



Regular Council
Agenda
Monday, July 8, 2019 at 7:00 PM
Council Chambers

Page

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. ADOPTION OF AGENDA

5. PUBLIC COMMENTS

6. CONSENT AGENDA

- 6.a. Approval of the Minutes from the Previous Regular Council Meeting, June 10, 2019 and Special Council Meetings, June 24, 2019 4 - 10
[06-10-19](#)
[06-24-19A](#)
[06-24-19B](#)
- 6.b. Application from New Richmond Chamber of Commerce for a Temporary Class B License for Cyclone Park from July 9, 2019 to July 10, 2019
- 6.c. Application for Operator's License from Crystal A. Kraft, Woodbury; John P. Vlasak, New Richmond; Hannah M. Eiling, New Richmond; Connor J. Larson, Baldwin; Tyler C. Hansen, New Richmond; Robin L. Hanson, New Richmond; Lisa Woletz, Ellsworth; Patrice L. Gorka, Star Prairie; Ryan Shervey, New Richmond; Tammy D. Johnson, New Richmond; Patricia J. Betterley, New Richmond; Donald K. Schoenherr, New Richmond; Scott S. Denker, New Richmond, and Lisa M. Schurhamer, New Richmond
- 6.d. Application for Street Use Permit from New Richmond Fire Department on Arch Avenue from First Street to Second Street on July 13, 2019 from 9:00 a.m. to 5:00 p.m.
- 6.e. Application for Direct Seller's Permit from Mark Casey Dickerson to Sell

Area Rugs from July 11, 2019 to August 11, 2019 on North Knowles Avenue

- 6.f. Application for Refuse Collection License from Hometown Disposal, LLC
- 6.g. Application for Class B Beer and Class C Wine License from Cheyenne C. Evans, Agent to CC Foods DBA Vudu Street Food at 121 South Knowles Avenue
- 6.h. Payment of VO#63596 through VO#63704 totaling \$379,099.18 plus electronic fund transfers totaling \$825,767.44 for a grand total of \$1,204,866.62 11 - 13

[Voucher List](#)

- 6.i. The Library will hold an an invitation only event on July 23, 2019 at The Space with Library Building Stakeholders. The cost of the event will not exceed \$800.
- 6.j. Donations: \$1,000 Jane Larson to K9 Unit
- 6.k. Community Development - Monthly Report 14 - 16
[Community Development Monthly Report](#)
- 6.l. Finance Department Monthly Update 17 - 18
[Finance Department Monthly Update](#)
- 6.m. Public Works Department Monthly Update 19
[Public Works Monthly Update](#)
- 6.n. Fire Department Monthly Update 20 - 21
[Fire Department Monthly Update](#)
- 6.o. Clerk's Monthly Report 22
[Clerk's Monthly Update](#)

7. NEW BUSINESS

- 7.a. 2019 Crack Fill Bids 23 - 24
[Memo - 2019 Crack Fill Bids](#)
[Crackfilling Bid Tab](#)
- 7.b. Personal Property Tax Request - Trett Properties, LLC 25 - 27
[Memo Personal Property Tax Request - Trett Properties, LLC](#)
- 7.c. Plan Commission Recommendation: 28 - 34
Willow River Bluffs First Addition Preliminary Plat
[Memo-Willow River Bluffs First Addition](#)
[Preliminary Plat Applicaton](#)
[Preliminary Plat](#)

7.d.	Plan Commission Recommendation: Federal Foam Certified Survey Map Memo-Federal Foam CSM Certified Survey Map Page 1 Certified Survey Map Pg 2	35 - 38
7.e.	Tobacco Ordinance Amendment Memo-Tobacco Ordinance Update Ord 534 Tobacco Ordinance Update	39 - 40
7.f.	Mayor's Appointment - Kim Dimick to Tourism Committee Memo-Mayor's Appointment	41
7.g.	SOAR Agreement Memo-Soar Agreement SOAR Agreement	42 - 45

8. COMMUNICATION AND MISCELLANEOUS

9. CLOSED SESSION PER STATE STATUTE 19.85 (1)(E)(G):

- 9.a. Assessment Litigation - Walmart v. City of New Richmond - Conferring with Legal Counsel - Wis Stats 19.85(1)(g)
- 9.b. Public Property Litigation - Department of Administration Complaint - Conferring with Legal Counsel - Wis Stats 19.85 (1)(g)
- 9.c. Downtown Development Interviews - Conducting Public Business with Competitive Bargaining Implications - Wis Stats 19.85 (1)(e)
- 9.d. Assessment Services - Conducting Public Business with Competitive Bargaining Implications - Wis Stats 19.85 (1)(e)

10. OPEN SESSION - ACTION ON CLOSED SESSION AGENDA

11. NO WORK SESSION IN JULY

12. ADJOURNMENT

REGULAR COUNCIL MEETING JUNE 10, 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, Lindell, Weinmeyer, Montello and Volkert

Members Absent: Alderman Zajkowski

The Pledge of Allegiance was recited.

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

Public Comment

Peggy Flemming lives on Marshall Road and has had issues with her sewer. She had her sewer televised from the house to the street and the camera barely made it through. Several neighbors in this area have had sewer problems as well. The residents would like to know when the sewer in that area is planned to be replaced. Mayor Horne stated the City Council will be discussing 2020 budget priorities at the June work session on the 24th. Anyone interested in being part of that conversation is welcome to attend that meeting.

Rebecca Nelson, from Discount Smokes, explained her desire to sell CBD oil made from hemp. Rebecca stated these oils are sold in towns all around New Richmond, but are not allowed to be sold in the City limits. She handed out an information packet to Council members. Mayor Horne suggested setting up a meeting with Chief Craig Yehlik and Nick Vivian to discuss this issue.

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, May 13, 2019
2. Application for Operator's License from Jennifer L. Rice, Osceola; Heena Brahmabhatt, Eleva; Gwen P. Hop, New Richmond; Dean B. Swanson, New Richmond; and Michael W. Bracken, New Richmond
3. Application for Street Use Permit for a Neighborhood Block Party on Red Pine Lane July 27, 2019, 12 p.m. to 12 a.m.
4. Application for Run/Walk Permit for the Heritage Center Run on September 28, 2019, at 7:00 a.m.
5. Applications for Amusement Device License for Champ's Sports Bar & Grill, Bobcat's Bar & Grill, McCabe's Shamrock Club, Wild Badger Saloon, AmericInn Motel, Huey's Bar, Gibby's Inc and Walmart
6. Applications for Cigarette License from McCabe's Shamrock Club, Family Fresh, Valu Mart, Lumberjack Liquors, Skoglund's Speedway, Amoco Express, Amoco Food Shop, Freedom Valu, Kwik Trip #337, New Richmond Golf Club, Walmart Supercenter #5432, Discount Smokes, Bobcat's Bar & Grill, The Box Smoke Shop and Radio Shack
7. Applications for Class B License to Sell Intoxicating Liquor and Fermented Malt Beverages from Mari Driscoll, Agent for McCabe's Shamrock Club; Linda Soifakis, Agent for Champ's Sports Bar &

Grill; David Gillen, Agent for Huey's Inc; Joseph Skaar, Agent for Wild Badger Saloon; Robert Chirstenson, Agent for Bobcat's Bar & Grill; Ann Wychor-Hall, Agent for Table 65; John Jerlow, Agent for Lumberjack Liquors, Inc; Jill Miller for Old Saloon; Brent Heit, Agent for New Richmond Golf Club Inc; Alexa Hynek, Agent for Fire & Whiskey; and Rick Holm, Agent for EF5

8. Application for Reserve Class B License to Sell Intoxicating Liquor and Fermented Malt Beverages from Brent Heit, Agent for New Richmond Golf Club - Links, Loren Barnes, Agent for American Legion Club 80, James Gibson, Agent for Gibby's Inc, and Jesus Saavedra, Agent for Garibaldi's LLC
9. Applications for Class B License to Sell Fermented Malt Beverages from Steven Montpetit, Agent for Pete's Pizza of New Richmond, Inc; Richard Coleman, Agent for Old Gem, LLC; William Buell, Agent for The Space for Creativity, Inc; Kim Dimick, Agent for Best Western Plus; Steven Meyer for Not Justa Cafe, and Zianyu Fu for Royal Buffet
10. Application for Class C Wine License from William Buell, Agent for The Space for Creativity, Inc and Steven Meyer for Not Justa Café
11. Applications for Class A License to Sell Intoxicating Liquor and Fermented Malt Beverages from Jeffrey Hielkema, Agent for Kwik Trip #337; Jake Davis, Agent for Family Fresh; John Jerlow, Agent for BP Amoco Express; and Steve Skoglund, Agent for Skoglund's Speedway
12. Application for Mobile Home License from Arthur & Kim Miller
13. Applications for Refuse Collection License from Waste Management, River City Disposal, Olson Sanitation, Waterman Sanitation, Advanced Disposal Services, and Gorilla Dumpster Bags
14. Application for Taxicab License from New Richmond Public Transit
15. Payment of VO#63506 through VO#63595 totaling \$255,719.29 plus electronic fund transfers totaling \$1,148,103.99 for a grand total of \$1,403,823.28

General Fund	\$1,286,521.16
Impact Fees Fund	27,556.79
Cemetery Fund	2,050.84
Debt Service Fund	26,742.92
Capital Projects	484.22
Capital Replacement Fund	15,156.37
Landfill Cleanup Fund	5,630.00
Storm Water Utility	11,745.33
Park land Trust Fund	27,645.36
Recycling/Compost/Yard Waste	290.29
16. Donations:
 - \$800 Peters Family - Legacy Bench
 - \$400 Wells Family - Legacy Tree
 - \$100 Curtis & Maxine Flatten - Disc Golf
 - \$1,500 RCU - Disc Golf
 - \$50 NP Design & Photography - Disc Golf
 - \$1,500 Johnson Motors - Disc Golf
 - \$1,500 Johnson Ford - Disc Golf
 - \$700 Twin Cities Orthopedics – Citizen’s Field
 - \$200 Edward Jones – Citizen’s Field
 - \$700 LSI Property Management – Citizen’s Field

\$700 Eckberg Lammers – Citizen’s Field
\$700 WITC – Citizen’s Field

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

Alderman Montello moved to approve the consent agenda as presented, seconded by Alderman Lindell and carried.

Proclamation Recognizing 120th Anniversary of 1899 Cyclone

Mayor Horne stated there will be a remembrance ceremony on June 12, 2019, at 6:00 p.m. in Cyclone Park. He also congratulated Todd Kittel and Kyle Wells for creating the story map with pictures to take people through the path the cyclone took showing what it looked like before and after. The link to this map is on Facebook and the City’s website.

New Richmond Fire & Rescue Agreement

This was the first reading of the Fire and Rescue Service and Protection Agreement with the townships and village. There was language added regarding contract termination. This agreement will come back to the Council for final approval.

Plan Commission Recommendations

The Plan Commission recommended approval of amendments to Zoning Ordinance Section 121. Alderman Montello moved to suspend the rules and adopt Ordinance #533 as presented, seconded by Alderman Kittel and carried.

Noah explained the Certified Survey Map for Freedom Park. Alderman Kittel moved to approve the CSM with the conditions listed in the Plan Commission Minutes from June 4, 2019, seconded by Alderman Volkert and carried.

Park Board Recommendation- Freedom Park Trail Project

The Park Board previously allocated \$23,900 in impact fees for design and staking of the Freedom Park Trail. Phase I of the project includes excavating, and placing sand and gravel base and will be completed in June of 2019. Labor will be provided by the 652nd Engineering Reserve Unit (Hammond). The City will be responsible for the cost of materials, trucking, fuel and silt fence. We will need an agreement with the 652nd Unit which addresses training dates, services to be provided, project management, etc. Alderman Kittel moved to allocate \$50,000 of capital improvement project funds to Phase I of this project, seconded by Alderman Volkert and carried.

Mayor’s Appointments

Mayor Horne appointed Dave Newman to the Park Board and Denise Whitaker to the Housing Authority. Alderman Volkert moved to confirm these appointments, seconded by Alderman Montello and carried.

Municipal Management Software

Rae Ann Ailts, Finance Director, explained the next steps in the process for finding municipal management software. The City hired EO Johnson to complete the first phase of this project and would now like to have them complete the next phase which will include:

Defining goals and objectives based on the needs assessment and vendor discovery

- Vetting of vendor responses
- Vendor demonstrations
- Vendor selection and outlining project implementation

Staff recommended approval of the project management proposal provided by EO Johnson for consultation services in an amount not to exceed \$24,000. Alderman Montello moved to approve hiring EO Johnston at a cost not to exceed \$24,000 for the next phase of this project, seconded by Alderman Kittel and carried.

Cable Access Agreement

There was discussion regarding the Cable Access Agreement with WITC. This is an annual agreement running from July 1 to June 30. WITC provides a studio facility, administers equipment use, programming content, and digital formatting. Discussion followed. Alderman Montello moved to approve the agreement as presented for a cost of \$15,000 plus an additional \$4,000 to cover as-needed expenses, seconded by Alderman Lindell and carried.

Award for North Fourth Street Project

The City of New Richmond and Short Elliott Hendrickson were awarded a 2019 Engineering Excellence Award for the North Fourth Street reconstruction project. The project included public involvement, a multi-modal trail, bump outs for parking, traffic calming, and more. Congratulations to the City Council and staff for their work on this project.

Event Plan

Tanya Batchelor reviewed the event plan. Discussion followed. Alderman Montello moved to approve the event plan as presented, seconded by Alderman Weinmeyer and carried.

Work Session on June 24, 2019, at 4:30 p.m.

Communications and Miscellaneous

The Cyclone Remembrance event will be on June 12, 2019, at 6:00 p.m. in Cyclone Park. The library listening sessions will be on June 18, 2019. The Knowles Avenue corridor study will also be meeting on Tuesday, June 18, 2019.

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

Meeting adjourned at 7:55 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL/UTILITY COMMISSION MEETING JUNE 24, 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 and Zajkowski

Utility Commission Members Present: Mike Kastens, Bob Mullen, and Pat Becker

The Pledge of Allegiance was recited.

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

Water and Sewer Rate Presentation

Mike Darrow explained the public engagement process for the water and sewer rate study. Staff held two open house meetings and sent information to all utility customers about the rate study. Mike and Rae Ann also met with individual businesses who would be impacted the most by a rate increase. Information has also been posted on the City and Utility websites. The proposed rate increase would be \$5.35 more per month for water and \$3.87 more per month for sewer. The proposed rates would take effect in the fourth quarter of 2019 for sewer rates and the first quarter of 2020 for water rates. Considerable discussion followed. The Utility Commission will take action on July 10, 2019, and the City Council will take action on August 12, 2019. Staff will look at creating a video and other ways of notifying consumers.

Communications and Miscellaneous

None

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

Meeting adjourned at 4:56 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING JUNE 24, 2019 AT 5:00 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.

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

The Pledge of Allegiance was recited.

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

Consent Agenda

- a) Application for Direct Seller's Permit from Karen & Kerrigan Storie with Sweet Treats Ice Cream Truck from June 25 through October 1, 2019, and a request to waive the fees
- b) Application for Extension of Premise from Bobcat's Bar & Grill for June 29, 2019, from Noon to 8:00 p.m.

Alderman Volkert moved to approve the consent agenda, seconded by Alderman Montello and carried.

SOAR Agreement

This agreement is between the City and school district. The School Board had some edits to the original agreement and those edits have been approved by the Airport Commission. The agriculture lot lease was not included with the agreement when presented to the Airport Commission. Discussion followed. Alderman Kittel moved to table this item until July 8, 2019, seconded by Alderman Montello and carried. The Airport Commission will need to address the lease prior to Council approval.

Squad Car/Body Cam Video System

New Richmond Police officers have been using body cameras from Getac on a trial basis for the past 60 days. They have been very easy to use, have excellent audio/video quality and are compatible with the mobile video cameras. Staff recommends approval to purchase the Getac System including six squad cameras, 10 body cameras, cloud storage, training, and warranties. Rae Ann Ailts explained that \$32,500 of the cost was budgeted for 2019. The Cloud storage annual fee is \$5,984 and can be absorbed into the general operating budget for the Police Department. The additional \$7,577 would come from the 2019 capital budget financing package. Alderman Montello moved to approve the purchase as recommended by staff with the cost not to exceed \$46,061, seconded by Alderman Kittel and carried.

Amendment to New Richmond Fire & Rescue Fire Service Contract and Protection Agreement

The Fire Board decided to leave the current contract in place and work on a new contract to begin January 1, 2020. No action was needed.

Knowles Avenue Corridor Study

Jeremiah Wendt gave an update on the Knowles Avenue Corridor Study. There have been three community meetings in this process. Jeremiah would like to engage businesses more in this process. Jeremiah will put together a list of the items that could be implemented for very little cost for the first phase of implementation. Discussion followed. This item will come back to the Council in October.

iCompass Update

Tanya Batchelor gave an update on implementation of iCompass for agenda management. Department heads had training last week on creating memos in iCompass. The City Council needs to leave their devices with Tanya so an application can be downloaded that will allow them to make their own notes on agendas. She will give Council members a short training on the new system when they come to pick up their devices. Staff will transition into iCompass during the month of July. Staff is also working on implementation of the video manager portion of iCompass.

Strategic Plan

Mike Darrow gave an overview of the strategic plan. The City's mission is to provide its citizens with reliable, efficient and economic public services. Our internal values are family-first and safety-first policies for employees and policy makers. Our external value is to provide for the overall health, safety and general welfare of our community. Several long-term goals include growth, safety, infrastructure, livability, community outreach, financial sustainability and community sustainability. Mike asked Council members to think about their goals. Mike will meet with each Council member and discuss their goals. He will also give community updates along the way. Council will discuss their goals at the August work session. The consensus was to come up with a five-year plan and to revisit it every year.

Communications and Miscellaneous

Joe Morales is selling fireworks in the parking lot at 243 Paperjack Drive. He was originally approved to sell on North Knowles Avenue, but received approval for the current location late and would like to stay there if possible.

There is a watermain break on South Knowles Avenue by Bakken Young. The Alert New Richmond system has been very effective in getting the word out to people right away. A detour will be necessary; more information will be available in the coming days. The canine officer and Storm were a part of a team that received first place at a field trial. All four officers on the team did an amazing job.

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

Meeting adjourned at 6:07 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL JULY 8, 2019

VO #	PAYMENT TO:	AMOUNT
63596	BALDWIN LIGHTSTREAM	577.44
63597	CITY UTILITIES - SALES TAX	569.69
63598	RUNNING, INC	15,205.35
63599	ADVANCED DISPOSAL	16,453.06
63600	FRONTIER COMMUNICATIONS	1,004.38
63601	JUST JUMP	410.00
63602	AMOCO EXPRESS	8.00
63603	BENEFIT EXTRAS, INC	368.25
63604	CBS SQUARED, INC	268.25
63605	CEDAR CORPORATION	658.00
63606	CEMSTONE - READY MIX INC	796.75
63607	DARROW, MIKE	490.94
63608	DEMULLING, MICHAEL	191.57
63609	E O JOHNSON BUSINESS TECHNOLOGIES - CONTRACT	5,049.00
63610	E O JOHNSON BUSINESS TECHNOLOGIES - OTHER	35,004.44
63611	HEALTHCHECK 360	3,635.64
63612	HOLLAND SUPPLY INC	6,138.88
63613	JOHN KEISTER & ASSOCIATES	5,000.00
63614	NEW RICHMOND CHAMBER OF COMMERCE	2,000.00
63615	NORTHERN BUSINESS PRODUCTS	891.59
63616	RECDESK LLC	1,800.00
63617	REGISTRATION FEE TRUST	16.00
63618	SIMON ELECTRIC INC	4,588.00
63619	THE COOPERATIVE FINANCE ASSOCIATION, INC	515.36
63620	THOMPSON, BETH	69.60
63621	VILLAGE OF STAR PRAIRIE	58.92
63622	WAL-MART (OTHER PMTS)	42.57
63623	WESTFIELDS HOSPITAL (2)	175.00
63624	WI STATE FIREFIGHTER'S ASSN	900.00
63625	WIEDENFELD, NOAH	87.75
63626	WILLIAMSON & SILER S.C.	5,614.29
63627	ANDERSEN, NICHOLAS	127.99
63628	CITY UTILITIES - 2ND BILLING	24,328.78
63629	CONFIDENTIAL RECORDS, INC	47.25
63630	CYCLONE FENCE	2,698.00
63631	DEPT OF NATURAL RESOURCES	5.00
63632	DRILL, MATTAEUS	103.99
63633	ECKBERG LAMMERS P.C.	9,902.25
63634	EFFERTZ, COLE	195.99
63635	FRONTIER COMMUNICATIONS (2)	55.70
63636	HENNLICH, TUCKER	115.96
63637	LYONS, JORDON	129.99
63638	POWERS LIQUID WASTE MANAGEMENT, INC	1,810.00
63639	THE COOPERATIVE FINANCE ASSOCIATION, INC	489.90
63640	ADVANCED DISPOSAL	16,453.06
63641	AMAZON (CITY)	727.62
63642	AMAZON (LIBRARY)	1,919.40
63643	BALDWIN LIGHTSTREAM	607.45
63644	CDW GOVERNMENT, INC	136.40
63645	CITY UTILITIES - 1ST BILLING	1,087.45
63646	CITY UTILITIES - INVOICES	6,465.76
63647	CITY UTILITIES - LANDFILL	233.64
63648	CITY UTILITIES - POOL FILLS	11.50
63649	CITY UTILITIES - SAC CHARGES	11,736.00
	SUBTOTAL	187,977.80

	SUBTOTAL CARRIED FORWARD	187,977.80
63650	CITY UTILITIES - SALES TAX	384.39
63651	CITY UTILITIES - SRPS	1,125.00
63652	CITY UTILITIES - WATER IMPACT FEES	11,736.00
63653	COSTUME SPECIALISTS INC	140.00
63654	DEPT OF ADMINISTRATION (2)	600.00
63655	DRIFTLESS STARGAZING LLC	325.00
63656	E O JOHNSON COMPANY, INC	1,523.17
63657	ESRI	2,200.00
63658	FLOYD TOTAL SECURITY, INC	9,048.35
63659	FORUM COMMUNICATIONS COMPANY	728.64
63660	FRONTIER AG & TURF	9,805.00
63661	GHD SERVICES INC	7,490.05
63662	HUDSON PHYSICIANS S.C.	303.00
63663	IFLS LIBRARY SYSTEM	5,516.21
63664	INDUSTRIAL HEALTH SERVICES NETWORK INC	67.90
63665	INDUSTRIAL SAFETY	2,477.40
63666	KWIK TRIP / KWIK STAR STORES	4,783.72
63667	LE PHILLIPS MEMORIAL PUBLIC LIBRARY	457.04
63668	LEGRO, RONALD	200.00
63669	MAIL FINANCE	760.35
63670	MONARCH PAVING COMPANY	1,299.48
63671	MUNICIPAL PROPERTY INSURANCE COMPANY	18,696.00
63672	MUNICIPAL TREASURERS ASSN OF WI	100.00
63673	NATURAL SOLUTIONS, LLC	4,345.00
63674	NR TREE SERVICE LLC	5,125.00
63675	PERSELLS, ASHLEY	15.00
63676	REALIVING, LLC	1,501.75
63677	RIVER FALLS PUBLIC LIBRARY	7.99
63678	RUNNING, INC	14,804.30
63679	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	141.90
63680	SCHRADLE, LESLIE	18.00
63681	SCHWAAB INC	44.10
63682	SECURIAN FINANCIAL GROUP, INC	2,482.60
63683	SHORT-ELLIOTT-HENDRICKSON	7,678.45
63684	SKALKA, PATRICIA	100.00
63685	SPARKPOINT INNOVATIONS	275.00
63686	SPECTRUM INSURANCE GROUP	48,045.00
63687	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	904.24
63688	ST CROIX VALLEY SART, INC	200.00
63689	STATE OF WI - COURT FINES & ASSESSMENTS	2,225.15
63690	THE COOPERATIVE FINANCE ASSOCIATION, INC	382.29
63691	THE JOLLY POPS, LLC	450.00
63692	THE MAGIC OF ISAIAH	250.00
63693	TRITECH SOFTWARE SYSTEMS	6,842.29
63694	UNITED STATES TREASURY	132.30
63695	VACKER INC	1,187.00
63696	VERIZON WIRELESS (CITY)	416.54
63697	VILLAGE OF STAR PRAIRIE	46.30
63698	WASBRIDGE, DAVID	450.00
63699	WASHINGTON NATIONAL INS CO	200.80
63700	WASTE MANAGEMENT OF WI-MN	636.49
63701	WEST WISCONSIN INSPECTION AGENCY, LLC	10,850.00
63702	WI PROFESSIONAL POLICE ASSN, INC	672.00
63703	WILDLIFE SCIENCE CENTER	295.00
63704	XCEL ENERGY	630.19
	SUBTOTAL	379,099.18

SUBTOTAL CARRIED FORWARD 379,099.18

TOTAL VOUCHERS 379,099.18

ELECTRONIC FUND TRANSFERS

PAYROLL (6/21, 7/5)	277,580.01
DEFERRED COMP	11,882.99
ROTH - WI	650.00
FEDERAL W/H	103,056.20
STATE W/H	19,908.53
MEDICAL PREMIUMS	81,946.63
RETIREMENT	57,880.78
VISA P-CARDS	34,598.89
HRA	2,907.54
HSA - ER CONTRIBUTIONS	1,583.28
WI - SCTF	2,404.56
FLEX SPENDING	5,374.88
EMPLOYEE FUND	266.00
FIREMEN DUES	540.00
AFLAC	1,104.70
DISABILITY INSURANCE	2,823.77
INVOICE - SPEEDWAY	3,690.01
MISC - PSN CHARGES	250.00
IMPACT FEE TRANSFERS	27,502.00
INVESTMENT TRSFR - BREMER	175,000.00
PSN REFUNDS	650.00
INVESTMENT TRSFR - LIBRARY	10,000.00
WPPI LOAN PMTS	4,166.67

TOTAL ELECTRONIC FUNDS 825,767.44

GRAND TOTAL 1,204,866.62

FRED HORNE, MAYOR



MEMO

Prepared for: City Council
Staff Contact: Beth Thompson, Community Development Director
Meeting: Regular Council - 08 Jul 2019
Subject: Community Development - Monthly Report

BACKGROUND INFORMATION:

Economic Development Update: Forward New Richmond met on June 19th with their main discussion being on a possible housing study. We had a representative from the River Falls City Council, Scott Morrissette presenting facts and findings about their housing study that was completed in late 2018. City staff will be gathering more details about a housing study and talking with surrounding townships, villages and realtors associations.

Phillips Medisize - The building inspector has completed his final inspection at the new addition on the north side of their building. This addition is approximately 10,000 sq. ft. and includes a new breakroom and expanded work space for their employees.



Dance Explosion - The new Dance Explosion building is going up very quickly....take a look at their progress.



Federal Foam Technologies - has completed their new warehouse building and are currently working out of the new facility. Their landscaping has been started and is shaping up very nicely.



Oevering Homes Addition - A building permit was taken out this past month for an addition on the Oevering Homes building. The addition will double the size of the current building.

Ribbon Cuttings: During the month of June, we had two official Ribbon Cuttings. On June 17 there was a Ribbon Cutting for EF5 and on June 26 Salon Thairapy on Main.

Building Permit Update: Below please find our numbers for building permits, dwelling units and construction values for year to date as of June 30, 2019 and a comparison to 2018:

	<u>June 30, 2019</u>	<u>June 30, 2018</u>
Number of Inspections:	1,049	1,072
Number of Permits:	266	444
Number of New Dwelling Units	78	85
Residential Construction Value:	\$13,487,550.00	\$17,558,008.00
Commercial Construction Value:	\$3,189,491.00	\$11,683,025.00
Total Value:	\$16,677,041.00	\$29,241,033.00



MEMO

Prepared for: Mayor Fred Horne and City Council
Staff Contact: Rae Ann Ailts, Finance Director
Meeting: Regular Council - 08 Jul 2019
Subject: Monthly Finance Department Update

BACKGROUND INFORMATION:

2018 Audited Financial Statements

Baker Tilly will be issuing the 2018 Audited Financial Statements by July 15, 2019. The statements will be disbursed and available on the City's website. In September, Baker Tilly will present findings to the City Council during the regular meeting.

Tax Increment District Annual Report

In 2016, the State of Wisconsin enhanced the annual Tax Increment District (TID) reporting requirements. Under these requirements the Joint Review Board (JRB) must meet at least annually prior to the filing of the report to review the financial position of the TID and discuss future projections.

The JRB met this past June and reviewed the 2018 financial state of each TID. There are a few options which staff in consultation with Ehler's will be exploring in greater detail over the next 60-90 days at which time an update will be given Council. In the meantime, the table below highlights the growth of each TID since inception. The combined TID values have increased 208% or \$60,054,300 in value.

TID #	Base Value	2018 Value	Increment Increase	Termination Year
5	\$77,900	\$20,484,800	\$20,406,900	2027
6	\$228,500	\$21,017,300	\$20,788,800	2022
7	\$2,557,800	\$6,592,300	\$4,034,500	2030
8	\$15,731,300	\$24,479,600	\$8,748,300	2035
9	\$6,476,100	\$8,823,300	\$2,347,200	2035
10	\$3,853,800	\$7,582,400	\$3,728,600	2034
Total	\$28,925,400	\$88,979,700	\$60,054,300	

Finance Intern

In June, we welcomed Matt Brandeen to the finance department. Matt will be assisting us during the summer months on a variety of projects including fleet and equipment management and updating the 2015 impact fee study. Welcome Matt!



MEMO

Prepared for: City Council
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Regular Council - 08 Jul 2019
Subject: Public Works Monthly Update

BACKGROUND INFORMATION:

Water Breaks

We had not one but two water breaks on Knowles Avenue in June, which is simply unheard of. The breaks were entirely unrelated as one was in a copper service line dating to the 1960's and the other in a ductile iron main dating to the 1980's. City staff worked tirelessly to set up detours, coordinate contractors, communicate with the public, and track our expenses for insurance claims.

Park/Downtown Projects

We continued on several projects in June, including cemetery wayfinding, Hatfield Park bathroom remodeling, and pavement markings in the downtown area. The crosswalks, lane lines, and parking stalls have been completed, and the yellow curbs will be painted prior to Fun Fest.

We've also been working on lining up contractors to complete various components of the planned Whispering Prairie Park. Letters were sent out to residents this week indicating that we will be doing site work between mid-July and mid-August, installing concrete and asphalt in late August, and installing playground equipment between late August and early September.

Knowles Ave Corridor Study

In conjunction with the Library's Big Fun Show, we hosted the 3rd Public Involvement Meeting (PIM) for the Knowles Ave Corridor. We presented a couple of alternatives for feedback, which included the possible conversion of some sections of Knowles Ave to 3 lanes, and got lots of good response and input from the folks that stopped by.

Playground Mulch

Natural Solutions installed new playground mulch in all of the City's playgrounds, providing safe and aesthetically appealing material for our kids to get in their shoes!



MEMO

Prepared for: City Council
Staff Contact: Jim VanderWyst, Fire Chief
Meeting: Regular Council - 08 Jul 2019
Subject: Fire Department Monthly Review

BACKGROUND INFORMATION:

Ladder Truck Repairs: US Fire Safety replaced the electrical switch that controls engine shut-down. At times, the switch didn't shut the engine off properly and we had to resort to shutting off the main power switch. The service technician also replaced the ladder hydraulic cross-over hoses, as they were damp with oil; which was noted in the yearly certification test.

Wisconsin Surplus Auction: NRF&R listed the decommissioned brush truck and decommissioned rescue workbox on the auction website. After the normal 14 day sale period, the brush truck sold for \$7,826 and the work box sold for \$1,035. Both items were paid for and picked up.

Amazing Race: The department again participated in the Middle School's Amazing Race program. The last day of school, students were put into groups and visited businesses who arranged activities much like the TV show. At our "Road Block," the students were instructed how to hook up a hose to a gated Y, and then to a hand-line and nozzle. A simple two minute exercise for most groups turned into a 15 minute project.

Department Training: The first training night of the month consisted of a visit to New Richmond Salvage. The business donated several cars free of charge. Firefighters learned several new procedures, as well as reviewed standard safety precautions for auto extrication. After learning new methods of extrication, they had "free tool time" and totally destroyed the vehicles using the hydraulic cutters and spreaders. Thanks to the New Richmond Salvage, we were able to practice with these tools free of charge.

The second monthly training was hose testing and relay pumping. Every section of hose was off loaded from the pumpers (24 lengths or 1,200 feet per pumper), pressurized to 300 psi for two minutes, drained and reloaded back onto the trucks. Spare hose was tested, as well. Crews checked for leaks and dry gaskets were replaced, if needed. Three hoses were taken out of service for showing signs of possible failure.

The third training of the month, crews completed the hose testing. Crews also laid out the LDH from pumper to pumper and reviewed relay pumping procedures that are critical to understand given the pressure and volume of water that needs to be moved. Again, the LDH lines were checked for leaks, dry gaskets and wear. One line was taken out of service because of a leak in the outer jacket.

Budget: June marks the beginning of the budget process for 2020. Addressing the budget in small steps affords better control and planning, including a better vision for the future. Keeping Family First in the

forefront, creating a safer work environment for the firefighters, and balancing needs and wants over several years is a daunting task at best.

New Probationary Firefighters: Two new members joined the ranks in June. Both are already trained and have worked at other fire departments. Their transition into our department will be less costly compared to those with no training. They will remain in probationary status for one year.

There were **31** incidents during the month of June.

Erin Prairie	1
City of New Richmond	22
Mutual Aid	2
Richmond Township	2
Star Prairie Township	3
Stanton	1
Village of Star Prairie	<u>0</u>
	31



MEMO

Prepared for: City Council
Staff Contact: Tanya Batchelor, Clerk
Meeting: Regular Council - 08 Jul 2019
Subject: Clerk's Monthly Report

BACKGROUND INFORMATION:

iCompass Update

This month we will be posting agendas both in iCompass and on the City's website as we have in the past. Hopefully this will help everyone get used to the new format. Next month the plan is to have everything sent out through iCompass. Council members who wish to use the agenda notes application will need to bring their device in and I will give you a short training on how to use that.

Albert with iCompass, Alex Birkholz, Kyle Wells, Lori and I are working on implementing the video portion of iCompass. We have had two meetings and things are going well. We are just waiting for EO Johnson to give the new piece of equipment permission to go through our firewall. We are hoping to do a test recording in July and then stream live on youtube in August, in addition to being live on cable television.



MEMO

Prepared for: City Council
Staff Contact: Jeremiah Wendt, Director of Public Works
Meeting: Regular Council - 08 Jul 2019
Subject: 2019 Crack Filling Bid Results

BACKGROUND INFORMATION:

Background

On Thursday, May 30, 2019, lump sum bids were received for the 2019 Crack Filling project, as previously authorized by the Public Works Committee. The attached Tabulation of Bids shows the lump sum bids received from all bids submitted.

Three bids were received for the project. The bids ranged from \$32,600.00 to \$168,925.60. The low Bid, submitted by Seal-Tech, Inc. of Cambridge, Minnesota, was subsequently withdrawn due to a miscalculation in their bid amounts. The other bids exceeded the City's budget for this work.

Recommendation

Staff recommend rejection of all bids for the 2019 Crack Filling project. Staff will follow up with the Public Works Committee for a further recommendation.

TABULATION OF BIDS

2019 Crackfilling

New Richmond, WI

Bid Date: 10:00 a.m., Thursday, May 30, 2019

		SealTech, Inc	Superior Sealers LLC	Fahrner Asphalt Sealers LLC
Item	Unit	Lump Sum	Lump Sum	Lump Sum
Crackfilling	Lump Sum	\$32,600.00	\$80,047.00	\$168,925.60



MEMO

Prepared for: Mayor Fred Horne and City Council
Staff Contact: Rae Ann Ailts, Finance Director
Meeting: Regular Council - 08 Jul 2019
Subject: Personal Property Tax Request - Trett Properties, LLC

BACKGROUND INFORMATION:

On an annual basis, the City sends notification of delinquent personal property taxes owed on accounts which remain in arrears. In March, a delinquent tax notification was sent to Trett Properties to the address of record. In April, Shannon Hendricks contacted us informing us to contact Tom Loonan, of Eckberg Lammers, regarding the delinquent tax. I contacted Mr. Loonan and he indicated he would contact Roger Trett and inform him of the delinquent personal property taxes.

Mr. Trett, has indicated he will remit payment for the delinquent taxes but has requested the penalties and interest be waived as he was unaware the taxes were owed. In the attached letter, Mr. Trett indicates Ms. Hendricks was responsible for the day to day affairs.

The delinquent taxes owed are \$2,349.26 plus interest and penalties of \$1,021.93 totaling \$3,371.19 due. Mr. Trett is requesting interest and penalties in the amount of \$1,021.93 be forgiven.

POLICY IMPLICATIONS:

The City provided proper and adequate notification by delivering notification of taxes due to the property address on file. Additionally, previous correspondence remitted to the address was not returned to the City. Interest and penalties have been properly assessed in accordance with State Statute 74.47.

RECOMMENDATION:

Staff recommend denial of the request to waive interest and penalties in the amount of \$1,021.93. The City acted in the appropriate capacity notifying the property owner of record.

ATTACHMENTS:

[201907011349](#)

Roger Trett: Haymakers Barn, Bullacebush Lane, Blofield, Norfolk, NR13 4SG
T: 01603/17781 ; M: 07785290599
e-mail: roger@rtcexpert.com

June 25, 2019

Rae Ann Ailts
Finance Director
City of New Richmond
156 East First Street,
New Richmond,
WI 54017.

Dear Ms Ailts,

Trett Properties LLC: Personal Property Taxes.

I am the owner of Trett Properties LLC. A company that was incorporated for the purchase of the hangar at New Richmond.

Following contact with you by Tom Loonan, of Eckburg Lammers, you will be aware of the circumstances surrounding the hangar at New Richmond airport. I was not aware that personal property taxes had not been paid on behalf of Trett Properties LLC until I received your letter of April 16th, 2019 via Tom Loonan.

Ms Hendricks was responsible for all the outgoings of the hangar as I was not involved in the day to day affairs. The hangar was purchased so that Mr Odone and Ms Hendricks could refurbish an airplane, and in order to protect it from the elements (and to protect my financial input). It is a long and circuitous story as to how I unfortunately got involved with Ms Hendricks and Mr Odone.

You may be aware that there has been a court action against Ms Hendricks and Mr Odone commencing in July 2016 with judgement being given in my favour on 17th May 2019. In the court judgement Ms Hendricks and Mr Odone were found to be dishonest.

I accept that I am liable for the payment of the property tax but had no knowledge of it until recently. Consequently the failure of Ms Hendricks to pay and/or advise me that payment was due has lead to the imposition of the penalty.

I would be grateful if, in the circumstances, you would consider the removal of the penalty and allow me to pay the original amount.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Roger Trett', with a long horizontal flourish extending to the right.

Roger Trett

2



MEMO

Prepared for: City Council
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Regular Council - 08 Jul 2019
Subject: Willow River Bluffs First Addition Preliminary Plat

BACKGROUND INFORMATION:

PROJECT PROPOSAL

Willow River Bluffs, LLC seeks to subdivide two parcels (PID 261-1303-02-055 and 261-1303-01-000) to create an additional 50 lots in the Willow River Bluffs development, located on the west side of CTH A. The application for the final plat will be submitted later this summer.

PROCESS

The approval process for preliminary plats is identified in Section 117-18.C of the City Code of Ordinances. Applications are first reviewed by the Development Review Committee, followed by the Plan Commission and City Council.

ACTION	DATE
Application Submitted	May 31, 2019
Development Review Committee	June 12, 2019 June 25, 2019
Plan Commission	July 2, 2019
City Council – Final Action	July 8, 2019

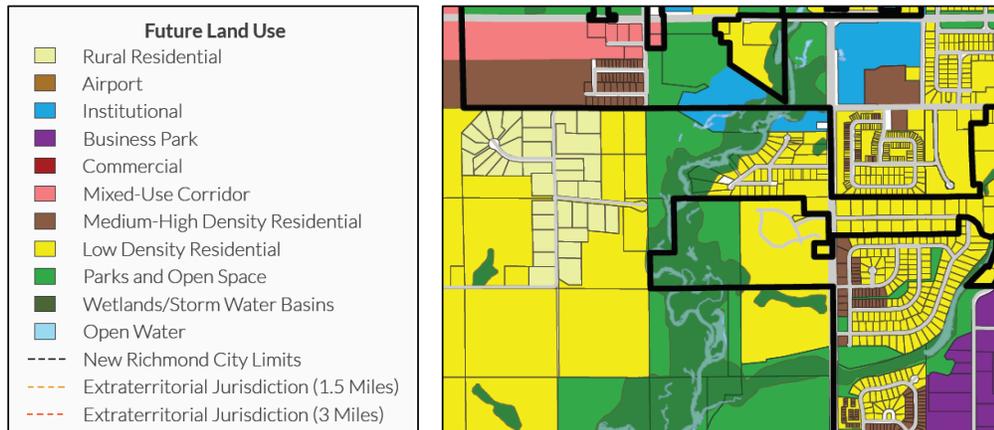
EXECUTIVE SUMMARY OF ANALYSIS (RECOMMENDATIONS)

The Development Review Committee and Plan Commission recommend approval of the preliminary plat application. City staff will work with the applicant to address any concerns or items addressed in this memo as part of the final plat application and 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 low density residential and Parks/Open Space. The proposed subdivision is consistent with the Future Land Use Plan, as it proposes single family residential development and protects the existing conservation easement located on the western portion of the property.



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. The proposed subdivision and intended development is appropriate given the current zoning designation.

PLANNED UNIT DEVELOPMENT

The Willow River Bluffs subdivision originally received approval as a Planned Unit Development (PUD) in 2005 with Platinum Development as the developer. The Willow River Bluffs PUD was not preserved when the City adopted a comprehensive update of the Zoning Ordinance in 2015. In 2017, a PUD for Willow River Bluffs was preserved when a preliminary plat of 36 one family lots and 4 outlots was proposed. At that time, additional unplatted land was included in the PUD for future phases of development.

SURROUNDING USES

Single-family residential dwelling units are located to the east and north (Richmond Township) of the site. A large poultry operation is located to the south. 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 the PUD requirements, the minimum lot width is 60 feet and the minimum lot coverage is 40 percent. This minimum lot width is less than the traditional 80 feet that would otherwise be required by the Zoning Ordinance for the Z2 Sub-Urban District. All of the lots shown comply with the minimum lot width requirement. Compliance with minimum lot coverage requirements would be verified prior to the issuance of a building permit in the future.

BUILDING CONFIGURATION

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

SETBACKS

Principal and accessory building setbacks within the PUD shall be as provided for within the Z2 Sub-Urban District, which are shown in the tables below. This is consistent with the information identified in the lot information table shown on the preliminary plat.

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

The addition of 50 single family homes in the future will increase traffic along CTH A, which is classified as a principal arterial with a 45 mph speed limit. The most recent average daily traffic count along CTH A collected in 2018 was 6,000 vehicles. As development continues in this area of the City and traffic increases, the City of New Richmond and St. Croix County shall work together to identify opportunities to improve safety along this corridor, such as the future off-street trail and the possibility of reducing the speed limit.

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. The proposed cul-de-sac provides adequate space for vehicular circulation for emergency response vehicles.

BICYCLE & PEDESTRIAN ACCOMMODATIONS

The site plan shows that a sidewalk will be provided along each street. The Development Review Committee recommends that a paved multi-use trail for emergency vehicle access be constructed from Conifer Court to Scenic Lane. This trail shall also connect to the boundary of the conservation easement near lot 86, where a future parking lot shall be constructed.

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 Development Review Committee has determined that adequate public facilities and public services will be available to meet the needs of the development.

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. City staff have walked the owner's unplatted lands (conservation easement) with the applicant and are working with the developer on a proposed nature trail. Future land dedication and the proposed nature trail would be reviewed as part of the final plat application and the development agreement.

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.

UTILITIES, GRADING, EROSION CONTROL, & STORMWATER

The applicant has submitted a grading plan, erosion control plan, storm water management plan, utility plan, sanitary sewer plan, and water main plan. These plans were reviewed by the City's engineering consultant and the Development Review Committee, and comments have been provided to the developer to be addressed in the final plat application materials. Approval of the final plat shall be contingent upon the comments provided by the City's engineering consultant being addressed by the applicant. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

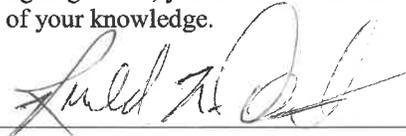
DEVELOPMENT AGREEMENT

Per Section 117-23 of the City Code of Ordinances, the City of New Richmond requires that, as a condition of final plat 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. It's anticipated that the development agreement would be prepared and presented to the City Council later this summer when the final plat application is submitted.

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: 5.29.19

Applicant: _____ Date: _____

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

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.

WILLOW RIVER BLUFFS 1ST ADDITION

PRELIMINARY PLAT

PART OF THE SW 1/4 OF THE SE 1/4 AND PART OF THE SE 1/4 OF THE SE 1/4 OF SECTION 4, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

PREPARED FOR:
WILLOW RIVER BLUFFS LLC
1505 Highway 65
New Richmond, WI 54017
715-243-0529

PREPARED BY:
TY DODGE, LAND SURVEYOR
MATT HIEB, ENGINEER
AUTH CONSULTING/ASSOCIATES
2920 ENLOE ST. STE. 101
HUDSON, WI 54016
(715) 386-2007

LOCATION SKETCH
SECTION 04, T30N, R18W



WILLOW RIVER BLUFFS 1ST ADDITION

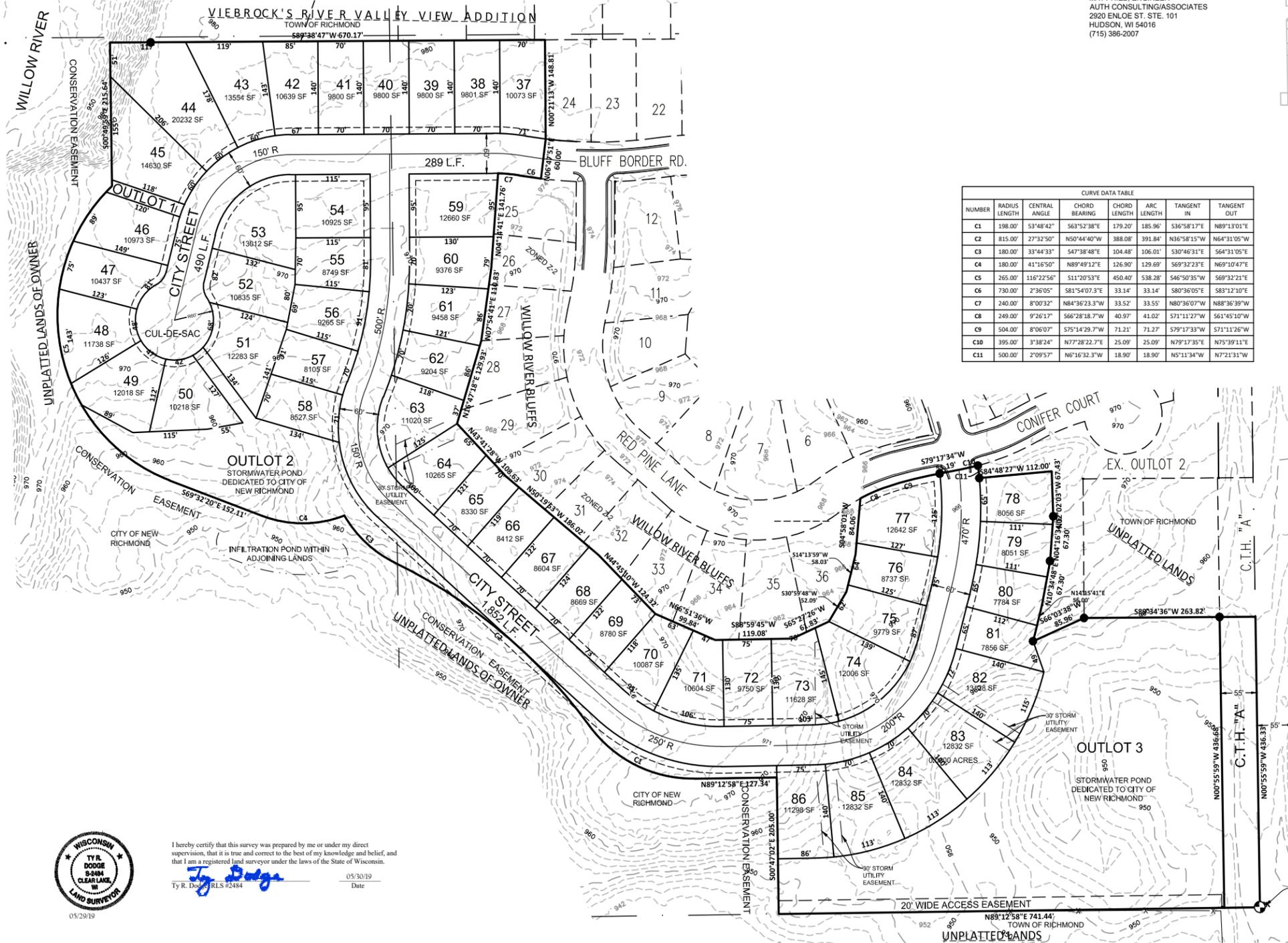
LEGEND

- FOUND ALUMINUM COUNTY SECTION CORNER MONUMENT
- FOUND IRON MONUMENT
- INTERMEDIATE CONTOUR
- INDEXED CONTOUR
- 10' WIDE UTILITY EASEMENT

CURVE DATA TABLE							
NUMBER	RADIUS	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT IN	TANGENT OUT
C1	198.00'	53°48'42"	S63°52'38"E	179.20'	185.96'	S36°58'17"E	N89°13'01"E
C2	815.00'	27°32'50"	N50°44'40"W	388.08'	391.84'	N36°58'15"W	N64°31'05"W
C3	180.00'	33°44'33"	S47°38'48"E	104.48'	106.01'	S30°46'31"E	S64°31'05"E
C4	180.00'	41°16'50"	N89°49'12"E	126.90'	129.69'	S69°32'23"E	N69°10'47"E
C5	265.00'	116°22'56"	S11°20'53"E	450.40'	538.28'	S46°50'35"W	S69°32'21"E
C6	730.00'	2°36'05"	S81°54'07.3"E	33.14'	33.14'	S80°36'05"E	S83°12'10"E
C7	240.00'	8°00'32"	N84°36'23.3"W	33.52'	33.55'	N80°36'07"W	N88°36'39"W
C8	249.00'	9°26'17"	S66°28'18.7"W	40.97'	41.02'	S71°11'27"W	S61°45'10"W
C9	594.00'	8°06'07"	S75°14'29.7"W	71.21'	71.27'	S79°17'33"W	S71°11'26"W
C10	395.00'	3°38'24"	N77°28'22.7"E	25.09'	25.09'	N79°17'35"E	N75°39'11"E
C11	500.00'	2°09'57"	N6°16'32.3"W	18.90'	18.90'	N5°11'34"W	N7°21'31"W

LOT INFORMATION
ZONING: Z2
PROPOSED STREET LENGTH: 2,631 L.F.
TOTAL AREA: 21.830 ACRES
50 SINGLE FAMILY LOTS
SETBACKS (MEASURED TO FOUNDATION)
ALL ATTACHED FRONT PORCHES, UNCOVERED STEPS OR STOOPS SHALL BE ALLOWED TO ENCR OACH 10 FEET MAXIMUM WITHIN FRONT YARD SETBACK. OVERHANGS MAY ENCR OACH 2 FEET WITHIN FRONT YARD SETBACKS. ENCROACHMENT INTO THE SIDERYARD SETBACK SHALL REQUIRE A VARIANCE.
PRINCIPAL FRONT SETBACK, 25 FT. MIN.
SECONDARY FRONT SETBACK, 20 FT. MIN.
SIDE SETBACK, 5 FT. MIN.
REAR SETBACK, 20 FT. MIN.

ELEVATIONS SHOWN
ARE NAVD 1988
DATUM.
TOPOGRAPHY DERIVED FROM ST.
CROIX COUNTY LIDAR DATA
SUPPLEMENTED WITH FIELD
SURVEY IN CRITICAL AREAS.



I hereby certify that this survey was prepared by me or under my direct supervision, that it is true and correct to the best of my knowledge and belief, and that I am a registered land surveyor under the laws of the State of Wisconsin.
Ty R. Dodge 05/30/19
Ty R. Dodge, RLS #2484 Date

DRAWN BY:		CHECKED BY:		DATE:	05/09/2019
DRAWING PHASE:	OWNER REVIEW	AGENCY REVIEW		DWG FILE:	5008-060 Prel Plat
				REF FILE:	5008-060
				JOB NUMBER:	5008-060
				REVISION DESCRIPTION:	
				NAME:	
				DATE:	

PROJECT: WILLOW RIVER BLUFFS 1ST ADDITION
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN
PRELIMINARY PLAT

1 OF 1

BLUFF BORDER RD.
1505 Highway 65
New Richmond, WI 54017
715-243-0529

TY R. DODGE
REGISTERED LAND SURVEYOR
WISCONSIN #2484

Auth Consulting/Associates
2920 ENLOE ST. STE. 101
HUDSON, WI 54016
(715) 386-2007



MEMO

Prepared for: City Council
Staff Contact: Noah Wiedenfeld, Planning Director
Meeting: Regular Council - 08 Jul 2019
Subject: Federal Foam Certified Survey Map

BACKGROUND INFORMATION:

Federal Foam Technologies seeks to subdivide Lot 25 of their property into two parcels (Lot 26 and Lot 27). This would allow for their new building addition to be on a separate parcel.

Consideration of a certified survey map (CSM) is governed by Section 117-20 of the City's Code of Ordinances. If the proposed certified survey map complies with all City ordinances, rules, regulations, comprehensive plans, comprehensive plan components, and neighborhood plans, the certified survey map should be approved.

Date	Certified Survey Map
June 17, 2019	CSM Received
June 25, 2019	Development Review Committee
July 2, 2019	Plan Commission Meeting & Recommendation
July 8, 2019	City Council Final Action
Date TBD	Recording with St. Croix County Register of Deeds

PROCESS

CSMs are reviewed by the Development Review Committee, Plan Commission, and City Council (final action). The approved CSM is then recorded with St. Croix County Register of Deeds.

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee and Plan Commission recommend the following action be taken by the City Council:

Recommend approval of the certified survey map with the following conditions:

1. All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.
2. The CSM shall be revised to include an easement for drainage and utilities along the east property line of Lot 26 and the west property line of Lot 27, subject to review and approval by the Director of Public Works and Electric Superintendent.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond's 2040 Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. The proposed project

is located on land designated as Business Park. Areas with this land use category include manufacturing, assembly, warehousing, laboratory, distribution, tech/flex, related office uses, and truck/transportation terminals. The use of the property is not changing as a result of the proposed subdivision.

ZONING

The property is zoned Z7 Specific Use/Industrial. The purpose of the Z7 Zoning District is to allow for continuation and expansion of industrial uses in specific areas of the City where they will have less conflict with other functions. The use of the property is not changing as a result of the proposed subdivision.

WELLHEAD PROTECTION DISTRICT

The project is located in a wellhead protection district (Well No. 6), which is subject to land use and development restrictions because of its close proximity to the City’s municipal wells and the corresponding high threat of contamination. The proposed subdivision does not result in any conflict with the prohibited uses identified in Section 121-60.C.3 of the City Code of Ordinances.

SURROUNDING USES

Uses surrounding the parcel include a brewery and distillery (west), and undeveloped property owned by the City of New Richmond (west and south). The surrounding uses will not be negatively impacted by the proposed subdivision.

LOT OCCUPATION

Properties in the Z7 Zoning District have a minimum lot width of 80 feet, and a maximum lot coverage of 60%. The proposed subdivision does not conflict with Table 10 of the Zoning Ordinance.

ACCESS

In accordance with Section 117-33.B of the City Code of Ordinances, both Lot 26 and Lot 27 have access to a public street.

UTILITIES

All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.

EASEMENTS

A reciprocal cross-access easement agreement has also been prepared between Federal Foam Technologies, Inc. and 600 Wisconsin Drive Investors LLC. This agreement addresses the use and enjoyment of the easements, responsibility for maintenance and damage, and indemnity and insurance. Per Section 117-41 of the City Code of Ordinances, the CSM shall be revised to include an easement for drainage and utilities along the east property line of Lot 26 and the west property line of Lot 27, subject to review and approval by the Director of Public Works and Electric Superintendent.

CERTIFIED SURVEY MAP

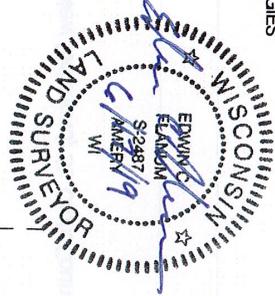
LOCATED IN THE NW1/4 OF THE NE1/4, IN THE SW1/4 OF THE NE1/4, IN THE SE1/4 OF THE NW1/4 AND IN THE NE1/4 OF THE NW1/4 OF SECTION 10, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 25 OF CERTIFIED SURVEY MAP VOLUME 29, PAGE 6607, DOCUMENT NUMBER 1066014.

SURVEYOR

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

OWNER: LOT 25

FEDERAL FOAM TECHNOLOGIES
700 WISCONSIN DRIVE
NEW RICHMOND, WI 54017



- LEGEND**
- ST. CROIX COUNTY SECTION CORNER
 - MONUMENTED AS NOTED
 - 1" IRON PIPE FOUND
 - 1 5/16" IRON PIPE FOUND
 - 3/4" IRON REBAR FOUND
 - 1 1/4" IRON REBAR FOUND
 - 3/4" X 18" IRON REBAR SET PER LINEAR FOOT WEIGHING 1.50 LBS.
 - TD 5 TAX INCREMENT FINANCE DISTRICT BOUNDARY

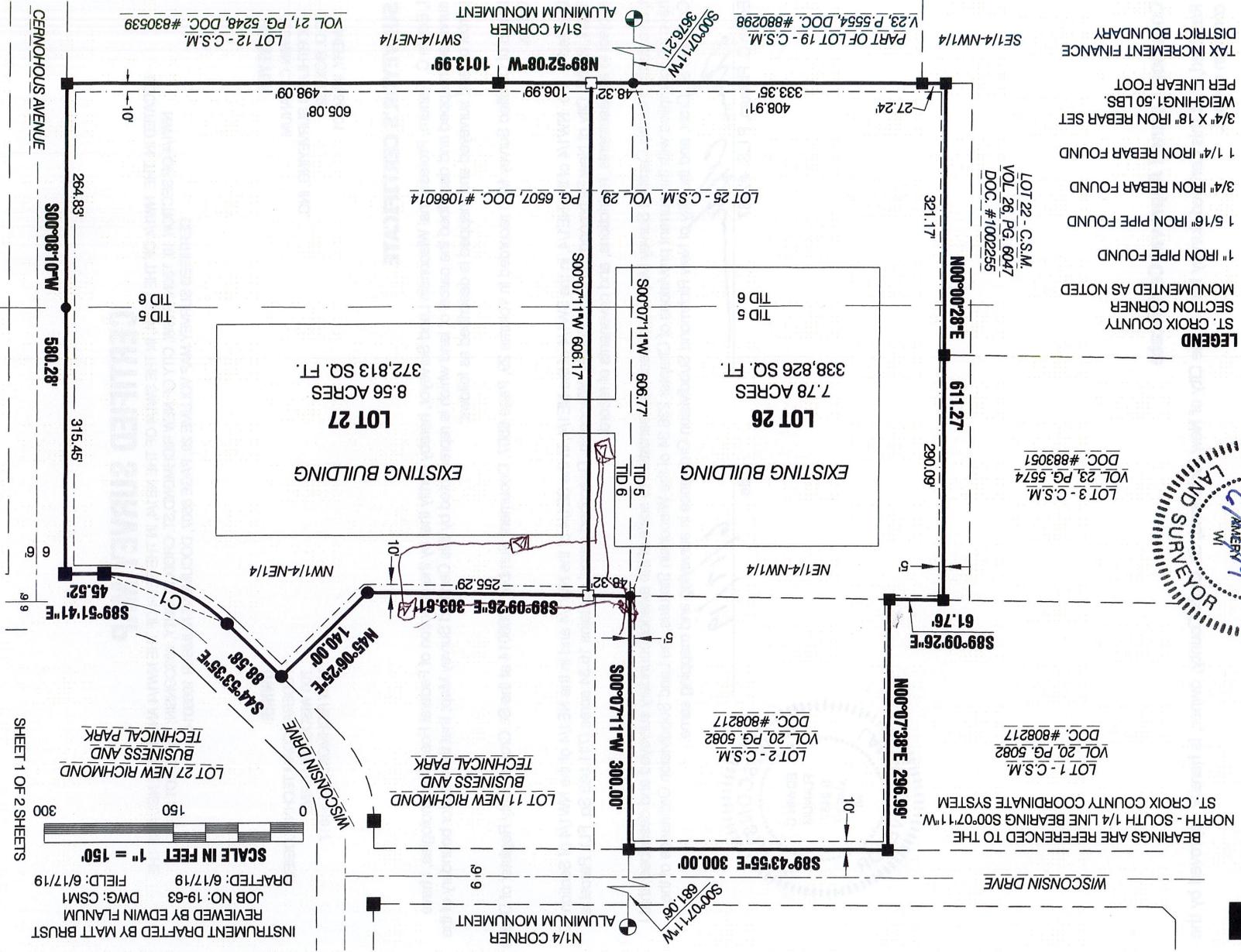
LOT 22 - C.S.M.
VOL. 26, PG. 6047
DOC. #1002255

LOT 3 - C.S.M.
VOL. 23, PG. 5574
DOC. #883051

LOT 1 - C.S.M.
VOL. 20, PG. 5082
DOC. #808217

LOT 2 - C.S.M.
VOL. 20, PG. 5082
DOC. #808217

PART OF LOT 19 - C.S.M.
VOL. 23, P. 5554, DOC. #880298



INSTRUMENT DRAFTED BY MATT BRUST
REVIEWED BY EDWIN FLANUM
JOB NO: 19-63 DWG: CSM1
DRAFTED: 6/17/19 FIELD: 6/17/19
SCALE IN FEET 1" = 150'
SHEET 1 OF 2 SHEETS

CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE NE1/4, IN THE SW1/4 OF THE NE1/4, IN THE SE1/4 OF THE NW1/4 AND IN THE NE1/4 OF THE NW1/4 OF SECTION 10, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN, BEING LOT 25 OF THE CERTIFIED SURVEY MAP VOLUME 29, PAGE 6507, DOCUMENT NUMBER 1066014.

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

OWNER
FEDERAL FOAM TECHNOLOGIES
700 WISCONSIN DRIVE
NEW RICHMOND, WI 54017

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of Federal Foam Technologies, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; that the exterior boundary of the parcel of land surveyed and mapped is described as follows:

Lot 25 of Certified Survey Map recorded in Volume 29, Page 6507, Document Number 1066014 at the St. Croix County Register of Deeds Office.

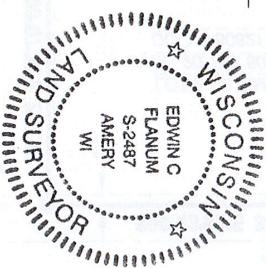
Located in the NW1/4 of the NE1/4, in the SW1/4 of the NE1/4, in the SE1/4 of the NW1/4 and in the NE1/4 of the NW1/4 of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin. Described parcel contains 16.34 acres (711,633 Sq. Ft.). Parcel is subject to all easements, restrictions, and covenants of record.

I, also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that I have fully complied with the current provisions of Chapter 236.34 of the Wisconsin Statutes, the Land Subdivision Ordinance of the County of St. Croix, and the City of New Richmond Subdivision Ordinance in surveying and mapping same.

Edwin C. Flanum, P.L.S. #2487

Date

6/17/19



Common Council Approval Certificate

Resolved, that this Certified Survey Map in the City of New Richmond, St. Croix County, owner, is hereby approved by the common council.

Date approved: _____ Signed: _____, Frederick Home, Mayor

Date signed: _____ Signed: _____, Frederick Home, Mayor

Clerk's Certificate

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the City of New Richmond.

Tanya Batchelor, Clerk

Date

CURVE DATA							
CURVE	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT-IN	TANGENT-OUT
C1	202.13'	44°58'06"	S67°22'38"E	154.60'	158.64'	S44°53'35"E	S89°51'41"E



MEMO

Prepared for: City Council
Staff Contact: Craig Yehlik, Chief
Meeting: Regular Council - 08 Jul 2019
Subject: Tobacco Ordinance Amendment

BACKGROUND INFORMATION:

With Vaping becoming more common with teens Officers and the SRO are dealing with subjects under the age of 18 possessing vaping equipment that contains nicotine products. In reviewing the current Tobacco ordinance 50-289 which indicates that tobacco leaf must be present a change appeared to be needed as there is no tobacco leaf in the nicotine vaping liquids.

At the June Public Safety Committee, members directed staff to re-evaluate and update the tobacco ordinance and have it approved by the City Attorney and present it at the July 8, 2019 council meeting for full City Council approval.

RECOMMENDATION:

Staff is recommending approval of the Ordinance 50-289 (Attached) as presented by Attorney Nick Vivian

ORDINANCE #534

**AN ORDINANCE AMENDING SECTION 50-289 OF THE NEW RICHMOND CITY CODE
PROHIBITING THE PURCHASE OF TOBACCO PRODUCTS
BY PERSONS UNDER THE AGE OF 18**

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

Section 50-289 of the New Richmond City Code shall be repealed in its entirety and replaced with the following:

Section 1. Definitions. For the purposes of this Section, the term “tobacco products” means any substance containing tobacco including cigarettes; cigars; cheroots; stogies; periques; granulated, plug cut, crimp cut, ready-rubbed and other smoking tobacco; snuff, including moist snuff; snuff flour; cavendish; plug and twist tobacco; fine cut and other chewing tobaccos; shorts; refuse scraps, clippings, cuttings and sweepings of tobacco and other kinds and forms of tobacco prepared in such manner as to be suitable for chewing or smoking in a pipe or otherwise, or both for chewing and smoking. The term “nicotine products” means any product that contains nicotine and is not a tobacco product.

Section 2. Purchase by Minors. It shall be unlawful for any person under the age of 18 years to purchase tobacco products or nicotine products or to misrepresent their identity or age, or to use any false or altered identification for the purpose of purchasing tobacco products.

Section 3. Possession by Minors. It shall be unlawful for any person under the age of 18 years to possess any tobacco products or nicotine products; provided that the possession by a person under the age of 18 years under the direct supervision of the parent or legal guardian of such person in the privacy of the parent’s home shall not be prohibited.

Section 4. Statutes Adopted. The provisions of Wis. Stats. §254.92. 134.66 and 778.25(1)(a), are adopted by reference and incorporated herein.

Section 5. Severability. If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstances is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or applications of this ordinance which can be given effect without the invalid or unconstitutional provision or application.

Section 6. Effective Date. This ordinance shall take effect upon passage and publication as provided by law.

I, Tanya Batchelor, City Clerk do hereby certify that the foregoing is a correct copy of an Ordinance introduced at a regular meeting of the Common Council of the City of New Richmond on _____, 2019 adopted by a majority vote, and recorded in the minutes of said meeting.

Passed and approved: _____, 2019
Published and effective: _____, 2019

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



MEMO

Prepared for: City Council Meeting
Staff Contact: Tanya Batchelor, Clerk
Meeting: Regular Council - 08 Jul 2019
Subject: Mayor's Appointment - Kim Dimick to Tourism Committee

BACKGROUND INFORMATION:

Judy Roettger submitted her resignation from the Tourism Committee. Mayor Horne would like to appoint Kim Dimick to replace Judy on this committee. Kim is the manager at Best Western Plus and is excited to help promote tourism in New Richmond.

RECOMMENDATION:

Staff is recommending Council confirmation of this appointment.



MEMO

Prepared for: City Council
Staff Contact: Tanya Batchelor, Clerk
Meeting: Regular Council - 08 Jul 2019
Subject: SOAR Agreement

BACKGROUND INFORMATION:

At the June 24 work session, the SOAR Agreement was reviewed by the Council. During the meeting it was unclear what the Airport Commission had approved. Staff has worked with the Airport Commission to clarify the recommendation.

The Airport Commission recommended approval of the agreement, as attached to this memorandum, at their meeting on June 19, 2019. A new lease agreement is not needed at this time as there is a current lease in place. A new lease agreement is only necessary if the school decides, in the future, to make changes that would affect the lease.

Staff recommends approval of the SOAR Agreement.

**Land Use and Program Agreement
New Richmond Regional Airport
City of New Richmond
and
School District of New Richmond**

Purpose- The School District of New Richmond SOAR (Student Opportunities with Agricultural Resources) Education Center is a unique partnership with the City of New Richmond and the New Richmond Airport Commission. SOAR will be located within a 19.5 acre agricultural center located within the New Richmond Airport land (Exhibit A).

This education center will be the only 4K-12 educational center of its kind in the state of Wisconsin. This project is a true community collaboration and learning center as it seeks to educate all involved on how food gets from the field to the table along with the hands on agricultural and STEM learning opportunities that will be explored. Food produced at the SOAR Education Center will supply school lunches with an array of edible products through the partnership with our District's School Nutrition Department. Students and community members will actively participate in raising animals for meat and growing vegetables while they work side by side exploring agricultural and STEM topics. Surplus products will be sold to staff members and community members.

Programming will be facilitated by the School District of New Richmond Staff, High School Agriscience Department, and FFA Chapter along with other partnerships. A SOAR Education Center Advisory Council will assist in developing connections with the community and beyond.

District students at all grade levels shall learn about agriculture and STEM related topics through this hands-on learning opportunity. Programming at the SOAR Education Center shall be taught by District staff, high school students, or outside community STEM and agricultural experts.

Conditions:

1. This agreement allows the School District of New Richmond to utilize this area for the purposes as outlined above. Any modification to the overall purpose of SOAR, changes in programming or modification to the concept plan (Exhibit B) is prohibited without a written agreement that is approved by one or all of the following agencies: the Airport Commission and City of New Richmond. The Airport Commission and City of New Richmond shall not unreasonably withhold their approval of any modification or change to the purpose of SOAR or concept plan.

2. Any modifications to the concept plan will require written approval from the City's Development Review Committee (DRC) for which the Airport Manager is a member. All structures shall be 35 feet or lower in height. Any approved modification to the concept plan by the DRC shall also require approval from the Airport Commission. The DRC and Airport Commission shall not unreasonably withhold their approval of any modification to the concept plan.
3. A signed lease (Exhibit C) will be required for each structure and use within the SOAR project. Each lease is subject to the review and approval of the Airport Commission and School District of New Richmond. The Airport Commission shall not unreasonably withhold its approval of any lease relating to the SOAR project.
4. An annual report shall be submitted to the Airport Commission by the School District of New Richmond in writing by June 30 of each year. The purpose of this report is to provide an update on programming within this project.
5. General maintenance of the property is the responsibility of the School District of New Richmond. All construction of buildings, structures, roads and/or earthwork must first be approved by the ~~City's Development Review Committee (DRC)~~. Any modification to the land use plan will require approval of the Airport Commission, City of New Richmond, Wisconsin Department of Transportation and/or Federal Aviation Administration (FAA). Any necessary approval required under this Paragraph shall not be unreasonable withheld. If any entity fails to respond within ninety (90) days of the School District of New Richmond submitting a proposed modification of land use plan, said entity's approval shall be presumed and the School District of New Richmond may proceed with its modification.
6. The attached land use plan has been reviewed and is considered approved. This agreement will be reviewed annually by Wisconsin Department of Transportation - Bureau of Aeronautics and Federal Aviation Administration for consistency of the signed lease and land use plan. It will be the responsibility of the School District of New Richmond to provide modifications to land use plans to the Airport Manager no later than May 30 of each year for review. If there are any findings from the Wisconsin Department of Transportation and/or FAA, the Airport Manager will provide written notice no later than June 30 of each year.
7. Any modification at the SOAR site not previously approved may be removed without notice.

Signed on this date _____ the year of _____

Airport Commission

City of New Richmond

School District of New Richmond

Exhibit A: Location
Exhibit B: Concept
Exhibit C: Leases

