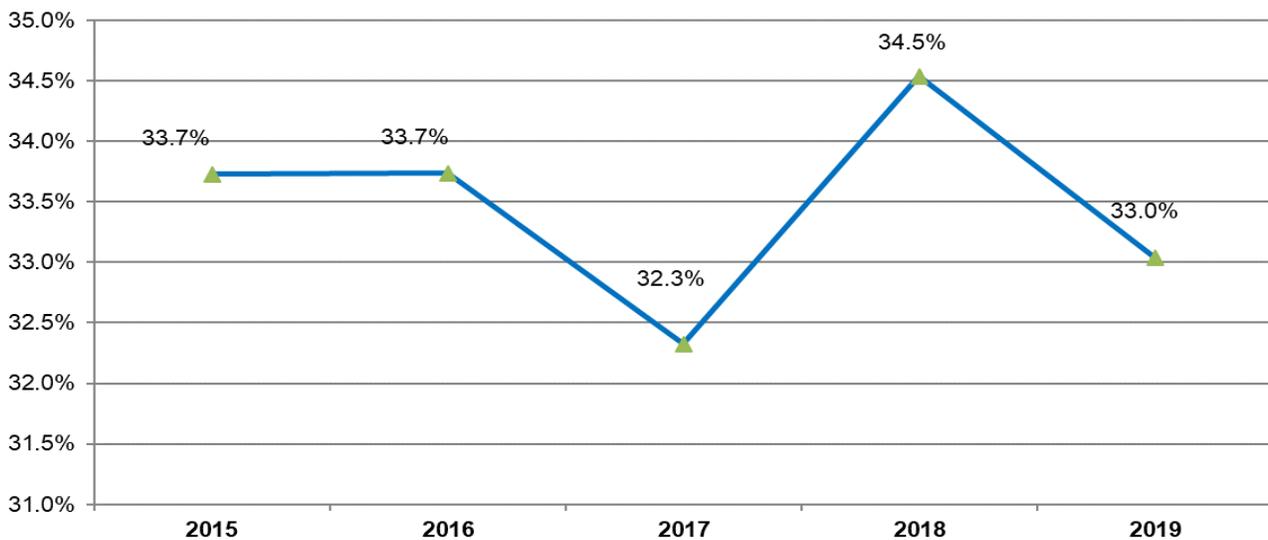
The Park Building sale was finalized in January 2019, accounting for \$365,000 in revenue. The sale is an unbudgeted revenue for 2019 as it was anticipated that the sale would close in 2018. However, the favorable revenue variance is partially offset by a transfer out of \$70,000 to the Parkland Trust Fund, \$15,000 to the sustainability fund, and \$30,000 carried forward for future public works facility needs.

Building permit and inspection revenue collected in 1Q was \$52,623, which is an increase of 17% compared to prior year of \$44,968. Building permit and inspection revenue has remained strong during the first quarter and residential development is anticipated to remain strong through the year. As of March 31, 2019, there were 79 permits and 32 dwelling permits issued compared to 81 permits and 16 dwelling permits during the same period in 2018.

5-Year Revenue Trend

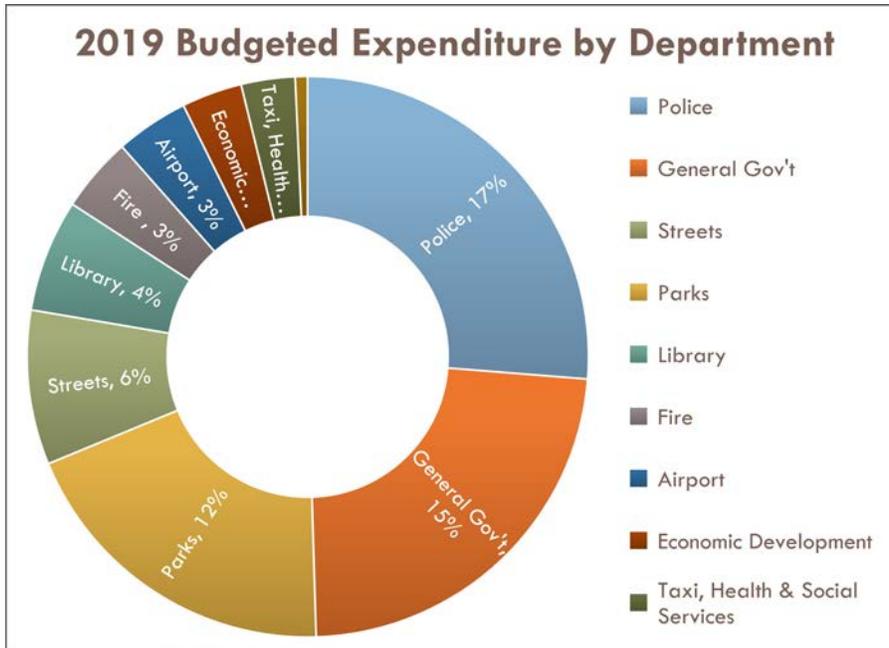
Actual revenue collected in the first quarter of each year has been relatively consistent over the last five years, averaging 34.6% or \$2.1M of budget. However, revenues collected during 1Q were higher than average at 38.5% or \$2.5M budget. This increase is attributable to the sale of the Park Building for \$365,000, which if excluded collections would have been 33% of budget. Property tax collections in 1Q were \$1.46M or 66.7% of budget, which trended below the five-year average of 69.0%. This is attributable to a higher number of taxpayers remitting payment in December instead of January. It is not uncommon to see this trend as property tax collections can fluctuate year over year depending upon taxpayer elections.

1Q Revenue as a Percentage of Budget



OPERATING EXPENSES – GENERAL FUND

2019 Expenditure by Department



2019 budgeted operating expenditures are \$6,661,245, with expenses related to Public Safety (Police, Fire and Ambulance) accounting for \$2.78M of budget, followed by Public Works at \$1.39M, General Government at \$1.13M, Library at \$830K and Airport, Economic Development and Culture/Other comprising \$533K.

2019 budgeted expenditures (\$6,661,245) are an increase of 4.09% when compared to 2018 budgeted expenditures of

\$6,399,671. The increase in 2019 expenditures support seasonal limited term public works positions to accommodate increasing seasonal demands, particularly for the park services, professional internships to aid in increased workloads while cultivating talent the New Richmond Way, the addition of one patrol officer to compliment the School Resource Officer position and the addition of a Planning Director which replaces contracted planning services.

Expenditures Actual to Budget

As of March 31, 2019, actual expenditures are tracking to budget at \$1,747,323 or 26.2% of budget. Operating expenses are not incurred evenly throughout the year, which can create positive and/or negative budget variances. For example, ambulance services, property and general liability insurance, and police uniform allowances are expenses fully incurred during 1Q. However, fully funded expenses are offset by lower than budgeted expenses in other areas. When the fully funded expenses are smoothed evenly over the year expenditures track to budget.

The below table provides a comparison, by service, of actual to budget expenditures through March 31, 2019.

Expenditure by Department	2018	2019 YTD	2019B	% YTD to Budget	% Expense by Dept
Police	2,316,463	540,164	2,346,410	23%	35%
General Government	1,112,233	311,225	1,133,345	27%	17%
Streets	1,146,510	239,123	1,002,940	24%	15%
Parks	592,418	67,090	384,300	17%	6%
Library	773,641	177,312	830,925	21%	12%
Fire	279,442	57,159	279,783	20%	4%
Airport	166,301	36,756	186,625	20%	3%
Economic Development	171,747	46,849	181,725	26%	3%
Ambulance & Emer. Gov't	132,600	118,417	134,530	88%	2%
Culture	117,556	52,873	134,000	39%	2%
Taxi	220,888	29,644	10,000	296%	0%
Health & Social Services	7,008	712	5,900	12%	0%
Outlay Expenditures	15,530	-	15,763	0%	0%
Transfers	21,864	70,000	15,000	467%	0%
Total Expenditures	\$ 7,074,201	\$ 1,747,323	\$ 6,661,245	26%	100%

While expenses are not equally incurred, they should be approximately 25% of budget during the first quarter. However, as noted above, expenditures are currently tracking at 26.2% of budget. The increase in expenditures is mainly attributable to transfers related to the unbudgeted Park Building sale and snow removal expenses. These notable variances to budget are explained in detail below.

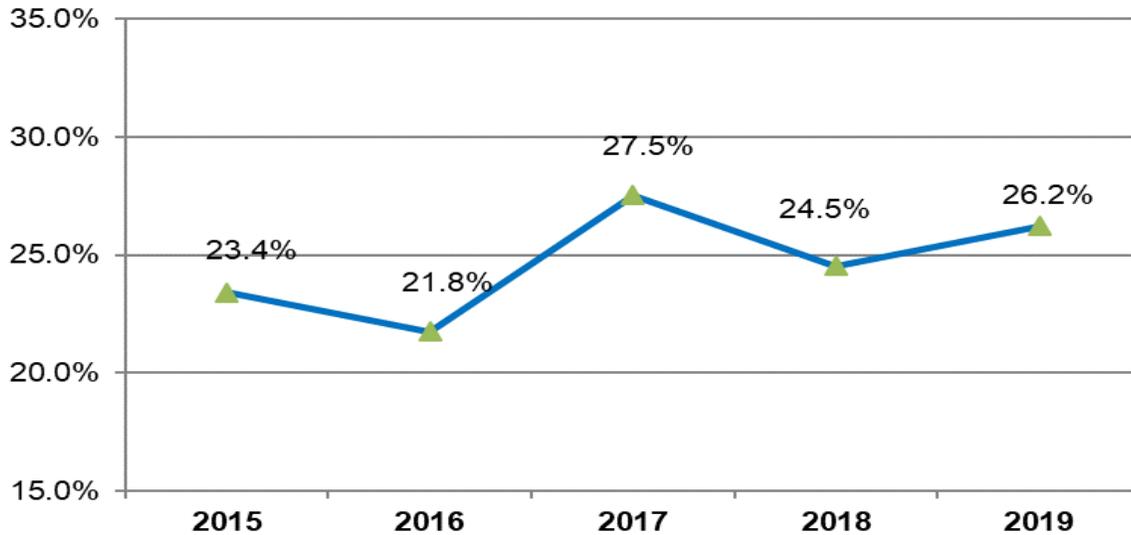
The winter of 2019 was one of the snowiest in history. Multiple back-to-back snow events throughout February and March required an additional 648 hours of snow removal. These additional hours totaled \$26,620 in overtime costs, resulting in costs tracking 7% above budget. It is anticipated that public works salaries will be a budget variance for the duration of 2019 but will be offset by lower than budgeted spending in other areas.

The City anticipated closing on the Park Building in 2018, however the sale actually occurred in January 2019. As such, the 2019 budget does not reflect \$70,000 in sale proceeds being transferred to the Parkland Trust Fund. The transfer from the sale of the Park building will be a variance for the duration of 2019 but is offset by unbudgeted revenue from the sale.

5-Year Comparison of Expenditures during First Quarter

Historically, expenditures have averaged 24.7% of budget over the last five years. Expenditures in 1Q19 are tracking slightly above average at 26.2%. However, when the transfer to the Parkland Trust Fund is excluded, expenses are 25.2% of budget, which aligns with the five-year average.

1Q Expenditures as a Percentage of Budget



GENERAL OBLIGATION DEBT

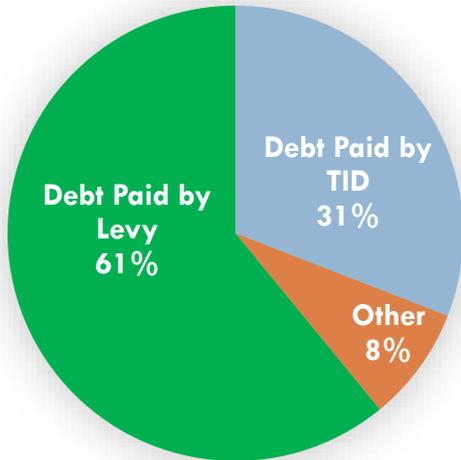
General Obligation Debt

Principal and interest payments of \$561,487 and \$205,504, respectively, were made in 1Q representing 25.5% of the total year’s general obligation payments. The table below outlines principal and interest payments made as of March 31, 2019 as well as remaining payments for this year.

Payments	Actual Payments Made thru 3/31/19	Remaining Payment for Balance of 2019	Percent of Budget
Principal	\$561,487	\$1,997,640	21.9%
Interest	\$205,504	\$244,405	45.7%
Total Debt Service	\$766,991	\$2,242,046	25.5%

Sources of Debt Repayment

Sources of Debt Payment



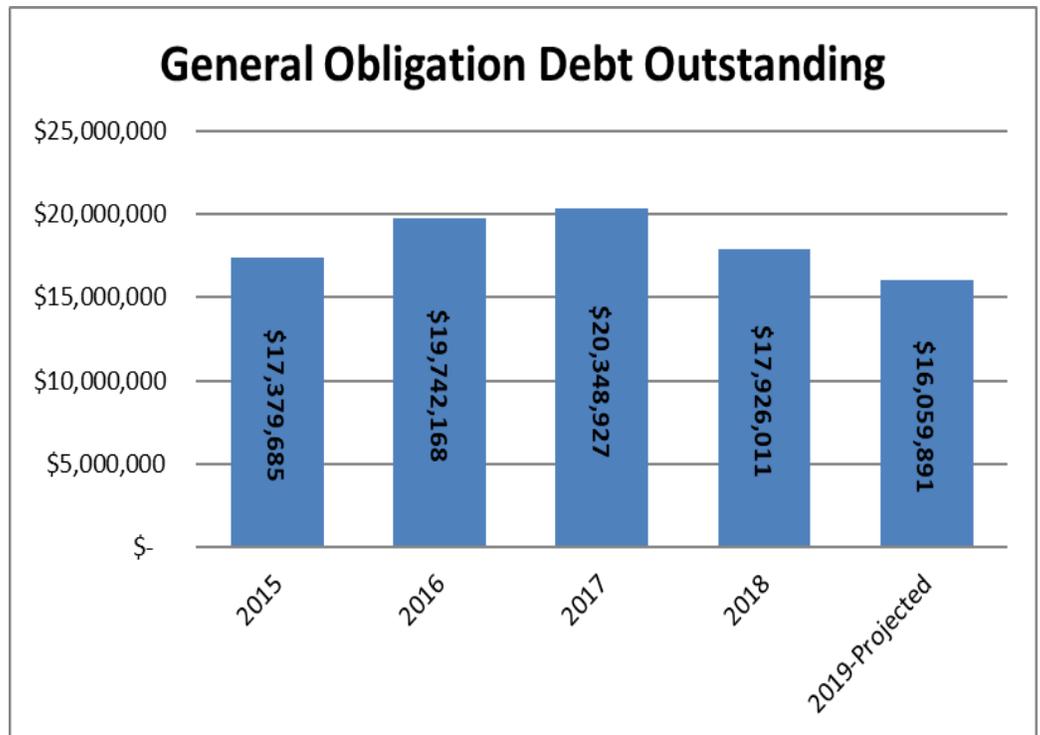
The general debt obligations of the City are repaid by a variety of sources, based upon the use of the borrowed funds, including: property taxes, storm water revenue, tax increment or revenue generated by the electric, water and sewer utility.

In 2019, 61% or \$1,833,177 of debt payments are paid by general property taxes. Tax Increment Districts (TID) pay \$929,942 or 31% of debt, followed by 8% or \$245,918 of debt repaid by storm water, water and sewer utilities and golf course revenue.

The City’s general obligations have been structured to aggressively repay debt. Principal debt obligations are reduced by approximately \$2M annually.

The 2019 capital improvement plan (CIP) outlines \$650K in financing requirements to facilitate capital improvements. Financing of adopted projects is anticipated to occur in 3Q19.

The chart to the right provides an overview of general obligation debt outstanding at the end of the year for the last four years and provides the projected 2019 balance, which includes the additional planned debt of \$650K.



INVESTMENT

As of March 31, 2019, total funds inclusive of operating and investments are as follows:

INVESTMENT	March 31, 2019	March 31, 2018
GENERAL CITY INVESTMENTS	5,025,760	4,309,212
RESTRICTED INVESTMENTS		
Stock Funds	10,422	10,201
Future Outlay	15,682	10,598
Future Retirements	43,104	42,193
Police Department	-	-
Sustainability Funds	22,500	27,500
Sports Center	116,037	107,251
Library	556,525	498,828
Impact Fees	641,190	423,117
Cemetery	52,888	44,144
Revolving Loan Fund	65,571	64,330
Capital Projects Investments	232,277	1,123,557
Landfill Cleanup Investments	1,728	2,951
Stormwater Investments	6,157	6,080
Park Land Trust	361,177	135,862
Library Trust	289,178	267,338
Flex Benefits	21,924	20,174
Recycling & Compost Fund	17,962	
Armed Services Memorial	1,411	3,857
TOTAL INVESTMENTS	\$ 7,481,493	\$ 7,097,193
CITY OPERATING CASH BALANCE	\$ 115,937	\$ 281,152
TOTAL CITY INVESTMENTS & CASH	\$ 7,597,430	\$ 7,378,345
UTILITIES - RESTRICTED INVESTMENTS	\$ 9,548,412	\$ 9,869,325
UTILITY OPERATING CASH BALANCE	\$ 170,487	\$ 4,294
TOTAL UTILITY INVESTMENTS & CASH	\$ 9,718,899	\$ 9,873,619

K9 Fund

As of March 31, 2019, the ending fund balance for the K9 fund is \$17,682.37.

FUND ACTIVITY		
	Current Quarter	Fiscal YTD 07/01/2018- 03/31/2019
Beginning Fund Balance	16,234.04	14,446.15
CONTRIBUTIONS		
(a) Tax Deductible Gifts and Bequests	2,702.00	6,834.70
(b) Non Tax Deductible Contributions	0.00	85.00
(c) Transfers In	0.00	0.00
Total Contributions	<u>2,702.00</u>	<u>6,919.70</u>
INVESTMENT ACTIVITY		
(d) Realized Income	96.66	237.55
(e) Unrealized Gains (Losses)	0.00	0.00
Total Investment Activity	<u>96.66</u>	<u>237.55</u>
DISBURSEMENTS		
(f) Grants and Scholarships	1,281.83	3,635.78
(g) Administrative and Investment Fees	68.50	285.25
(h) Fund Project Expenses	0.00	0.00
(i) Transfers Out	0.00	0.00
Total Disbursements	<u>1,350.33</u>	<u>3,921.03</u>
Ending Fund Balance as of 03/31/2019	17,682.37	17,682.37