

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN
MONDAY, AUGUST 13, 2018 - 7:00 P.M.

AGENDA:

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Mayor's Reading Challenge Awards

PUBLIC COMMENT

CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, July 9, 2018 and Special Council Meeting on July 9, 2018
2. Applications for License to Serve from Britta M. Kingwill, New Richmond; Kaci J. Larkowski, New Richmond; Beth L. Kelly, New Richmond; Joyce M. Torkelson, New Richmond; Abbygayle C. Martin, Boyceville; Rochelle M. Cole, New Richmond; Susan M. Gillis, New Richmond; Gabrielle E. Wallace, New Richmond; Theresa A. Obermueller, Glenwood City; Thomas H. Holland, New Richmond; Michelle R. Holland, New Richmond; Lee A. Bostrom, New Richmond; Betty D. Lawhorn, New Richmond; and Curtis W. Henke, New Richmond
3. Application for Class B License to sell intoxicating liquor and fermented malt beverages from Chris Polfus, Agent for Muddy Cow New Richmond LLC DBA Muddy Cantina at 230 South Knowles Avenue
4. Application for Temporary Class B License from Knights of Columbus for September 9, 16, 23, 28, 30, October 7, 14, 21, 26, 28, and November 4, 11, 18, 25, 30 and December 2, 9, 16, 23, 28, 30, 2018
5. Application for Cigarette License from Three Nine Four LLC DBA Freedom Valu at 120 Meridian Drive
6. Application for Amplification Permit and Exemption from Sec. 50-87 from Tammy Arendt at Mary Park Shelter #2 & #3 on August 18, 2018 from noon to 10:00 p.m.
7. Application for Amplification Permit and Exemption from Sec. 50-87 from Westfields Hospital Inc. for August 14, 2018 from 5:30 to 7:30 p.m.
8. Application for Amplification Permit and Exemption from Sec. 50-87 from 45th Parallel Spirits, LLC for September 29, 2018 from 12:00 p.m. to 6:30 p.m.
9. Application for Run/Walk Permit from New Richmond Area Centre:
 - a. August 25, 2018 at 9:00 a.m.
 - b. October 6, 2018 at 9:00 a.m.
 - c. November 10, 2018 at 9:00 a.m.
 - d. December 8, 2018 at 9:00 a.m.
 - e. January 12, 2019 at 9:00 a.m.
 - f. February 10, 2019 at 9:00 p.m.
10. Application for Run/Walk Permit for Heritage Days Race on September 29, 2018 at 8:00 a.m.
11. Payment of VO#62314 through VO#62438 totaling \$385,894.68 plus electronic fund transfers totaling \$619,178.59 for a grand total of \$1,005,073.27

DEPARTMENT REPORTS:

Administration
Finance
Community Development
Public Works
Police
Fire
Library
Airport
City Clerk

UNFINISHED BUSINESS:

(Consideration and action on matters tabled, postponed or referred to a committee at a previous meeting)

NEW BUSINESS:

(Action on newly introduced motions, ordinances, resolutions or other matters)

1. Plan Commission Recommendations:
 - a. Amend Section 121-9.B.15 – Amending Paperjack Creek Villas PUD - Ordinance #522
2. Croft Apartments Update
3. City Sponsorship of Assembly and Congressional Candidate Forums
4. Mary Park Boat Ramp
5. Intensive Survey of Historical Sites
6. Public Works Recommendations:
 - a. Knowles Avenue Corridor Study
 - b. County Road A Trail Crossings
7. Second Quarter Financial Report
8. Work Session on August 27, 2018 at 4:00 p.m.
9. Communications & Miscellaneous
10. Closed Session per State Statute 19.85 (1)(e):
 - a. Appraisal for Park Building
 - b. Northside Development Project - Potential Investment of Public Funds
 - c. Redevelopment of 243 Paperjack Drive and Potential Investment of Public Funds
11. Open Session – Action on Closed Session Agenda
12. Adjournment

Frederick Horne, Mayor

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

****Late Changes and Additions**

Posted: Civic Center and City Website

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

REGULAR COUNCIL MEETING JULY 9, 2018 7:00 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at www.newrichmondwi.gov. 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, Montello, Zajkowski and Volkert

The Pledge of Allegiance was recited.

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

Public Comment

Ken House from the VFW presented checks to the Police Department and the Fire Department for costs incurred during the Loyalty Day Parade.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, June 11, 2018 and Special Council Meeting, June 25, 2018
2. Applications for License to Serve from Cynthia L. Rice, New Richmond; Cynthia L. Gleason, New Richmond; Jessica L. Briese, New Richmond; Mark D. Ekblad, Hudson; Svetlana P. Faragher, Somerset; Lory J. Gramberg, New Richmond; Brittany S. Bell, White Bear Lake; Anna M Payson, New Richmond; Jennifer L. Peterson, New Richmond; Alli J. Preece, New Richmond; Mary L. Bair, New Richmond; Debra H. Hansen, New Richmond; Tora A. Hobbs, Osceola; Deborah J. Kelly, New Richmond;
3. Application for Direct Seller's Permit from Amanda L. Johnson of Street Treats Ice Cream for June 12, 2018 to September 30, 2018 and request to waive fee
4. Payment of VO#62187 through VO#62313 totaling \$525,068.54 plus electronic fund transfers totaling \$881,100.65 for a grand total of \$1,406,169.19

| | |
|--------------------------|----------------|
| General Fund | \$1,264,766.87 |
| Impact Fees Fund | 21,390.00 |
| Cemetery Fund | 632.87 |
| CDBG - Housing | 603.00 |
| Debt Service Fund | 32,219.19 |
| Capital Projects | 29,639.58 |
| Capital Replacement Fund | 13,695.75 |
| Landfill Cleanup Fund | 15,669.44 |
| TID District #6 | 17,749.67 |
| Storm Water Utility | 9,078.56 |
| Park land Trust Fund | 724.26 |

5. Airport Lease Agreements – TW Equities/Lone Star Aviation, David & Donna Harper, Robert Perkins, Douglas Trostad, Darin & Lisa Skopek
6. Donations for K-9:
\$100 Anonymous

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

Department Reports

Administration & Finance – Noah Wiedenfeld explained the City of New Richmond received two awards from the ICMA for Local Government Excellence. One award was for Community Partnership and the other award was for Community Health and Safety. We are the only community in Wisconsin or Minnesota to receive an award in 2018 and the only municipality in the country to receive two awards. Noah also stated the Wisconsin Historical Society has chosen the John Doar History Trail Community Celebration as the 2018 program of the year. There will be a ceremony in October.

Finance – Rae Ann Ailts explained the 2019 budget process and timeline. In July, there will be meetings with department heads. At the August work session there will be discussion regarding priorities. In September a draft budget will be presented. Public engagement will take place in October and the budget will be adopted in November.

Community Development – Beth explained there was a ribbon cutting at Walmart on July 6, 2018, for their remodeling. Beth reviewed the building permits issued through June of 2018 compared to the same period in 2017. In 2017, there were 190 permits issued with 56 dwelling units and a construction value of \$12,259,073. In 2018, there were 444 permits issued with 85 dwelling units and a construction value of \$29,241,033.

Public Works – Jeremiah Wendt stated the sidewalk replacement projects have started as well as the alley projects. Fog sealing is complete. Staff is out painting crosswalks and handicapped stalls. There will be a pre-construction meeting on July 12, 2018, at 5:30 p.m. at the Civic Center for the 125th Street and East Fourth Street projects. The projects may start as soon as July 23, 2018. Staff completed the canoe launch at the Nature Center. A ribbon cutting ceremony is scheduled for the evening of July 25, 2018 for the canoe launch.

Library – Katie Marsh explained the summer reading program participants completed their first month. Several events are scheduled for this month including: Carnival in the Park on July 11; Rocktastic Crafts on July 12; DIY Creative Workshop on July 17; The Giant Bubble Show on July 18; Colossal Fossils on July 25; Geological Wonders of Western Wisconsin on July 26; and Rocks of St. Croix County on July 28. Now through August 10, 2018, the League of Women Voters will be at the library on Fridays from 2:00 to 4:00 p.m. helping people register to vote. At the August Council meeting, the Mayor's awards will be given out for the Summer Reading Challenge

Police – Craig Yehlik stated they finished the year end audit for training for the State of Wisconsin. Officer Anderson completed emergency vehicle operations training and is now a state certified instructor. The Fourth of July fireworks went well and Hatfield Park was filled with people. The Fun Fest parade will be at 12:30 p.m. on July 15, 2018. The detour will begin at noon. Craig reminded people to slow down in the carnival area and to respect business property in the area. There is an emergency services golf scramble on July 23, 2018 at noon.

Fire – Mayor Horne stated the Fire Department had 20 incidents in June, 11 City, 8 Rural, and 1 Mutual Aid. The Fire Department will be applying for a DNR grant for forest fire protection.

Airport – Marykay Rice explained the Airport hosted a "Business After 5" event. They recently purchased a 1996 snow blower for \$11,800. The estimated value of this equipment is \$50,000. This will replace the 1979 snow blower that will be sold after the new one arrives. A Grumman Albatross plane made an emergency landing at the airport recently. It had taken off from Cedar Lake and blew an engine. A

maintenance crew will be at the airport this week to fix the World War II aircraft. The Governor flew into the airport last week for a meeting in Hudson. June has been the busiest month since the Super Bowl. City Clerk - Tanya Batchelor stated the Primary Election will be held on August 14, 2018. Absentee voting began July 2, 2018, and will continue through August 10, 2018, for in-person voting. Anyone interested can come into the office during regular hours or call to have a ballot mailed to them through August 9, 2018. Several residents have received voter registration mailings. These mailings were not sent from the City. Residents can call the Clerk's office anytime to verify they are registered.

VFW Project Update

Mike Darrow stated the request from the VFW is for the Council to approve transfer of the 5.11 acres of land in Freedom Park so they can begin fundraising for the project. The community will decide whether they support the project or not by the amount of funds that are raised. The Park Board approved the transfer of this land several months ago. Considerable discussion followed. Alderman Zajkowski moved to transfer ownership of the 5.11 acres in Freedom Park to the VFW, seconded by Alderman Volkert and carried. Alderman Zajkowski, Volkert and Kittel voted yes. Alderman Ard, Jackson and Montello voted no. Mayor Horne voted yes breaking the tie vote.

Ordinance #520 Adopting the Comprehensive Plan

Beth Thompson stated City Staff recommended approval of this ordinance formally adopting the City of New Richmond's Comprehensive Plan. Alderman Montello moved to suspend the rules and adopt Ordinance #520 Comprehensive Plan, seconded by Alderman Kittel and carried.

Ordinance #521 Chapter Six Amendments

Noah Wiedenfeld explained the proposed changes to Chapter Six of the ordinance. These changes were also discussed at the work session. Alderman Montello moved to suspend the rules and adopt Ordinance #521 Amending Section Six, seconded by Alderman Jackson and carried.

Mayor's Appointments

Mayor Horne appointed Ben Kurth to the Historic Preservation Commission. Alderman Zajkowski moved to confirm this appointment, seconded by Alderman Ard and carried.

Planner/Zoning Administrator Position Sources & Uses of Funds

Beth Thompson explained the City Council approved this position and job description at a previous meeting. There was discussion regarding planning cost trends. Funds for this position will come from the following areas: 40% Pass Through, 30% General Fund; 15% Storm Water Utility; and 15% TID. The total proposed for 2018 is \$28,880 and for 2019 is \$78,695. Staff recommended approval to continue with the hiring process for this position with a salary range of \$50,000 to \$51,500. Alderman Montello moved to approve hiring for this position as proposed, seconded by Alderman Ard and carried.

RFP for Assessing Services

Rae Ann Ailts stated the Council approved drafting an RFP for assessing services at the work session. We are looking at a revaluation in 2020 along with maintenance for 2019 and 2021. We have included additional qualifications to include preference for those who use Market Drive, which is our current software and to limit the number of people working on the revaluation to ensure consistency. Alderman Montello moved to proceed with publishing the RFP, seconded by Alderman Ard and carried.

Legislative Changes

Nick Vivian, City Attorney, explained Wisconsin legislative changes made during the last session.

Work Session in July

A work session may or may not be necessary in July.

Communications and Miscellaneous

Craig Yehlik will be in the dunk tank for Fun Fest on Saturday from 4:00 to 5:00 p.m.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) Redevelopment of 243 Paperjack Drive and the potential investment of public funds, seconded by Alderman Zajkowski and carried

Open Session

No action was taken.

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

Meeting adjourned at 9:05 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
JULY 9, 2018 6:15 P.M.

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

Roll call was taken.

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

The Pledge of Allegiance was recited.

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

Sarah Reese explained the Compensation and Benefit Study process. Patrick Glynn, from Carlson Dettman, gave an overview of the next steps they will take for the employee compensation and benefit study. Considerable discussion followed. Carlson Dettman uses a total rewards method for compensation that includes direct compensation, benefits, program assessment, engagement and development and total rewards policy. There was discussion regarding the comparable employers that will be used for this study. In Wisconsin, they will use Hudson, River Falls, Menomonie, Rice Lake, Eau Claire, Chippewa Falls, Altoona, Hudson Schools, New Richmond Schools, St. Croix County, Pierce County, and Dunn County. In Minnesota, they will use Stillwater, North St. Paul, Mahtomedi, Maplewood, Oakdale, Vadnais Heights, Little Canada, White Bear Lake, Woodbury, Dakota County, Ramsey County, and Washington County. Carlson Dettman will use market comparison, determine market placement, design a pay structure and then develop an implementation plan. The study should be completed by September or October.

Communications & Miscellaneous

None.

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

Meeting Adjourned at 6:50 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL AUGUST 13, 2018

| VO # | PAYMENT TO: | AMOUNT |
|-------|--|------------|
| 62314 | CROSBY, GARY | 114.74 |
| 62315 | MOORE IMPRINTS | 93.00 |
| 62316 | WAL-MART (OTHER PMTS) | 4.48 |
| 62317 | CEDAR CORPORATION | 511.82 |
| 62318 | CITY UTILITIES - INVOICES | 1,216.10 |
| 62319 | CITY UTILITIES - OTHER | 78.82 |
| 62320 | DWD - UNEMPLOYMENT INSURANCE | 468.00 |
| 62321 | E O JOHNSON BUSINESS TECHNOLOGIES - 2 | 4,950.00 |
| 62322 | ECKBERG LAMMERS P.C. | 9,195.00 |
| 62323 | FOREMAN FIRE SERVICE & REPAIR | 8,600.00 |
| 62324 | FRONTIER COMMUNICATIONS | 846.34 |
| 62325 | HOUSINGTON KOEGLER GROUP, INC | 1,131.10 |
| 62326 | JIMENEZ, LOGAN | 350.00 |
| 62327 | JUST JUMP PARTY RENTALS | 250.00 |
| 62328 | NEW RICHMOND AREA COMMUNITY FOUNDATION | 5,600.00 |
| 62329 | NEW RICHMOND CHAMBER OF COMMERCE | 2,000.00 |
| 62330 | NEW RICHMOND COMPUTERS | 1,224.84 |
| 62331 | PERSHING LLC | 5,600.00 |
| 62332 | SHORT-ELLIOTT-HENDRICKSON | 18,556.26 |
| 62333 | ST CROIX COUNTY HIGHWAY DEPT | 1,460.35 |
| 62334 | VILLAGE OF STAR PRAIRIE | 46.30 |
| 62335 | VOLGER, REBECCA LYNN | 100.00 |
| 62336 | WHIPLASH DESIGNS & GRAPHICS | 385.75 |
| 62337 | WISCONSIN POLICY FORUM | 165.00 |
| 62338 | EAU CLAIRE PUBLIC LIBRARY | 27.00 |
| 62339 | WI DEPT OF ADMIN - BOUNDARY REVIEW | 2,750.00 |
| 62340 | CLERK OF COURT - ST CROIX CO | 405.00 |
| 62341 | ESRI | 250.00 |
| 62342 | ESRI | 1,237.50 |
| 62343 | FOREMAN FIRE SERVICE & REPAIR | 50.00 |
| 62344 | GRAINGER | 26.51 |
| 62345 | IMPRESSION SIGNS AND GRAPHICS | 3,347.50 |
| 62346 | SIMON ELECTRIC INC | 1,476.00 |
| 62347 | SPECIAL EFFECTS | 200.00 |
| 62348 | WESTFIELDS HOSPITAL | 25.00 |
| 62349 | WESTFIELDS HOSPITAL | 580.00 |
| 62350 | WI ECONOMIC DEVELOPMENT CORPORATION | 200.00 |
| 62351 | WI SCTF - R & D FEES | 195.00 |
| 62352 | XCEL ENERGY (2) | 2.10 |
| 62353 | BERMAN, TAYLOR | 1,175.00 |
| 62354 | STRATEGIC INSIGHTS, INC | 700.00 |
| 62355 | CITY UTILITIES - 2ND BILLING | 28,922.67 |
| 62356 | CITY UTILITIES - INVOICES | 8,417.95 |
| 62357 | CITY UTILITIES - OTHER | 1,689.16 |
| 62358 | FRONTIER COMMUNICATIONS (2) | 50.78 |
| 62359 | GUINN, VINOPAL & ZAHRADKA, LLP | 955.00 |
| 62360 | HORNE, FRED | 50.00 |
| 62361 | J & K WINDOW TINTING LLC | 3,486.00 |
| 62362 | MELSTROM INSPECTIONS, LLC | 600.00 |
| 62363 | MONTELLO, MIKE | 50.00 |
| 62364 | NOVITZKE, DYLAN | 17.20 |
| 62365 | REHRIG, MATTHEW | 10.00 |
| 62366 | ST CROIX COUNTY SHERIFF'S DEPT - JAIL | 180.00 |
| 62367 | ST CROIX VALLEY SART, INC | 200.00 |
| | SUBTOTAL | 120,223.27 |

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|-------|---|------------|
| | SUBTOTAL CARRIED FORWARD | 120,223.27 |
| 62368 | VOLKERT, RON | 50.00 |
| 62369 | ZAJKOWSKI, JAMES | 50.00 |
| 62370 | BALDWIN TELECOM, INC | 579.64 |
| 62371 | DALLMAN, JOAN | 100.00 |
| 62372 | NATALIE ANNE WARREN SYNHAVSKY | 1,000.00 |
| 62373 | WATKINS, CRYSTAL | 329.10 |
| 62374 | AMAZON (CITY) | 1,009.88 |
| 62375 | AMAZON (LIBRARY) | 1,356.89 |
| 62376 | BAKER TILLY VIRCHOW KRAUSE, LLP | 5,169.00 |
| 62377 | BAKKE NORMAN S.C. | 138.75 |
| 62378 | BENEFIT EXTRAS, INC | 431.50 |
| 62379 | BERMAN, TAYLOR | 2,820.00 |
| 62380 | BOARDMAN & CLARK LLP | 676.50 |
| 62381 | CEDAR CORPORATION | 2,541.40 |
| 62382 | CITY UTILITIES - 1ST BILLING | 888.35 |
| 62383 | CITY UTILITIES - LANDFILL | 609.27 |
| 62384 | CITY UTILITIES - SAC CHARGES | 8,802.00 |
| 62385 | CITY UTILITIES - SALES TAX | 480.23 |
| 62386 | CITY UTILITIES - WATER IMPACT FEES | 8,802.00 |
| 62387 | CONFIDENTIAL RECORDS, INC | 49.50 |
| 62388 | CRAIG, CAROLYN | 150.30 |
| 62389 | E O JOHNSON BUSINESS TECHNOLOGIES - 2 | 4,950.00 |
| 62390 | E O JOHNSON COMPANY, INC | 1,666.75 |
| 62391 | FAHRNER ASPHALT SEALERS, LLC | 13,587.32 |
| 62392 | FORUM COMMUNICATIONS COMPANY | 503.45 |
| 62393 | FRONTIER AG & TURF | 13,000.00 |
| 62394 | FRONTIER COMMUNICATIONS | 848.22 |
| 62395 | GALE / CENGAGE LEARNING | 175.42 |
| 62396 | GHD SERVICES INC | 2,624.86 |
| 62397 | HUDSON PHYSICIANS S.C. | 126.00 |
| 62398 | IDSO'S | 149.00 |
| 62399 | INDIANHEAD FEDERATED LIBRARY | 18,886.40 |
| 62400 | INDUSTRIAL HEALTH SERVICES NETWORK INC | 273.90 |
| 62401 | INDUSTRIAL SAFETY | 1,162.09 |
| 62402 | INTERACTIVE HEALTH, INC | 172.50 |
| 62403 | JUHL, PETER | 175.00 |
| 62404 | KIWANIS CLUB OF NEW RICHMOND | 90.00 |
| 62405 | KWIK TRIP / KWIK STAR STORES | 5,722.71 |
| 62406 | MARTIN-MCALLISTER | 500.00 |
| 62407 | MIDWEST TAPE | 9.99 |
| 62408 | MISTY MEADOWS WOOD PRODUCTS INC | 1,485.00 |
| 62409 | MOORE IMPRINTS | 185.00 |
| 62410 | MUNICIPAL TREASURERS ASSN OF WI | 120.00 |
| 62411 | NORTHERN BUSINESS PRODUCTS | 677.35 |
| 62412 | NR TREE SERVICE LLC | 3,435.00 |
| 62413 | OWEN ASSESSING LLC | 6,200.00 |
| 62414 | PEDERSON, JOEL | 325.00 |
| 62415 | PROFESSIONAL SERVICE INDUSTRIES, INC | 713.00 |
| 62416 | RIVER FALLS PUBLIC LIBRARY | 14.95 |
| 62417 | ROTARY CLUB OF NEW RICHMOND | 263.50 |
| 62418 | RUNNING, INC | 11,589.63 |
| 62419 | SCHOOL DISTRICT OF NR - MOBILE HOME FEES | 174.18 |
| 62420 | SCWAAB INC | 21.06 |
| 62421 | SECURIAN FINANCIAL GROUP, INC | 2,333.59 |
| 62422 | SOLID ROCK CUSTOM CONCRETE LLC | 23,517.50 |
| 62423 | ST CROIX COUNTY TREASURER - MUNICIPAL COURT | 663.92 |
| 62424 | ST CROIX COUNTY TREASURER - TAXES | 88,759.78 |
| | SUBTOTAL | 361,359.65 |

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|-------|---|-------------------|
| | SUBTOTAL CARRIED FORWARD | 361,359.65 |
| 62425 | STATE OF WI - COURT FINES & ASSESSMENTS | 1,676.63 |
| 62426 | STEPHENS SANITATION - RECYCLING | 4,065.00 |
| 62427 | STEPHENS SANITATION - REFUSE | 487.15 |
| 62428 | STEVE DY SHOCK SERVICE, LLC | 600.00 |
| 62429 | THE PLANNING COMPANY LLC | 4,950.00 |
| 62430 | VERIZON WIRELESS (CITY) | 375.51 |
| 62431 | WASHINGTON NATIONAL INS CO | 200.80 |
| 62432 | WI DEPT OF JUSTICE - TIME | 342.00 |
| 62433 | WI DEPT OF TRANSPORTATION (2) | 710.00 |
| 62434 | WI PROFESSIONAL POLICE ASSN, INC | 627.00 |
| 62435 | WI STATE FIREFIGHTER'S ASSN | 25.00 |
| 62436 | WISCONSIN SUPREME COURT | 40.00 |
| 62437 | WITC - CABLE | 10,177.33 |
| 62438 | XCEL ENERGY | 258.61 |

TOTAL VOUCHERS 385,894.68

| | | |
|--|----------------------------------|------------|
| | ELECTRONIC FUND TRANSFERS | |
| | PAYROLL (7/20 & 8/3) | 270,377.95 |
| | DEFERRED COMP | 9,600.00 |
| | ROTH - WI | 250.00 |
| | FEDERAL W/H | 94,937.17 |
| | STATE W/H | 18,683.60 |
| | MEDICAL PREMIUMS | 91,297.43 |
| | RETIREMENT | 57,735.48 |
| | VISA P-CARDS | 29,843.13 |
| | HRA | 5,445.22 |
| | HSA - ER CONTRIBUTIONS | 1,416.61 |
| | WI-SCTF | 2,967.64 |
| | FLEX SPENDING | 4,672.34 |
| | EMPLOYEE FUND | 260.00 |
| | FIREMAN DUES | 585.00 |
| | AFLAC | 1,223.26 |
| | DISABILITY INSURANCE | 2,843.65 |
| | INVOICE - SUPER AMERICA | 3,758.99 |
| | DELINQ STATE TAX - REMITTANCES | 32.18 |
| | RESTITUTIONS | 50.00 |
| | IMPACT FEE TRANSFERS | 16,506.00 |
| | PSN REFUNDS | 100.00 |
| | WPPI LOAN PMTS | 4,166.67 |
| | DEBT PMTS/BREMER LOAN PMTS | 2,426.27 |

TOTAL ELECTRONIC FUNDS 619,178.59

GRAND TOTAL 1,005,073.27

FRED HORNE, MAYOR



3601 Thurston Avenue
Anoka, MN 55303
763.231.5840
TPC@PlanningCo.com

PLANNING REPORT

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 8 August 2018

RE: New Richmond –Paperjack Creek Villas; PUD District amendment

TPC FILE: 164.02

BACKGROUND

Mr. Jeremy Wilson owns the single family home located at 1323 Osprey Court. Mr. Wilson purchased the property with the existing house in 2012. The house was constructed by Oevinger Homes LLC with a second floor patio door on the rear elevation of the house. Mr. Wilson is proposing to construct a 12 foot by 12 foot deck onto the rear of the house where the patio door is located. The proposed deck encroaches 7.27 feet into the required 20 foot setback.

Mr. Wilson applied for a variance to allow for construction of the proposed deck, which is subject to review and approval by the Board of Appeals in accordance with Section 121-33 of the Zoning Ordinance. The Board of Appeals considered the application following a public hearing on 9 July 2018. The Board of Appeals voted 2-1 to deny the variance application. The majority of the Board of Appeals did not believe that the criteria established by the Zoning Ordinance for approval of a variance requiring there be a physical hardship unique to the property was satisfied.

After a site visit and further review of the request and the characteristics of the lots within Paperjack Creek Villas, City staff believes that a PUD District amendment is warranted to allow for a reduced rear yard setback for decks. Amendments of an existing PUD District are processed in accordance with Section 121-29 of the Zoning Ordinance and are subject to review by the Plan Commission and approval of the City Council. A public hearing to consider the proposed amendment was held by the Plan Commission at their meeting on 7 August 2018. Mr. Wilson was present and supported the proposed amendment.

Exhibits:

- Site Location
- Draft findings of fact
- Draft Ordinance

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for low density residential uses. The single family dwellings constructed within the plat are consistent with the land uses guided by the Comprehensive Plan. The development of lots within the City is to be done consistent with performance standards and lot requirements established by the Zoning Ordinance. The intent of the Zoning Ordinance is to allow for complementary arrangement of land uses to avoid compatibility issues and protect public health, safety, and welfare. Setback requirements are established for the purpose of maintaining separation between buildings on adjacent properties and providing open space within the lot.

Zoning. The subject site is zoned PUD, Planned Unit Development District preserved as Section 121-9.B.15 of the Zoning Ordinance. The single family dwellings are a permitted use of the PUD District. The proposed deck on the Wilson single family dwelling above grade is integral to structure and considered to be part of the principal building. As part of the principal structure, the deck is subject to applicable setback requirements as established by the PUD District.

Setback. The PUD District establishes a 25 foot front yard setback and 20 foot rear yard setback requirement for principal buildings. The setbacks shown on the plat for the Wilson lot and several others at the entry to the cul-de-sac turnaround indicates a front yard setback at one corner of approximately 20 feet. Lots within Paperjack Creek Villas were platted with a depth ranging from 110 feet to 95 feet. The depth of the lots less the 50 feet required for the front and rear yard setbacks leaves a building envelop that is between 65 to 50 feet in depth.

The houses constructed upon the Wilson property is typical for the lots within Paperjack Creek. The house is a split entry with an attached garage forward of the dwelling. The depth of the structure is approximately 50 feet. The Wilson house is setback 24.73 feet from the rear property line. A patio door was located off of the main floor on the rear wall of the split entry house when it was constructed. A deck or steps to grade could be only 4.73 feet in depth beyond the house to comply with the 20 foot rear yard setback requirement. The Wilsons are proposing a deck that is 12 feet deep that would encroach 7.27 feet into the required rear yard setback and be setback only 12.73 feet from the rear property line.

The inability to accommodate a deck onto the Wilson dwelling is not unique condition that satisfies the undue hardship criteria established by the Zoning Ordinance for approval of a variance. However, the depth of lots less than 100 feet and layout of the split entry dwellings with a forward attached garage is common to Paperjack Creek Villas. Other lots within Paperjack Creek will encounter similar difficulties as Wilson in constructing a deck. The Board of Appeals in 2015 approved a variance for Lot 21 to the south to allow a 4 foot encroachment

into the 20 foot rear yard setback to allow for construction of a deck that is 8 feet deep. Under these circumstances, the appropriate action for the City to consider is amendment of the PUD District to allow a lesser rear yard setback for decks that would apply to all lots under similar conditions.

Setbacks are established to create separation between structures and activity within each lot to provide for land use compatibility and provide open space within the lot. The City maintains drainage and utility easements at the perimeter of each single family lot to allow for stormwater drainage. In recognition of the lots within Paperjack Creek Villas with a lot depth less than 100 feet, City staff proposes the following language regarding rear yard setbacks:

The rear yard setback for the principal building shall be a minimum of 20 feet, except that for lots with a depth less than 100 feet an attached deck that is not enclosed by screens, windows, walls, a pergola, or a roof shall be setback a minimum of 10 feet from a rear lot line.

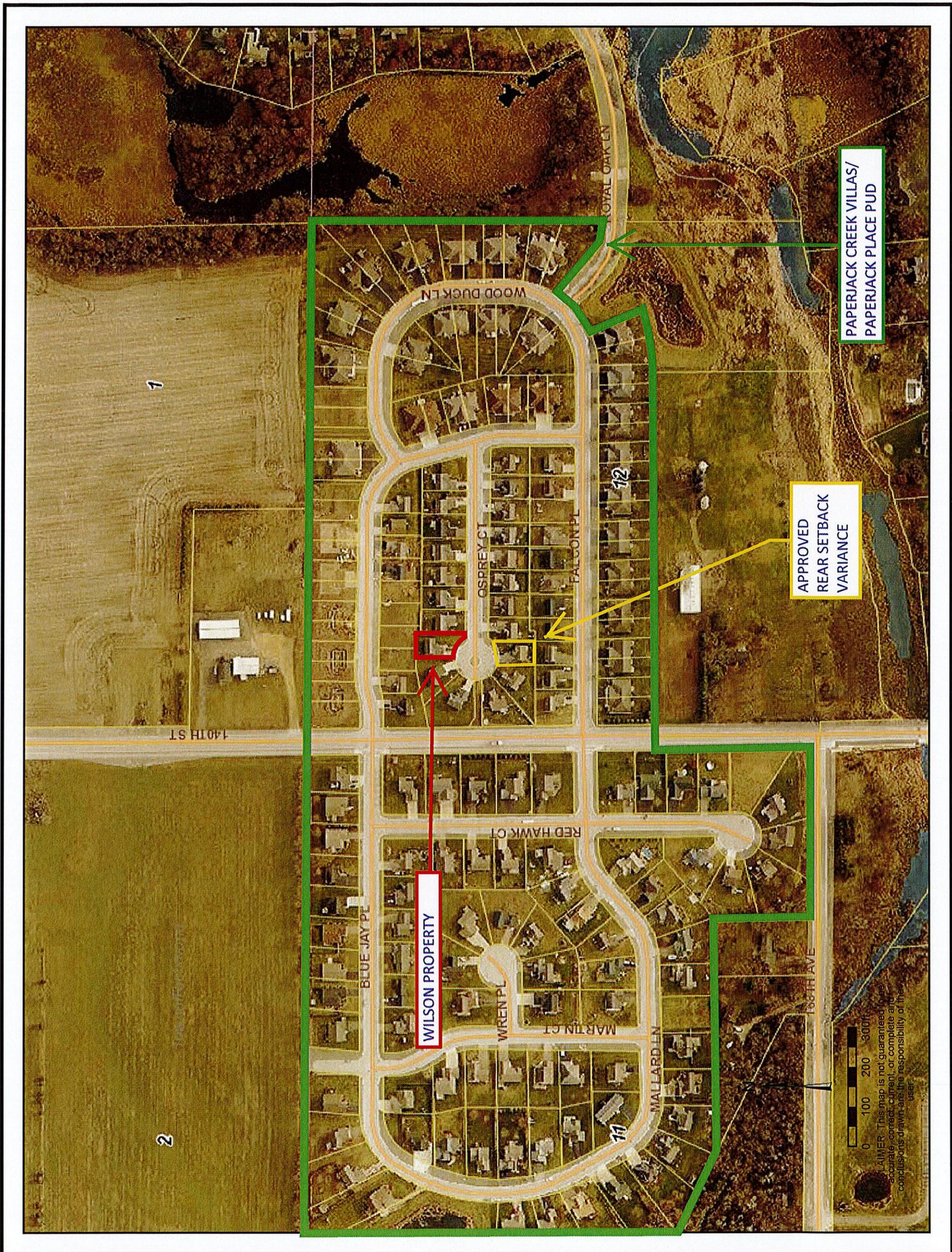
The proposed setback will maintain a reasonable separation from adjacent properties in consideration of the lot design. The proposed setback also will not result in a conflict with the drainage and utility easements dedicated along rear lot lines to provide for stormwater management. The proposed setback is consistent with the intent of the setbacks established with the PUD District and purpose of the Zoning Ordinance.

RECOMMENDATION

City staff does not believe that the Wilson or other request for variance within Paperjack Villas demonstrates an undue hardship justifying approval of a variance in accordance with the criteria established by the Zoning Ordinance. However, the shallow depth of several lots within Paperjack Creek and the design of the houses constructed upon these lots does create difficulties for the homeowners in constructing a deck. To this end, the Development Review Committee recommends approval of an amendment to the Paperjack Creek PUD District that will allow a 10 foot rear yard setback for decks. The Planning Commission concurred with the recommendations of City staff and voted to recommend approval of the PUD amendment after closing the public hearing.

POSSIBLE MOTIONS

- A. Motion to **approve** an amendment of the Paperjack Place and Paperjack Creek Villas PUD, subject to the following condition:
 1. The rear yard setback for the principal building shall be a minimum of 20 feet, except that for lots with a depth less than 100 feet an attached deck that is not enclosed by screens, windows, walls, a pergola, or a roof shall be setback a minimum of 10 feet from a rear lot line.



1

2

140TH ST

BLUE JAY PL

RED HAWK CT

WREN PL

MARTIN CT

OSPREY CT

FALCON PL

WOOD DUCK LN

ROYAL OAK LN

WILSON PROPERTY

APPROVED REAR SETBACK VARIANCE

PAPERJACK CREEK VILLAS/
PAPERJACK PLACE PUD

0 100 200 300 FT

DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and the conclusions drawn are the responsibility of the user.

- B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the Zoning Ordinance.
 - C. Motion to **table** the application for further review.
- c. Michael Darrow, City Administrator
Nick Vivian, City Attorney
Jeremiah Wendt, Public Works Director

**CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN**

PLANNED UNIT DEVELOPMENT

APPLICANT: City of New Richmond

APPLICATION: Amendment of a PUD, Planned Unit Development (PUD) for the Plat of Paperjack Place and Paperjack Creek Villas.

FINDINGS: Based upon review of the application and evidence received, the New Richmond City Council now makes the following findings of fact:

1. The property is guided for low density residential uses by the Comprehensive Plan.
2. A PUD, Planned Unit Development District of the property was approved by the City Council on April 9, 2001, which is preserved as Section 121-9.B.15 of the Zoning Ordinance.
3. The applicant is proposing an amendment of the PUD to modify required setbacks.
4. Applications for amendment of the Zoning Ordinance are to be processed in accordance Section 121-29 of the Zoning Ordinance and are subject to review by the Development Review Committee and Plan Commission, and approval of the City Council.
5. The Plan Commission and City Council must take into consideration the possible effects of the amendment with their judgment based upon (but not limited to) the criteria outlined in Section 121-29.D.1 of the Zoning Ordinance:
 - a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*
 - b. *The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the*

purpose and intent of the individual zoning district.

- c. There is adequate public infrastructure available to serve the proposed action.*
- d. There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
- e. The change will be compatible with existing and planned use in the area.*

- 6. The planning report dated 24 July 2018 prepared by the City Planner, The Planning Company LLC, is incorporated herein.
- 9. The Plan Commission opened a public hearing at their regular meeting on 7 August 2018 to consider the application, preceded by published and mailed notice; the Plan Commission reviewed of the application and received evidence; the Plan Commission closed the public hearing recommended that the City Council approve the request based on the aforementioned findings.

DECISION: Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

- 1. The rear yard setback for the principal building shall be a minimum of 20 feet, except that for lots with a depth less than 100 feet an attached deck that is not enclosed by screens, windows, walls, a pergola, or a roof shall be setback a minimum of 10 feet from a rear lot line.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of New Richmond this ____ day of _____ 2018.

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

Attest: _____
Tanya Batchelor, City Clerk

ORDINANCE #522

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

Section 1. Section 121-9.B.15 of the Zoning Ordinance (Preservation of PUD Districts) is hereby amended to read as follows:

15. Paperjack Place and Paperjack Creek Villas, Ordinance #264 adopted 4/9/01, amended [August 13, 2018].

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

Passed and approved: August 13, 2018
Published and effective: August 23, 2018

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST: _____
Tanya Batchelor, City Clerk



CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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: August 9, 2018

SUBJECT: Croft Place Apartments Update

Background

Staff will give an update regarding Croft Place Apartments at the meeting on August 13, 2018. A representative from Croft Place Apartments will also be present at the meeting to answer questions.



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MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: August 9, 2018

SUBJECT: City Sponsorship of Assembly and Congressional Candidate Forum

Background

Alderman Ard has forwarded a request for the City of New Richmond to lend its name to the Assembly and Congressional Candidate Forums which are scheduled in October. The City would appear as a sponsor on promotional materials and would be asked to promote the forum thru our social media channels.

The forum is conducted by Wanda Vielliux and Tom Lindfors. The forums provide an opportunity for the public to meet the candidates and have questions answered on issues which are important to the public and the district. This is an independent forum with no political or organizational ties. The public is encouraged to submit questions for the forum. The primary Congressional Forum was a full house attended by residents from throughout the Congressional District.

The Candidate Forums will be aired on Cable Channel 6 and live cast. This is an opportunity for the City of New Richmond to further demonstrate our commitment to informing, educating and engaging the public.

29th Assembly District
Thursday, October 11, 2018 - 7:00 PM
New Richmond Civic Center City Council Chambers
156 E. 1st Street, New Richmond, WI
Rob Stafsholz, Republican
John Rocco Calabrese, Democrat
Brian Corriea, Libertarian

7th Congressional District
Thursday, October 18, 2018 - 7:00 PM
New Richmond Civic Center City Council Chambers
156 E. 1st Street, New Richmond, WI
Sean Duffy, Incumbent and winner of Primary Election on Aug. 14



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, Management Analyst
DATE: August 6, 2018
SUBJECT: Mary Park Boat Ramp

BACKGROUND

In June, City staff issued a request for proposals (RFP) for engineering services for the reconstruction of the Mary Park boat ramp. Proposals were due on Friday, July 20th. Proposals were received from Cooper Engineering and MSA Professional Services. The proposals were reviewed by the Park Board at their meeting on July 25th. The Park Board voted unanimously to choose MSA Professional Services to perform engineering and design services for the new boat ramp in the low bid amount of \$11,500.

The schedule proposed by MSA Professional Services calls for the preliminary design to be completed in January 2019. In March, plans would be finalized and the advertising for bids would occur. The bid opening would occur in April, with construction occurring in the summer.

As a reminder, the cost estimate for the project is \$75,205. The City of New Richmond received grant funding for half (\$37,602) of the project cost. The proposal cost received from MSA Professional Services is very close to what was originally estimated for engineering services.

ACTION REQUESTED

The Park Board recommends the selection of MSA Professional Services as the engineering firm for the Mary Park boat ramp reconstruction project.



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www.newrichmondwi.gov

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: August 6, 2018

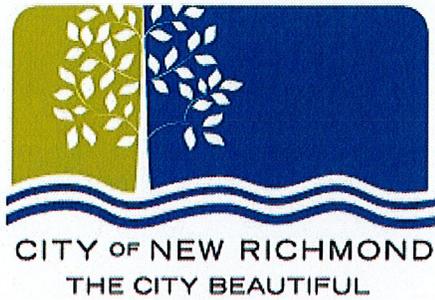
SUBJECT: Intensive Survey of Historical & Architectural Sites

BACKGROUND

The City of New Richmond was selected to receive a Historic Preservation Fund sub-grant in the amount of \$24,900 for an intensive survey of historical and architectural sites in the city. There is no matching requirement for the project. A request for proposals (RFP) was issued in June. Three proposals were received and reviewed by staff. All three firms were previously vetted by the Wisconsin Historical Society. Staff conducted phone interviews on July 20th. Following the interviews, City staff reviewed work samples and checked references. The proposals will be discussed by the Historic Preservation Commission at their upcoming meeting on August 9th.

ACTION REQUESTED

City staff will review the three proposals received with the Historic Preservation Commission at their meeting on August 9th, and request a formal recommendation be made to the City Council for their consideration at their August 13th meeting. The project is tentatively scheduled to begin in the fall of 2018 and conclude in the spring of 2019.



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 www.newrichmondwi.gov

MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: August 8, 2018
SUBJECT: Knowles Avenue Corridor Study

Background

At the May 7, 2018 Public Works Committee meeting, staff recommended that the City conduct a comprehensive study of the Knowles Avenue corridor to address concerns raised by the Committee and the public as part of the Comprehensive Planning Process that was recently completed. The Committee asked staff to develop a Request for Proposals (RFP), which was sent out to several firms, and made available on the City’s website.

Staff received 3 proposals in response, which were subsequently reviewed by the Public Works Committee. The Committee then requested that the 3 firms be interviewed before a final decision was made on award of the project. Those interviews were conducted on Wednesday August 8, with the Public Works Committee, City Staff, and members of the Comprehensive Plan CAP team serving on the interview panel.

Sources of Funds

The proposed costs for the project are summarized in the table below. Funding for the selected alternative would come from the City’s Transportation Impact Fees fund.

| Firm | Proposed Cost E 11th St to STH 64 | Proposed Cost Richmond Way to STH 64 | Possible Cost for Additional Recommended Scope |
|-------------|---|---|---|
| MSA | \$50,550 | \$59,850 | |
| SEH | \$67,000 | \$77,000 | \$10,000 |
| SRF | \$57,500 | \$63,000 | \$8,000 |

Recommendation

Staff will provide the recommendation from the Public Works Committee to the Council for formal approval.



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www.newrichmondwi.gov

MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: August 8, 2018
SUBJECT: CTH A Trail Crossings

Background

As part of the 2018 Street and Utility Projects package, the City included Phase 1 of an off-street trail in the CTH A corridor, connecting the Woodland Creek and Willow River Bluffs subdivisions with the City's existing trail system adjacent to W 8th Street and the Willowind subdivision. This trail connection was identified as a key component of the City's trail system through the Bike and Pedestrian Master Plan and the recently completed Comprehensive Plan, as well as through public engagement processes associated with the 125th Street project.

The concept included in the bid package included the trail crossing CTH A at Quail Run, and north of the intersection of CTH A with Scenic Lane. Because of the volume and speed of traffic in this corridor, the Public Works Committee expressed concern that the crossings be carefully engineered to enhance safety, or that alternate routes be considered in order to remove one or more crossings.

While the bulk of the 2018 Street/Utility Projects have been moved forward, City staff, SEH, and St. Croix County have continued to work on these crossings to ensure the safest and most cost-effective design is employed. Based on this work, two alternatives were presented to the Public Works Committee for consideration.

Alternative 1: 2 Crossings

Alternative 1 follows the route originally designed, with crossings at Quail Run and north of Scenic Lane. Both crossings would be equipped with advanced warning signs, pavement markings, and push-button activated Rectangular Rapid Flashing Beacons (RRFBs) at each location. Because of the turning lanes at the Quail Run crossing, the pavement is nearly 50 feet wide. As a result, an overhead mast-arm mounted beacon would be required. In order to maintain consistency through the corridor, a similar mast-arm arrangement would be required at the Scenic Lane crossing.

The estimated cost of the overhead mast-arm RRFB arrangement is approximately \$60,000 per location, for a total cost of \$120,000 for the two crossings.

Alternative 2: 1 Crossing

Of the two crossing locations, the Scenic Lane crossing is preferred because of the topography (it is located at the apex of the hill), and because of the roadway geometry (there are no turning lanes in this location, so the pavement width is only about 36 feet). The narrower roadway also allows for the possible use of a pedestal-mounted RRFB in this location (at an approximate cost of \$40,000), rather than an overhead arrangement.

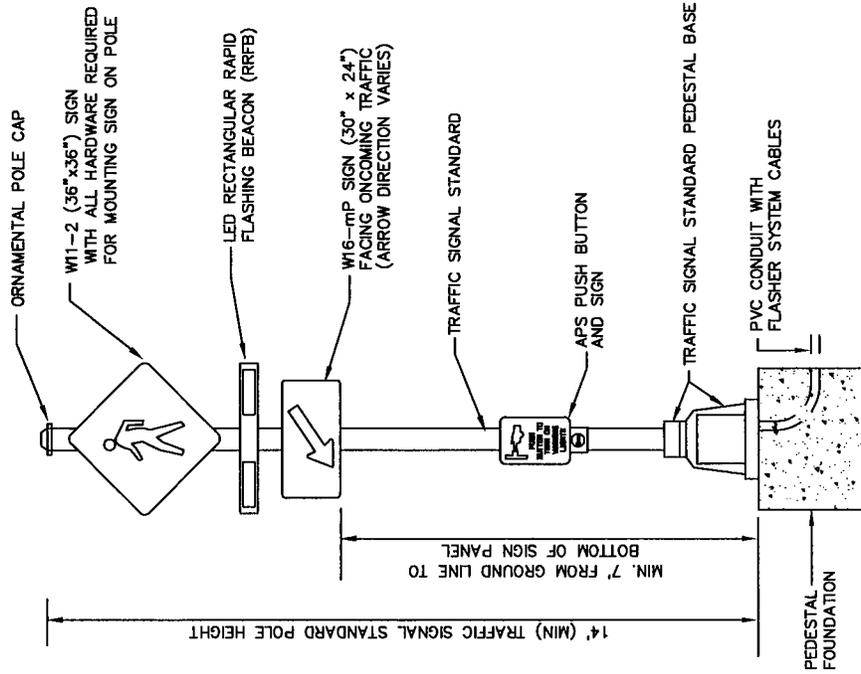
In order to eliminate the Quail Run crossing location, but still connect the Woodland Creek subdivision to the City's trail system, an additional 1,300 feet of trail could be constructed on the east side of CTH A from Quail Run to the Scenic Lane crossing. The estimated cost to design and construct this trail is \$89,000, so the total cost with the RRFB is estimated at \$129,000.

Recommendation/Sources of Funds

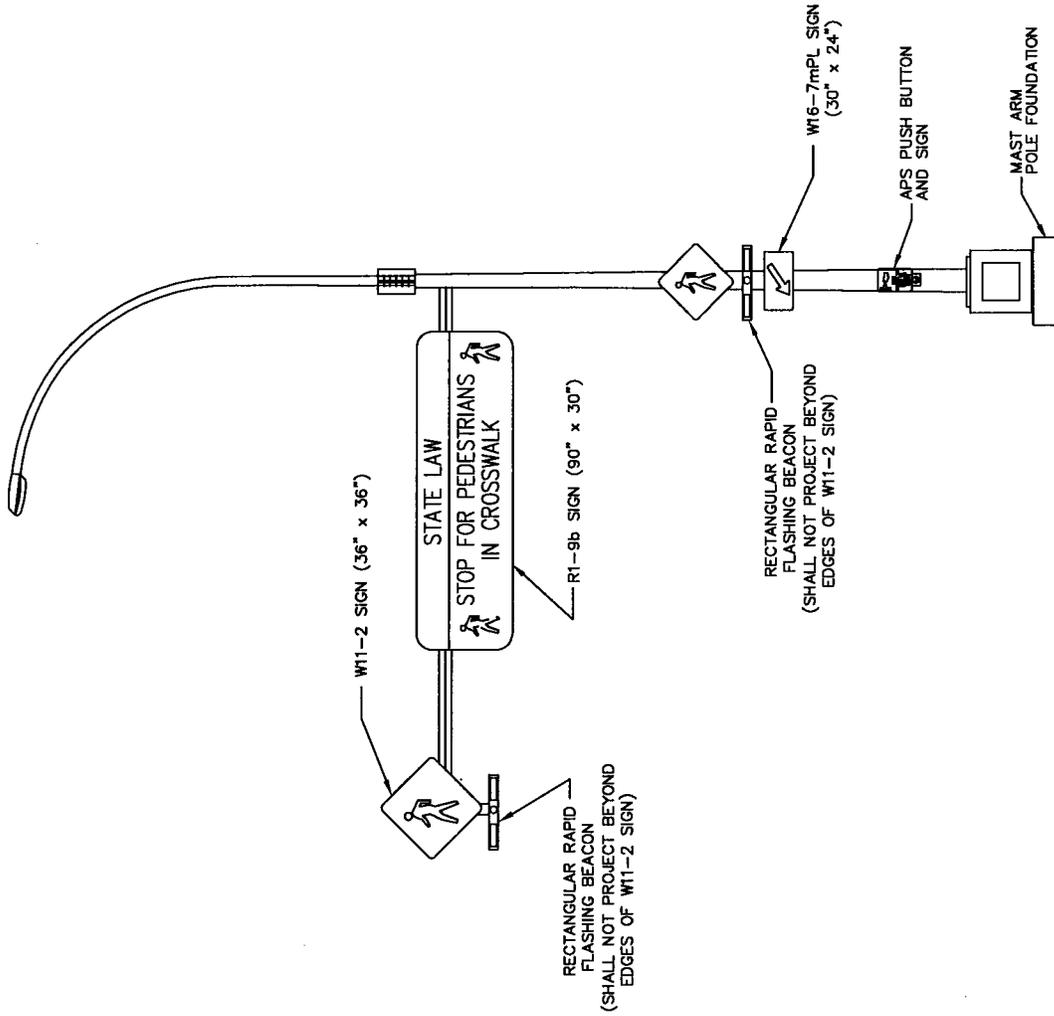
The Public Works Committee recommends moving forward with Alternative 2 based on the following proposed sources of funds:

- Possible developer contribution for temporary trail eliminated in Willow River Bluffs: \$15,000
- Traffic Control Operating Budget: \$20,000
- Transportation Impact Fees: \$94,000

FLASHER PEDESTAL POLE DETAIL



FLASHER POLE DETAILS



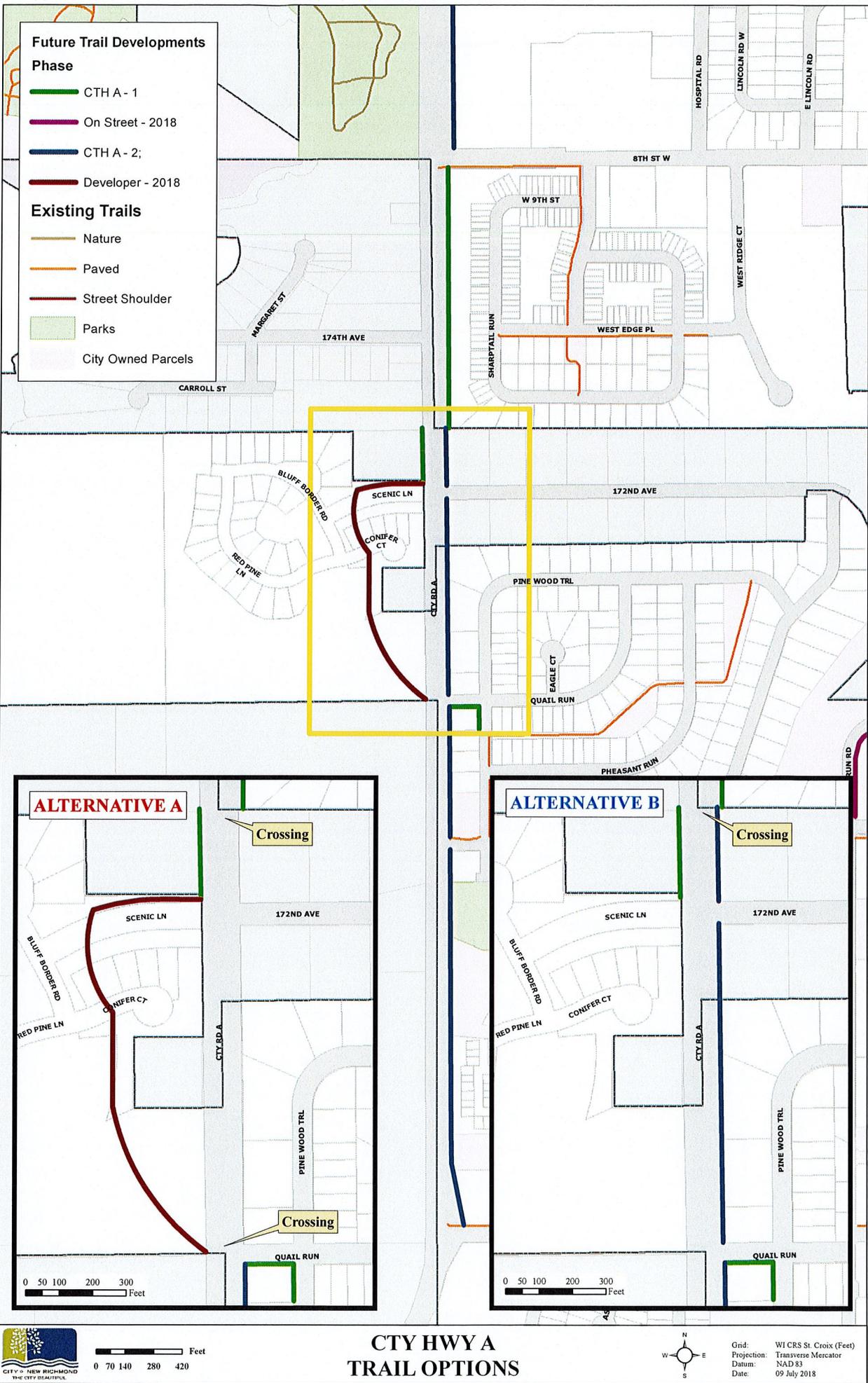
INDEPENDENT COMPANY THAT THE PLAN WAS PREPARED BY ME OR UNDER MY CLOSE PERSONAL SUPERVISION AND I AM A LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.



| | |
|----------------------|--|
| FILE NO. | |
| FLASHER POLE DETAILS | |

| | |
|------------|---------|
| DATE | 2/24/17 |
| DESIGNER | |
| CHECKED BY | |
| NO. OF | |
| DATE | |

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| REVISIONS | |
|-----------|--|



Future Trail Developments

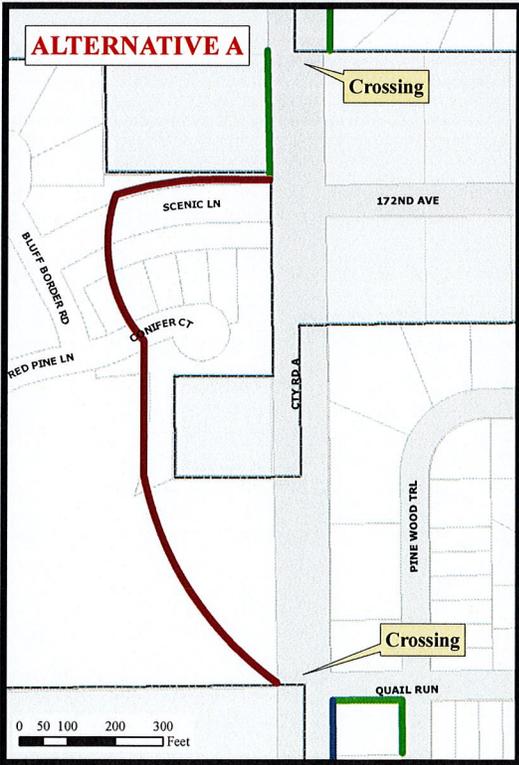
Phase

- CTH A - 1
- On Street - 2018
- CTH A - 2;
- Developer - 2018

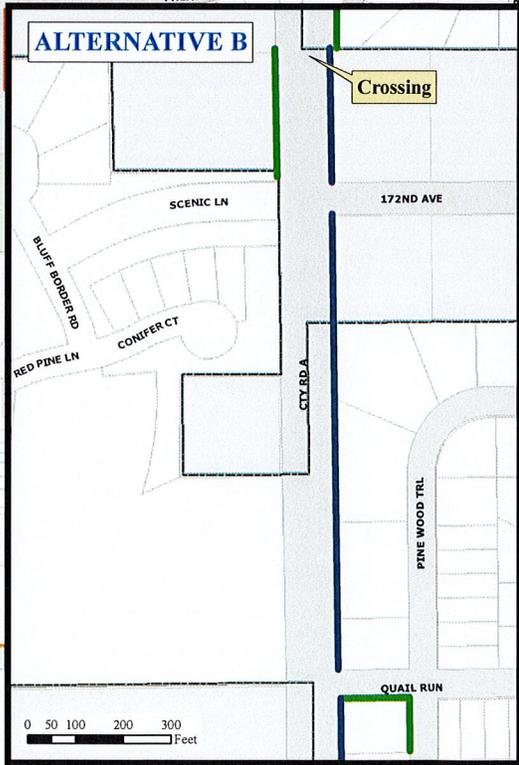
Existing Trails

- Nature
- Paved
- Street Shoulder
- Parks
- City Owned Parcels

ALTERNATIVE A



ALTERNATIVE B



**CTY HWY A
TRAIL OPTIONS**



Grid: WI CRS St. Croix (Feet)
 Projection: Transverse Mercator
 Datum: NAD 83
 Date: 09 July 2018



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: August 7, 2018

RE: 2018 Second Quarter Financial Report

Staff will present the 2018 2nd Quarter Financial report during the council meeting. The 2Q18 report will also be 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



2nd QUARTER 2018 FINANCIAL REPORT



City of New Richmond

OPERATING REVENUE – GENERAL FUND

2018 Year-to-date Actual Revenue Compared to Budget

As of June 30, 2018, \$2,907,898 or 45% of budgeted revenue has been collected, which is trending slightly above the 5-year average of 44.2%. However, year-to-date revenue collection is slightly lower compared to same time last year, due to a one-time land sale in Tax Increment District 6 in 2Q 2017.

| Revenue Category | 2017 | 2018 YTD | 2018B | % Act to Budget | % Revenue by Source |
|---|---------------------|---------------------|---------------------|-----------------|---------------------|
| Taxes (Levy & taxes other than property) | \$ 2,999,651 | \$ 1,718,011 | \$ 3,294,663 | 52% | 59% |
| Intergovernmental | \$ 1,604,336 | \$ 629,615 | \$ 1,511,150 | 42% | 22% |
| Licenses and permits | \$ 491,904 | \$ 279,136 | \$ 287,665 | 97% | 10% |
| Fines, forfeitures, and penalties | \$ 98,411 | \$ 53,409 | \$ 110,000 | 49% | 2% |
| Public charges for services | \$ 287,088 | \$ 100,067 | \$ 279,833 | 36% | 3% |
| Intergovernmental charges for services | \$ 28,019 | \$ 14,057 | \$ 24,720 | 57% | 0% |
| Special assessments | \$ 8,008 | \$ 6,252 | \$ 3,196 | 196% | 0% |
| Investment income | \$ 53,106 | \$ 35,066 | \$ 54,021 | 65% | 1% |
| Miscellaneous | \$ 973,445 | \$ 72,285 | \$ 191,223 | 38% | 2% |
| Operating Transfers In | \$ 597,263 | \$ - | \$ 643,200 | 0% | 0% |
| Total Revenue | \$ 7,141,231 | \$ 2,907,898 | \$ 6,399,671 | 45% | 100% |

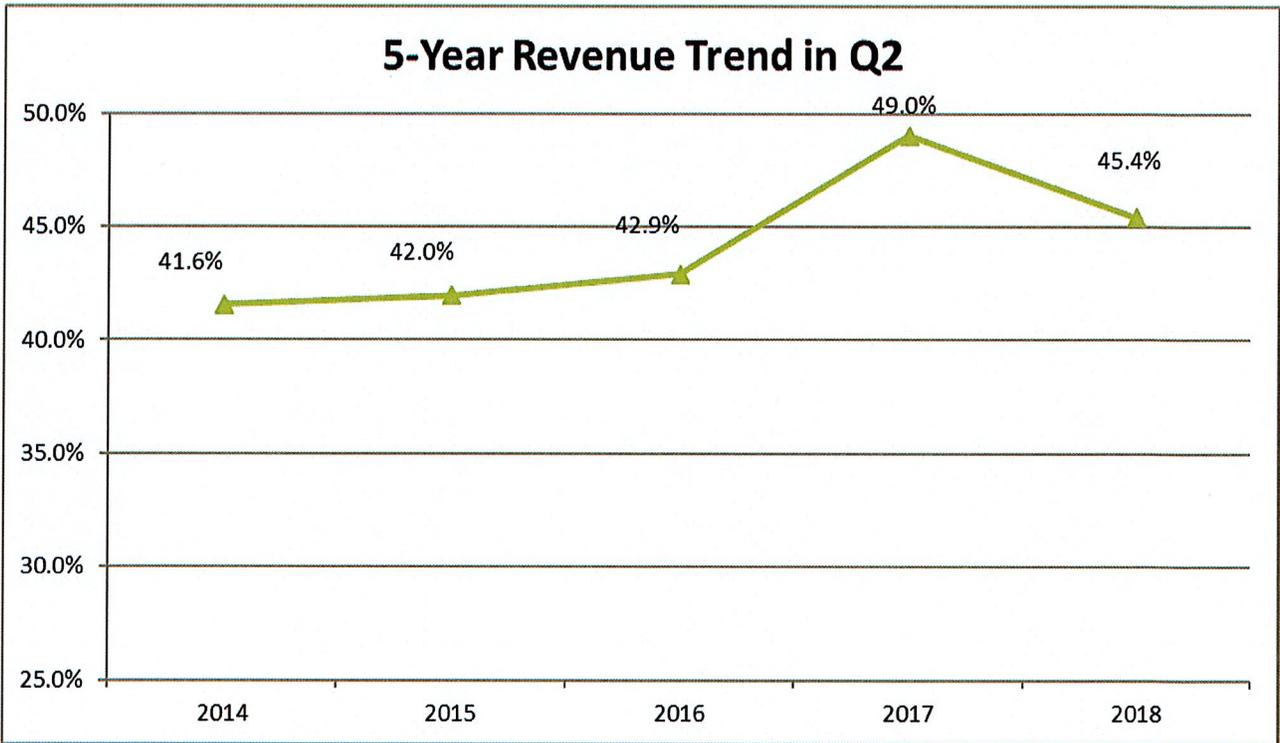
Overall, revenue collected through 2Q is tracking to budget with a few notable variances. Airport hangar lease collections began in the second quarter with 49.01% (\$35,364) of budgeted revenues collected; this tracks slightly below trend, but collections are anticipated to meet budget at or before the July 31 lease payment deadline.

Building permit and inspection revenue continues to remain strong through 2Q with \$243,611 in collections, exceeding the annual budget by \$23,611 or 110.7%. Building permit and inspection revenue is expected to remain strong through 2018 due to residential development and continuation of hail damage repairs from the June 2017 storm. As of June 30, 2018, there were 444 permits and 85 new dwelling permits issued representing \$29,241,033 in total construction value. By comparison, 190 permits and 56 dwelling permits representing \$12,259,073 in total construction value were pulled during the same period in 2017.

Additionally, room tax revenues of \$15,055 were collected during the first two quarters of this year, an increase of \$2,411 or 19.1% when compared to 2Q17. Room tax revenues are expected to increase due to the Best Western opening earlier this year in April.

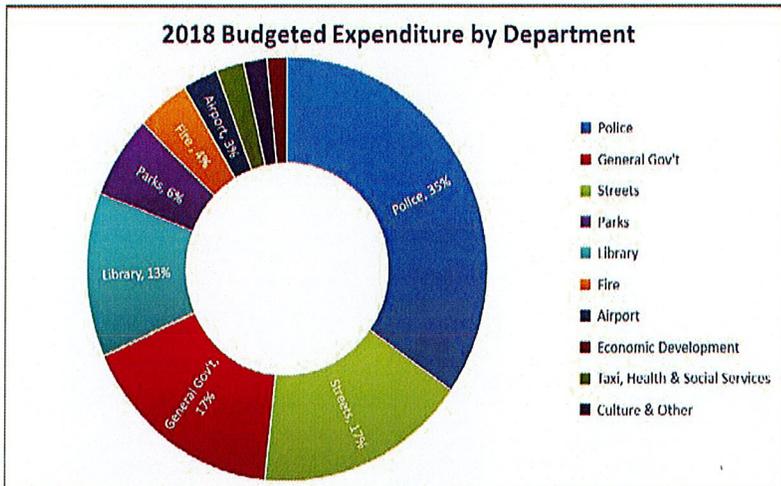
5-Year Revenue Trend

Actual revenue collected in the second quarter of each year has averaged 44.2% or \$2.6M. Revenues collected during 2Q18 trended slightly higher than average at 45.4% or \$2.9M, but lower than last year due to the land sale in TID 6 that occurred in 2Q17. Increased revenue collections in 2Q18 is mainly attributable to higher property tax collections occurring in 1Q18, with 53.0% of budget or \$1.7M of property tax revenue collected thru 2Q as well as increased collections of building and inspection fees this year.



OPERATING EXPENSES – GENERAL FUND

2018 Expenditure by Department



2018 budgeted operating expenditures are \$6,399,670, with expenses related to Public Safety (Police, Fire and Ambulance) accounting for \$2.64M of budgeted expenditures, followed by Public Works at \$1.49M, General Government at \$1.0M, Library at \$800K and Airport, Economic Development and Culture/Other comprising \$460K.

Expenditures Actual to Budget

As of June 30, 2018, actual expenditures are tracking to budget at \$3,222,720 or 50.3% 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,

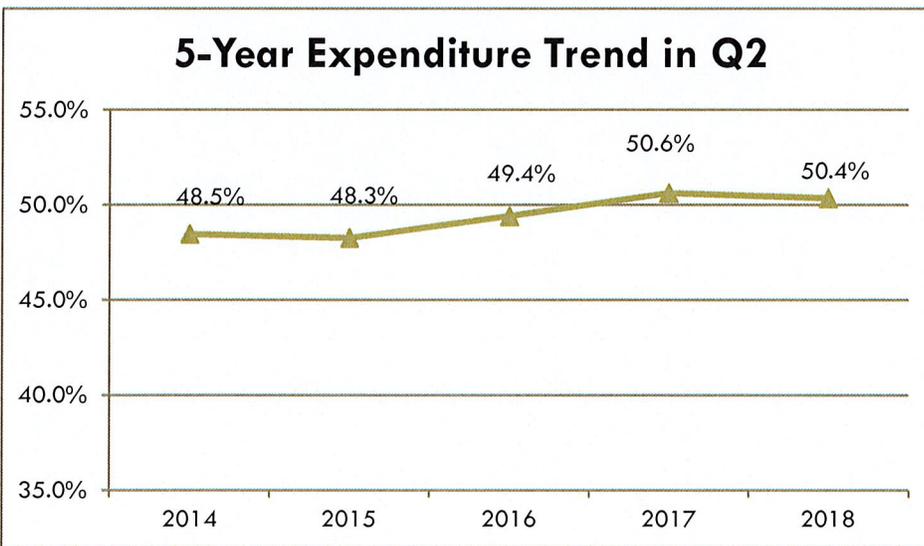
| Expenditure by Department | 2017 | 2018 YTD | 2018B | % Act to Budget | % Expense by Dept |
|---------------------------|------------------|------------------|------------------|-----------------|-------------------|
| Police | \$ 2,115,972 | \$ 1,042,259 | \$ 2,221,165 | 47% | 32% |
| General Government | \$ 1,069,234 | \$ 599,428 | \$ 1,062,105 | 56% | 19% |
| Streets | \$ 1,072,350 | \$ 508,285 | \$ 1,086,173 | 47% | 16% |
| Parks | \$ 404,026 | \$ 227,935 | \$ 405,267 | 56% | 7% |
| Library | \$ 763,007 | \$ 359,983 | \$ 802,228 | 45% | 11% |
| Fire | \$ 264,247 | \$ 121,886 | \$ 273,865 | 45% | 4% |
| Airport | \$ 163,663 | \$ 74,805 | \$ 181,939 | 41% | 2% |
| Economic Development | \$ 93,465 | \$ 67,275 | \$ 105,291 | 64% | 2% |
| Ambulance & Emer. Gov't | \$ 120,874 | \$ 117,825 | \$ 127,288 | 93% | 4% |
| Culture | \$ 71,627 | \$ 43,195 | \$ 96,450 | 45% | 1% |
| Taxi | \$ 113,438 | \$ 49,931 | \$ 10,000 | 499% | 2% |
| Health & Social Services | \$ 5,632 | \$ 3,768 | \$ 5,900 | 64% | 0% |
| Outlay Expenditures | \$ 33,882 | \$ 6,145 | \$ 7,000 | 88% | 0% |
| Transfers | \$ 13,614 | \$ - | \$ 15,000 | 0% | 0% |
| Total Expenditures | 6,305,031 | 3,222,720 | 6,399,671 | 50% | 100% |

and police uniform allowances are expenses fully incurred during 1Q. However, fully funded expenses are offset by lower than budgeted expenses in other areas.

Repairs to police squad vehicles, park shelters, and the library roof caused by the June 2017 hailstorm were completed in June. These repair expenses are covered by insurance, but the expenses will continue to be a variance to the budget until year-end when insurance proceeds are appropriated into the budget. Repair expenses account for 1.3% or \$44,137 of actual expenditures through 2Q. Excluding insurance repairs, actual expenditures would be \$3,178,583 or 49.7% of the budget.

Police salaries and wages inclusive of overtime wages are tracking slightly under budget at \$589,915 or 45.3% of budget. Police overtime expenses were higher than budget for the first half of the year, accounting for 68.8% of budget or \$58,503 as of June 30. Overtime expenses were driven by training hours associated with the additions of one full time patrol officer and one K9 officer. Rescheduling of court hearings at the county level have affected overtime hours, causing officers to have to attend hearings on scheduled days off. However, overtime expenses are tracking \$2,806 or 4.5% less when compared to the same period in 2017.

5-Year Comparison of Expenditures during First Quarter



Historically, expenditures have averaged 49.4% of budget over the last five years. Expenditures in 2Q18 align with average percentage of budget expended with actual expenditures being 50.4% of budget.

GENERAL OBLIGATION DEBT

General Obligation Debt

Principal and interest payments of \$463,789 and \$318,165 were made during Q1 and Q2, respectively, representing 23.1% of the total year's general obligation payments. The table below outlines principal and interest payments made as of June 30, 2018 as well as remaining payments for this year.

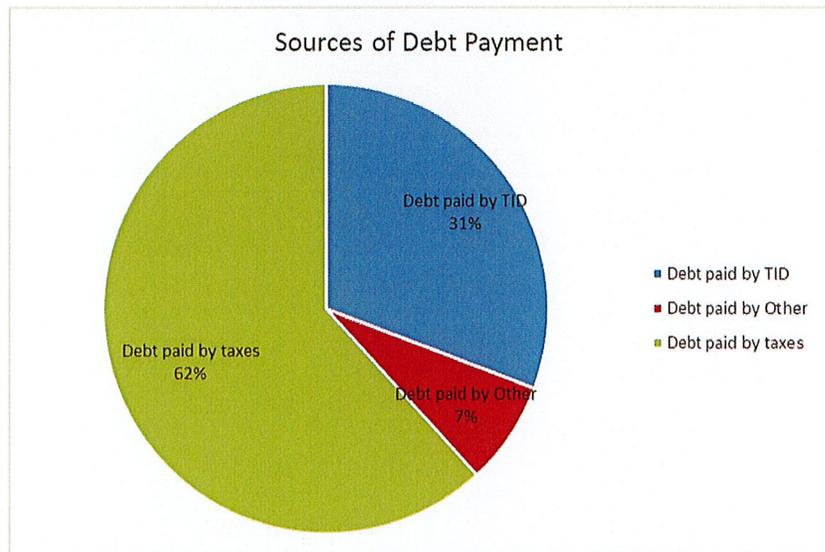
| Payments | Actual Payments Made thru 6/30/18 | Remaining Payment for Balance of 2018 | Percent of Budget |
|--------------------|-----------------------------------|---------------------------------------|-------------------|
| Principal | \$463,789 | \$1,977,130 | 19.0% |
| Interest* | \$318,165 | \$237,352 | 57.3% |
| Total Debt Service | \$781,954 | \$2,214,482 | 26.1% |

*Note: interest was reclassified to principal in the amount of \$55,000 in Q2

Sources of Debt Repayment

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

In 2018, 62% or \$1,851,176 of debt payments are paid by general property taxes. Tax Increment Districts (TID) pay \$921,819 or 31% of debt, followed by utilities and golf course revenue at 7% or \$223,441.



INVESTMENT

As of June 30, 2018, total funds inclusive of operating and investments are as follows:

| INVESTMENT | June 30, 2018 | June 30, 2017 |
|---|----------------------|----------------------|
| GENERAL CITY INVESTMENTS | 3,941,652 | 3,566,058 |
| RESTRICTED INVESTMENTS | | |
| Stock Funds | 10,247 | 10,112 |
| Future Outlay | 10,646 | 10,505 |
| Future Retirements | 42,384 | 39,826 |
| Police Department | - | 501 |
| Sports Center | 107,673 | 98,939 |
| Library | 519,881 | 480,380 |
| Impact Fees | 567,704 | 396,272 |
| Cemetery | 46,335 | 15,873 |
| Revolving Loan Fund | 47,585 | 58,691 |
| Capital Projects Investments | 941,854 | 79,605 |
| Landfill Cleanup Investments | 39,749 | 45,508 |
| Stormwater Investments | 6,080 | - |
| Park Land Trust | 183,431 | 172,307 |
| Library Trust | 279,672 | 254,374 |
| Flex Benefits | 16,022 | 19,890 |
| Armed Services Memorial | 1,189 | 3,823 |
| TOTAL INVESTMENTS | \$ 6,762,101 | \$ 5,252,664 |
| CITY OPERATING CASH BALANCE | \$ 202,472 | \$ 434,171 |
| TOTAL CITY INVESTMENTS & CASH | \$ 6,964,573 | \$ 5,686,834 |
| UTILITIES - RESTRICTED INVESTMENTS | \$ 9,260,245 | \$ 8,677,137 |
| UTILITY OPERATING CASH BALANCE | \$ 186,028 | \$ 252,766 |
| TOTAL UTILITY INVESTMENTS & CASH | \$ 9,446,274 | \$ 8,929,903 |

K9 Fund

As of June 30, 2018, the ending fund balance for the K9 fund is \$14,446.15.

| FUND ACTIVITY | | |
|---|------------------|---|
| | Current Quarter | Fiscal YTD 07/01/2017- 06/30/2018 |
| Beginning Fund Balance | 12,575.04 | 39,751.19 |
| CONTRIBUTIONS | | |
| (a) Tax Deductible Gifts and Bequests | 1,863.00 | 39,017.40 |
| (b) Non Tax Deductible Gifts | 10.00 | 1,789.19 |
| (c) Transfers In | 0.00 | 0.00 |
| Total Contributions | 1,873.00 | 40,806.59 |
| INVESTMENT ACTIVITY | | |
| (d) Realized Income | 52.49 | 269.88 |
| (e) Unrealized Gains (Losses) | 0.00 | 0.00 |
| Total Investment Activity | 52.49 | 269.88 |
| DISBURSEMENTS | | |
| (f) Grants and Scholarships | 0.00 | 65,558.50 |
| (g) Administrative and Investment Fees | 54.38 | 780.62 |
| (h) Fund Project Expenses | 0.00 | 42.39 |
| (i) Transfers Out | 0.00 | 0.00 |
| Total Disbursements | 54.38 | 66,381.51 |
| Ending Fund Balance as of 06/30/2018 | 14,446.15 | 14,446.15 |