

AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

MONDAY, NOVEMBER 12, 2018 - 7:00 P.M.

AGENDA:

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda

PUBLIC COMMENT

CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, October 8, 2018
2. Applications for License to Serve from Katherine M. Ziegler, Clear Lake; Tashana R. Wall, New Richmond; Sylynn I. Arrigoni, New Richmond; Travis R. Messer, New Richmond; and Elizabeth A. Denno, New Richmond
3. Application for Run/Walk Permit from New Richmond Area Centre for March 16, 2019 at 9:00 a.m. and April 13, 2019 at 9:00 a.m.
4. Payment of VO#62647 through VO#62812 totaling \$559,557.90 plus electronic fund transfers totaling \$1,004,204.23 for a grand total of \$1,563,762.13
5. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

UNFINISHED BUSINESS:

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

NEW BUSINESS:

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

1. Plan Commission Recommendations:
 - a. Right-of-Way Annexations – Ord #527
 - b. Rezoning for Oeovering Homes – Ord #528
2. Resolution #111801 - Acceptance of Richmond Prairie Condos Phase 3 Improvements
3. Third Quarter 2018 Financial Report
4. Rejection of Assessor Bids
5. Municipal Assessor 1 Year Maintenance Contract
6. 2019 Budget Overview
7. Approval of 2019 Capital Improvement Projects
8. 2019 City Meeting Schedule

9. Budget Public Hearing and Work Session on November 26, 2018 at 5:00 p.m.
10. The Next Work Session will be on February 25, 2019 at 4:00 p.m.
11. Communications & Miscellaneous
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 OCTOBER 8, 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 Zajkowski moved to adopt the agenda as amended, seconded by Alderman Jackson and carried.

Public Comment

None

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, September 10, 2018 and Special Council Meeting on September 24, 2018
2. Applications for License to Serve from Bonnie Hanson, New Richmond; Megan Lyons, Somerset; Dacota Prochaska, New Richmond; Rachael Turgeson, New Richmond; Nichole Jirik, New Richmond; Gayle Freiseis, New Richmond; and Williem Carr, Hammond
3. Application for Street Use Permit on West First Street from Minnesota Avenue to the Alleyway East of the Old Creamery Building on October 9, 2018 from 10:00 a.m. to Noon for the Dedication Ceremony for the State Historical Marker
4. Payment of VO#62542 through VO#62646 totaling \$343,664.68 plus electronic fund transfers totaling \$2,421,572.32 for a grand total of \$2,765,236.00

General Fund	\$800,593.96
Impact Fees Fund	14,145.25
Cemetery Fund	827.66
Debt Service Fund	1,799,114.20
Capital Projects	41,165.40
Capital Replacement Fund	10,700.00
Landfill Cleanup Fund	3,154.16
TID District #6	371.00
Storm Water Utility	81,567.44
Park land Trust Fund	13,580.49
Library Trust Fund	16.44
5. Donation of \$3,000 from Federal Foam for Disk Golf
Donation of \$1,500 from NR Pickle Ball Association for Fencing, Nets, Posts at Mary Park
6. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

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

Fundraising Policy

Alderman Ard asked if we could discuss the Fundraising Policy right away rather than later in the agenda. There were no objections. Mike Darrow explained the policy was discussed at a previous meeting. Alderman Ard had some edits to the policy. The policy was created to promote greater communication and transparency. Considerable discussion followed. Alderman Montello moved to approve the Fundraising Policy as presented with the edits, seconded by Alderman Ard and carried.

VFW MOU

There was considerable discussion regarding the VFW Memorandum of Understanding. John Walsh and Paul Kittel expressed their opposition to this project. Alderman Zajkowski moved to approve the VFW MOU, seconded by Alderman Kittel and carried. Alderman Zajkowski, Volkert and Kittel voted yes. Alderman Ard, Jackson and Montello voted no. Mayor Horne voted yes to break the tie vote.

Plan Commission Recommendation ETZ CSM from Richard & Jonna Klucas

Noah Wiedenfeld explained the Plan Commission recommended approval of the Extra-Territorial Certified Survey Map from Richard and Jonna Klucas with the following conditions:

- 1) A deed restriction shall be recorded with the proposed lot and remaining parcel prohibiting further subdivision except as allowed in accordance with the Star Prairie Cooperative Plan.
- 2) The deed restriction shall state that the proposed lot and remaining parcel shall not be further subdivided without provision of local street access to existing and proposed lots; direct lot access to State Highway 65 for any new lots shall be prohibited.
- 3) The existing septic system shall be inspected by a licensed septic designer to determine that it is functioning properly and that there is adequate space within the proposed lot for a primary and secondary drainfield site.
- 4) All stormwater issues are subject to review and approval of the Public Works Director.

Alderman Montello moved to approve the Certified Survey Map with the conditions listed above, seconded by Alderman Ard and carried.

Plan Commission Recommendation ETZ CSM from Craig Warren

Noah Wiedenfeld explained the Plan Commission recommended approval of the Extra-Territorial Certified Survey Map from Craig Warren with the following conditions:

- 1) A deed restriction shall be recorded with lot 2 prohibiting access to County Road G.
- 2) The existing septic system within lot 1 shall be inspected by a licensed septic designer to determine that it is functioning properly and that there is adequate space within proposed lot 2 for a septic system that includes a primary and secondary drainfield site.
- 3) All stormwater issues are subject to review and approval of the Public Works Director.

Alderman Montello moved to approve the Certified Survey Map with the conditions listed above, seconded by Alderman Ard and carried.

Recycling Presentation from St. Croix County Recycling Specialist, Megan Hines

Megan Hines explained the current trends in recycling and gave some insight into the industry.

Recycling RFP

There was considerable discussion regarding the Recycling RFP. The Public Works Committee recommended approval of a five year contract with Advanced Disposal without the proposed transportation and processing fee surcharge. Advanced Disposal offers 64-gallon and 95-gallon carts and they provide considerable recycling education to consumers. Advanced Disposal requested an annual review of the

transportation and processing fees because those fees fluctuate. More discussion followed. Alderman Montello moved to table this item and the Recycling Shed discussion until the Council Work Session on October 22, 2018, seconded by Alderman Ard and carried.

Maintenance Agreement with Richmond Township

Jeremiah Wendt explained the agreement includes Richmond Township plowing snow on 175th Street and the City would plow snow on 125th Street. Maintenance costs would be shared based on the percentage of roadway lying in each jurisdiction. The City would mow any ROW areas where City trails pass through the township, if needed, up to twice per month. The town of Richmond would pay \$50 per mile of mowing. The Public Works Committee recommended approval of this agreement. Alderman Montello moved to approve the maintenance agreement with Richmond Township, seconded by Alderman Zajkowski and carried.

Resolution #101801 – Acceptance of Noble Road Improvements

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

RESOLUTION NO. 101801
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
JOHNSON MOTORS REAL ESTATE OF NEW RICHMOND, LLC

WHEREAS, the property developer Johnson Motors Real Estate of New Richmond, LLC (“Developer”) has constructed certain water, sanitary sewer, storm sewer, and street improvements on Noble Road from 1,646 feet east of the intersection with STH 64 to its eastern terminus (approximately 322 feet) as required by a Development Agreement dated November 10, 2017 and amended May 15, 2018; and

WHEREAS, Developer has submitted a lien waiver certifying that no debt remains outstanding for construction of the improvements; and

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

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

The Common Council hereby accepts the street and utility improvements on Noble Road from 1,646 feet east of the intersection with STH 64 to its eastern terminus Court from 125th Street to its eastern terminus (approximately 322 feet).

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

Motion was seconded by Alderman Ard and carried.

Resolution #101802 – Acceptance of Willow River Bluffs Improvements

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

RESOLUTION NO.101802
CITY OF NEW RICHMOND
ST. CROIX COUNTY, WISCONSIN
A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
WILLOW RIVER BLUFFS, LLC

WHEREAS, the property developer WILLOW RIVER BLUFFS, LLC (“Developer”) has satisfied the requirements of the Development Agreement dated March 14, 2017, and amended October 10, 2018; and

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

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

Section One. The Common Council hereby accepts the street and utility improvements on Scenic Lane between CTH A and Bluff Border Road.

Section Two. The Common Council hereby accepts the street and utility improvements on Bluff Border Road from Conifer Court to Red Pine Lane.

Section Three. The Common Council hereby accepts the street and utility improvements on Red Pine Lane from Bluff Border Road to Conifer Court.

Section Four. The Common Council hereby accepts the street and utility improvements on Conifer Court from Bluff Border Road to its eastern terminus.

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

Motion was seconded by Alderman Ard and carried.

First Amendment to Development Agreement with Willow River Bluffs

The original agreement called for the construction of a trail within the Willow River Bluffs Development.

The amendment calls for the developer to contribute \$14,500 toward the revised trail on the east side of CTH

A. Alderman Zajkowski moved to approve the amended Development Agreement for Willow River Bluffs, seconded by Alderman Kittel and carried.

Will's Playground MOU

The Park Board recommended approving the memorandum of understanding for Will's Playground to be

located in Mary's Park. Alderman Montello moved to approve the MOU for Will's Playground, seconded by Alderman Kittel and carried.

Bass Lake Request

Steve Hirsch requested a waiver from sections of the City Ordinances to obtain the issuance of a building permit prior to construction of utilities and streets. If the Council decides to approve this request, they should also direct staff to review the subdivision language to allow similar approvals for other developers. If the request is approved, Steve Hirsch will be required to enter into a development agreement. Alderman Montello moved to approve the request from Steve Hirsch and direct staff to review subdivision regulations to allow similar approvals, seconded by Alderman Ard and carried.

Work Session on October 22, 2018 at 4:00 p.m.

Communications and Miscellaneous

Alderman Ard stated there will be an Open Forum on October 11, 2018 at 7:00 p.m. in the Council Chambers. Noah Wiedenfeld explained the unveiling of the new Historical Marker will be done tomorrow at 11:00 a.m. either on West First Street or at City Hall if it is raining. This marker commemorates the John Doar Trail.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) TIF #6, seconded by Alderman Jackson and carried.

Open Session

Alderman Zajkowski moved to proceed with the sale of land in TIF #6 as discussed in closed session, seconded by Alderman Jackson and carried.

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

Meeting adjourned at 9:05 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL NOVEMBER 12, 2018

VO #	PAYMENT TO:	AMOUNT
62647	AMAZON (LIBRARY)	1,280.49
62648	ANCOM TECHNICAL CENTER	1,680.00
62649	AVI SYSTEMS, INC	9,103.00
62650	BENEFIT EXTRAS, INC	356.75
62651	BRIAN WERT INSPECTION AGENCY INC	665.00
62652	CEDAR CORPORATION	2,620.50
62653	CEMSTONE - READY MIX INC	551.00
62654	CITY OF NR - REVOLVING FUND	183.57
62655	CITY UTILITIES - INVOICES	119.00
62656	CITY UTILITIES - OTHER	942.84
62657	CITY UTILITIES - SRPS	1,485.00
62658	CLEAR CHOICE BUSINESS SOLUTIONS, LLC	55.00
62659	DARROW, MIKE	265.44
62660	E O JOHNSON BUSINESS TECHNOLOGIES - 2	4,950.00
62661	FORUM COMMUNICATIONS COMPANY	1,132.31
62662	FRONTIER COMMUNICATIONS	857.55
62663	GARDEN EXPRESSIONS	6,876.53
62664	HUDSON PHYSICIANS S.C.	42.00
62665	INDUSTRIAL HEALTH SERVICES NETWORK INC	44.90
62666	KWIK TRIP / KWIK STAR STORES	4,356.02
62667	MAIL FINANCE	760.35
62668	MCCABE CONSTRUCTION, INC	5,239.00
62669	NATALIE ANNE WARREN SYNHAVSKY	500.00
62670	NORTHERN BUSINESS PRODUCTS	291.37
62671	NR TREE SERVICE LLC	1,740.00
62672	PELNAR, KATHLEEN	96.35
62673	POLICE SERVICE DOGS, INC	124.00
62674	PROFESSIONAL SERVICE INDUSTRIES, INC	1,510.00
62675	REALIVING, LLC	1,501.75
62676	RUNNING, INC	11,041.22
62677	SCHWAAB INC	22.05
62678	SECURIAN FINANCIAL GROUP, INC	2,333.59
62679	STEPHENS SANITATION - RECYCLING	4,065.00
62680	STEPHENS SANITATION - RECYLING SHED	907.55
62681	STEPHENS SANITATION - REFUSE	487.15
62682	THE PLANNING COMPANY LLC	6,050.00
62683	VILLAGE OF STAR PRAIRIE	46.30
62684	VUE, LEE	1,500.00
62685	WESTFIELDS HOSPITAL	105.00
62686	WI SCTF - R & D FEES	65.00
62687	CARLSON DETTMANN CONSULTING	8,020.03
62688	CITY UTILITIES - 2ND BILLING	28,911.36
62689	CITY UTILITIES - INVOICES	343.96
62690	CITY UTILITIES - OTHER	1,650.00
62691	ECKBERG LAMMERS PC	9,270.47
62692	ENDERS, JOEL	259.42
62693	FRONTIER COMMUNICATIONS (2)	51.45
62694	GROEBNER, MATTHEW JOSEPH	114.00
62695	HAAS SONS, INC	90,676.50
62696	KEEPING SAFETY SIMPLE, LLC	6,000.00
62697	LANGENBACK, BEVERLY	130.80
62698	MALLY'S SUNSHINE KENNELS, LLC	1,914.00
62699	MICHAEL BEST & FRIEDRICH LLP	190.00
	SUBTOTAL	223,484.57

	SUBTOTAL CARRIED FORWARD	223,484.57
62700	MILLER, LUKE	5,000.00
62701	ROTARY CLUB OF NEW RICHMOND	146.00
62702	SOLID ROCK CUSTOM CONCRETE LLC	27,414.50
62703	ST CROIX COUNTY	1,500.00
62704	VILLAGE OF STAR PRAIRIE	32.41
62705	WASHDEALS, LLC	12.00
62706	WENDT, JEREMIAH	274.68
62707	WILLIAMSON & SILER S.C.	6,191.77
62708	XCEL ENERGY (2)	26.47
62709	ZAJKOWSKI, JAMES	216.91
62710	WI DEPT OF ADMIN - MUNICIPAL BOUNDARY REVIEW	350.00
62711	REGISTER OF DEEDS	90.00
62712	ARD, SCOTTIE	219.09
62713	CITY OF NR - LIBRARY	248.15
62714	CITY OF NR - POLICE	87.64
62715	DARROW, MIKE	214.73
62716	HURTGEN, RUTH	88.00
62717	NATALIE ANNE WARREN SYNHAVSKY	750.00
62718	TAPCO INC	7,792.80
62719	VUE, LEE	1,000.00
62720	WIEDENFELD, NOAH	34.31
62721	BERENDS, KATHY	120.00
62722	BIBEAU, BEVERLY	120.00
62723	BRIDGE, MARY JANE	120.00
62724	BRINKMAN, SANDI	120.00
62725	FREISEIS, GAYLE	120.00
62726	GRADY, SCOTT	120.00
62727	HEINBUCH, ALICE	120.00
62728	KLOPP, BONNIE	120.00
62729	LAMOTTE, JOANN	152.00
62730	MEALEY, DEBRA	120.00
62731	OLSON, HENDRENA	97.75
62732	OLSON, ROBERT	97.75
62733	PELLEGRINO, JEAN	34.00
62734	UTECHT, INEZ	100.00
62735	VENHOR, SANDRA	120.00
62736	BALDWIN LIGHTSTREAM	554.82
62737	NORTHLAND EVERGREENS	1,800.00
62738	45TH PARALLEL SPIRITS	2,500.00
62739	AMAZON (CITY)	318.24
62740	AMAZON (LIBRARY)	954.24
62741	ASPHALT ASSOCIATES	24,543.39
62742	ATWOOD, JOSEPH	4,946.95
62743	BENEFIT EXTRAS, INC	360.75
62744	BIRD, SHAUN	13,000.00
62745	BOARDMAN & CLARK LLP	164.00
62746	BOYCEVILLE PUBLIC LIBRARY	18.00
62747	CEDAR CORPORATION	5,079.75
62748	CITY EMPLOYEE FUND	1,400.00
62749	CITY OF ANTIGO	16.95
62750	CITY UTILITIES - 1ST BILLING	858.09
62751	CITY UTILITIES - INVOICES	308.64
62752	CITY UTILITIES - LANDFILL	168.65
62753	CITY UTILITIES - SAC CHARGES	18,582.00
62754	CITY UTILITIES - SALES TAX	231.13
62755	CITY UTILITIES - WATER IMPACT FEES	18,582.00
	SUBTOTAL	371,243.13

	SUBTOTAL CARRIED FORWARD	371,243.13
62756	CLAY, AARON	4,000.00
62757	COMMUNITY COLLABORATION	920.00
62758	CONFIDENTIAL RECORDS, INC	49.50
62759	CREATIVE HOME CONSTRUCTION	14,000.00
62760	CRS DESIGN LLC	1,600.00
62761	DEMULLING, MICHAEL	4,013.78
62762	DERRICK HOMES, LLC	2,000.00
62763	E O JOHNSON BUSINESS TECHNOLOGIES - 2	4,950.00
62764	E O JOHNSON COMPANY, INC	1,666.75
62765	EHLERS & ASSOCIATES INC	3,800.00
62766	FAMILY FRESH (OTHER PMTS)	250.00
62767	FELICITY HOMES	1,000.00
62768	FORUM COMMUNICATIONS COMPANY	660.82
62769	FRONTIER COMMUNICATIONS	857.74
62770	GALE / CENGAGE LEARNING	176.17
62771	GHD SERVICES INC	11,130.61
62772	GIBSON, LINDA	1,000.00
62773	HARTMAN HOMES	1,000.00
62774	HUSBY, JEFFREY	13,000.00
62775	INDUSTRIAL SAFETY	15,786.57
62776	INTERACTIVE HEALTH, INC	172.50
62777	KIWANIS CLUB OF NEW RICHMOND	90.00
62778	KWIK TRIP / KWIK STAR STORES	4,823.37
62779	LAPEAN, JESSICA	98.00
62780	MCNUTT, DAVID	2,000.00
62781	MIDWEST CABLE MAINTENANCE	1,000.00
62782	MIDWEST TAPE	9.99
62783	NORTHERN BUSINESS PRODUCTS	840.00
62784	OEVERING HOMES, LLC	5,000.00
62785	PEDERSON, JOEL	325.00
62786	PELNAR, KATHLEEN	95.65
62787	PREFERRED BUILDERS INC	2,000.00
62788	RUNNING, INC	11,660.34
62789	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	173.96
62790	SECURIAN FINANCIAL GROUP, INC	2,343.85
62791	SHORT-ELLIOTT-HENDRICKSON	18,095.99
62792	SOLID ROCK CUSTOM CONCRETE LLC	19,413.75
62793	SOMERSET PUBLIC LIBRARY	38.00
62794	SOMMERFELD, JOSEPH	38.00
62795	ST CROIX COUNTY INFORMATION TECHNOLOGY	4,177.99
62796	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	942.52
62797	STATE OF WI - COURT FINES & ASSESSMENTS	3,161.12
62798	STEPHENS SANITATION - RECYCLING	4,065.00
62799	STEPHENS SANITATION - RECYCLING SHED	877.65
62800	STEPHENS SANITATION - REFUSE	487.15
62801	STRUCK & IRWIN PAVING INC	7,500.00
62802	T-BUCK PROPERTIES, LLC	5,000.00
62803	THE PLANNING COMPANY LLC	2,000.00
62804	VERIZON WIRELESS (CITY)	274.11
62805	WAL-MART (OTHER PMTS)	27.92
62806	WASHDEALS, LLC	16.00
62807	WASHINGTON NATIONAL INS CO	200.80
62808	WEST WISCONSIN INSPECTION AGENCY, LLC	7,330.00
62809	WI DEPT OF JUSTICE - TIME	342.00
62810	WI PROFESSIONAL POLICE ASSN, INC	668.80
62811	WI SCTF - R & D FEES	65.00
62812	XCEL ENERGY	1,098.37
	SUBTOTAL	559,557.90

SUBTOTAL CARRIED FORWARD	559,557.90
TOTAL VOUCHERS	559,557.90

ELECTRONIC FUND TRANSFERS

PAYROLL (10/12, 10/26 & 11/9)	383,863.55
DEFERRED COMP	9,930.00
ROTH - WI	650.00
FEDERAL W/H	91,171.96
STATE W/H	17,927.43
POSTAGE	4,000.00
MEDICAL PREMIUMS	87,717.35
RETIREMENT	56,919.55
VISA P-CARDS	28,037.19
HRA	6,986.49
HSA - ER CONTRIBUTIONS	1,416.61
WI-SCTF	2,967.64
FLEX SPENDING	4,672.34
EMPLOYEE FUND	258.00
FIREMAN DUES	600.00
AFLAC	1,223.26
DISABILITY INSURANCE	2,772.25
INVOICE - SUPER AMERICA	3,466.18
DELINQ STATE TAX - REMITTANCES	24.75
RESTITUTIONS	160.74
IMPACT FEE TRANSFERS	34,846.00
INVESTMENT TRSFR - BREMER	250,000.00
INVESTMENT TRSFR - SPORTS CTR	8,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	2,426.27

TOTAL ELECTRONIC FUNDS	1,004,204.23
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GRAND TOTAL	1,563,762.13
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FRED HORNE, MAYOR



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

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: November 8, 2018
RE: Council Updates – Consent Agenda

RAVE - Below is the public notification regarding our RAVE notification system which we will be officially launching on November 19, 2018. The City of New Richmond is excited to announce the release of Alert New Richmond, an emergency alert and notification service available to anyone who lives, works, travels through, or visits New Richmond. The system will be used to send alerts to the public during emergencies, utility disruptions, road closures, major traffic incidents, etc., as well as provide important community updates. After signing up online, individuals can choose to receive alerts via text message, email, and/or voice message (landline or mobile phone). Alert New Richmond is fully integrated into the Smart911 system, allowing residents the option of providing additional information that emergency responders will see if 9-1-1 is called, such as needed medications or household pets. Please go to www.newrichmondwi.gov and sign up!

Budget Process and Communication - On November 26, 2018, we will hold our official 2019 budget public hearing. As you will read as part of our Finance Director's report, a lot goes into the budget process. I want to again congratulate the City Council and the Utility Commission for their commitment to ensure that our budget process includes a high degree of transparency. This year, in addition to our formal public hearing, we also conducted a kick-off budget hearing in the early fall and invited community members to learn more about our unique budget process. I am very proud of our finance team, department heads and staff for playing a vital role in our budget process. We look forward to the formal hearing on November 26 and to publishing our annual, user-friendly budget book closer to the end of the year.

Community Planning Process and Transition - 2018 will go down in the history books of our great city as one of the busiest construction years (in terms of financial dollars). This year, we anticipate over \$30,000,000 in new construction which includes expansions to industrial uses (Federal Foam), retail uses (new bakery downtown and new hotel on the south side) and over 105 new residential homes throughout the City. What all of this brings, beyond a robust economy, jobs and greater housing options, is perhaps the biggest challenge: change. Over the past month a site plan and conditional use permit for a proposed Kwik Trip on the north side of our community has been proposed. This plan has brought about a lot of community discussion and has offered a lot of options based upon a change. Regardless of the Plan Commission's recommendation on this site plan and others like it, you can rest assured that our staff is committed to "The New Richmond Way" of communication. The NRW is intended to ensure several things: 1) that the community has an opportunity to provide opinions; 2)

that applications are processed and presented in an ethical way; and 3) that meetings are run based upon the foundations of dignity and respect. We can expect more change in the years to come, however, our commitment to the common-good, to health, safety and general welfare will remain the pillars of sound planning and ethical review.

Capital Projects and Next Steps - Like the 2019 budget, I wish to congratulate both the City Council and Utility Commission for their time, energy and effort in review and preparation of the CIP. This five-year plan is intended to provide not only a road-map of capital projects for departments city-wide, it is also intended to provide a financial roadmap so that projects can be funded by a diverse array of sources including grants and/or private sources. We look forward to formalizing our 2019 projects on Monday evening.

Civic Center / Customer Service Center - One of the 2019 CIP projects that seeks formal approval is the Customer Service Center at the Civic Center. If approved on Monday evening, the Customer Service Center will combine all City and New Richmond Utility customer service operations within the eastern section of the Civic Center. Having one customer service center will make bill paying, answering general questions and receiving feedback centrally located. We anticipate construction of this project to begin in December of 2018.



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: November 6, 2018

SUBJECT: Monthly Report

Below are a few updates from the past month. Feel free to contact me with any questions. Thank you!

John Doar Historical Marker Dedication: Thank you to everyone who attended the dedication ceremony for the official state historical marker honoring the late John Doar on October 9th.

Downtown Façade Grants: The Historic Preservation Commission awarded a \$4,500 façade grant to Guinn, Vinopal & Zahradka, LLP for an exterior renovation to the west side of their building.

Intensive Survey of Historical Properties: Two members of the research team that's conducting the intensive survey of historic properties were in New Richmond the week of October 15-19. This project is funded through a grant and seeks to find properties that might be eligible to apply for designation on the State or National Register of Historic Places. Their research will continue over the winter months, and their findings will be presented in the spring of 2019.

League of Wisconsin Municipalities Annual Conference: New Richmond was well-represented at this year's annual conference. Todd Streeter, Scottie Ard, Mike Darrow, and I presented a workshop about the public engagement process for our Comprehensive Plan. We also received a \$3,000 Local Spark Award which will be used towards local historic preservation efforts in partnership with the Library, Heritage Center, and a current LTI group.

Hometown Holidays: The second annual Hometown Holidays event organized by the New Richmond Area Chamber of Commerce will be on Thursday, November 29th. The event will include a parade, fireworks, s'more stations, a bonfire, sleigh rides, and tree lighting in Glover Park. Staff have met with the Chamber to coordinate logistics regarding the parade route, parking, electricity, etc. We look forward to another great, family-friendly community event.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: November 12, 2018

RE: Finance Department Monthly Update

Earlier this year, the DOR published equalized values and in late October, the city received final assessed values. The tables below highlight the change in values for the City of New Richmond for the 2018 assessment year.

Equalized Value

The Equalized Value is the estimated value of all taxable real and personal property in each taxation district, by class of property, as of January 1, and certified by DOR on August 15 of each year. The City’s equalized value has been upward trending over the last several years but has seen significant growth in the last three years. The City’s equalized value increased \$51 million from 2017 to 2018 representing an increase of 7.1%.

<u>Year</u>	<u>Equalized Value</u>	<u>% of Change</u>
2014	575,488,500	+3.875%
2015	607,269,700	+5.52%
2016	661,173,500	+8.88%
2017	717,356,800	+8.50%
2018	768,451,500	+7.12%

Assessed Value

The Assessed Value is the value the local assessor places on taxable real and personal property as of January 1. Assessed values are used to determine the amount of tax owed by property owners. Assessed value increased \$17M from 2017 to 2018 representing an increase of 2.78%.

<u>Year</u>	<u>Assessed Value</u>	<u>% of Change</u>
2014	583,152,300	-0.37%
2015	588,500,090	+0.92%
2016	611,740,800	+3.95%
2017	619,680,300	+1.30%
2018	636,878,700	+2.78%



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Beth Thompson, Community Development Director

DATE: November 7, 2018

SUBJECT: Monthly Report

CDA Meeting – At the October Community Development Authority (CDA) meeting two downtown businesses were approved for Façade Loans from the Regional Business Fund, Inc. (RBF). These loans were for the Travel Leaders building and the Snap Fitness building. Both of these businesses also received a façade grant from the City.

RBF, Inc., is a 501(c)(3) entity created by the West Central Wisconsin Regional Planning Commission (WCWRPC) in 1995 to house the EDA Revolving Loan Fund. RBF entered into an agreement with the WCWRPC to administer the consolidated loan program in 2007. RBF is an economic development partner who promotes business and economic development in West Central Wisconsin. The RBF allows businesses in Barron, Chippewa, Clark, Dunn, Eau Claire, Polk and St. Croix Counties the ability to apply for a number of different gap loan financing. These programs include the Revolving Loan Fund, Micro Loan Fund, Growth Loan Fund, Technology Enterprise Fund, and the Façade Loan Fund.

A number of New Richmond businesses have taken advantage of this great program. Congratulations to both Travel Leaders and Snap Fitness for receiving the zero-interest Façade loans.

Ribbon Cuttings: The Chamber of Commerce hosted one ribbon cutting in October:
October 19th – Sweet Beet Bakery

November ribbon cuttings are as follows:

November 1st – LSI Property Management

November 8th – Bakken Young Funeral Home and Crematorium

November 9th – Muddy Cantina

Building Inspector update: The City of New Richmond still has ads out for a building inspector. Staff is working diligently to find a new inspector and are working towards solutions to this unique situation in which building inspectors are few and far between.

Building Inspection Updates:

As of October 31, 2018

Number of Inspections:	1,457
Number of Permits:	729
Number of New Dwelling Units:	131
Residential Construction Value:	\$28,133,181
Commercial Construction Value:	\$13,241,305
Total Value:	\$41,374,486



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MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: November 8, 2018
SUBJECT: Public Works Update for 11.12.18 Council Meeting

125th Street

Paving operations, and restoration work on 125th Street is largely complete. Signage is currently being installed, and pavement markings will be placed if there is a weather window that allows.

E 4th Street

Paving operations on E 4th Street are complete, and restoration work will occur shortly.

CTH A Trail

The segment of trail between 172nd Ave and W 8th street has been completed, along with the segment of trail on the west side of CTH A leading into Willow River Bluffs. Over the last months, staff have been in regular contact with Frontier, requesting relocation of their facilities that are in conflict with the trail segment between Quail Run and 172nd Ave. They have finally started on relocation, and should be wrapped up by 11/9/18. The City's contractor will work on grading the trail the week of 11/12/18, but based on the rapid change in the weather, it does not appear that we will be able to place the asphalt this year.

Alleys

The alley reconstruction project is complete. Xcel Energy still has some restoration work to do on W 1st Street, W 2nd Street, Washington Avenue, Montana Avenue, and Dakota Avenue, from their gas main replacement.

Sidewalks

The City's sidewalk contractor has completed the sidewalk construction and replacement for 2018.

Trees

City staff planted 6 new trees in the downtown to replace ash trees that were removed earlier this year. Additionally, the 90 trees from the gravel bed nursery have been installed, primarily in the Rich River Trails subdivision which had a large number of ash trees removed, and the Business and Technical Park. City staff were also able to relocate another 17 evergreen trees from the SOAR property at the airport to Freedom Park.



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

Craig Yehlik
Chief of Police

Veronica Koehler
Lieutenant



November 12, 2018

New Richmond Police Department was requested to assist with Vice President Pence coming to Hudson Wisconsin. NRPD did assist with sending two officers to help with scene security and traffic.

New Richmond Police Department received a nice letter from the Hudson Chief thanking us for our assistance.

Chief Yehlik was asked to work with area churches on safety protocols and active shooter response since the Synagogue shootings. Area churches are taking this very seriously.

NRPD calls for service continues to rise slightly with 2018 calls for service as of November 8, 2018 at 4999 compared to this same date of 2017 of 4773.

Winter parking has taken affect as of November 1, 2018. We have posted on social media, in the Civic Center, notified the newspaper and been only issuing parking warnings for these first few weeks to give people time to adjust.

New Richmond Fire & Rescue
Council Report
November 2018

Fire Training/Events October:

- 10/01/2018: Ladder Operations Refresher
- 10/08/2018: Fire Prevention Open House
- 10/22/2018: Physical/Agility/Air Consumption Test

Schooling/Education:

- Firefighter I continues

October 2018 Incidents:

- 22 Total Incidents
 - 9 City Incidents
 - 10 Rural Incidents
 - 3 Mutual Aid Incidents

Other:

- NA

To: Mayor Fred Horne and City Council
From: Jennifer Rickard, Interim Director
Date: 11.08.2018
RE: Library Department Report

- October was a busy month for **Little University** in Youth Services. We averaged 36 people per week. Due to our lack of space and to help ensure patron satisfaction, we added another session each week. Both Thursday and Friday we will offer the same program. So far the end of October and November, this has proven to be beneficial and appreciated.
- Jennifer attended the Wisconsin Library Association annual conference in La Crosse and brought back many great ideas.
- Circulation department completed their fall delivery study which tracks the materials we send between libraries through courier. In October, we received 276 bins of materials.
- Our fall outreach to five 4K centers and three local senior centers has been going well. It is great to bring to the library materials and services to those unable to visit us. November 7 we also presented our annual **Veteran's Round Table** event at the Deerfield. This was open to the public but provided the opportunity for many of their residents to attend and hear stories from local Veterans.
- **October Statistics –**
 - Checkouts, physical materials – 17,353
 - Checkouts, eContent (eBooks, Audiobooks, digital magazines) – 1,858
 - New patrons registered – 42
 - New items added – 472
 - Computer sessions – 1,106
 - Wireless sessions – 2,987
 - Door Counter – 13,535 (averages 501 people/day)
 - Revenue (fines, copies, faxes, donations) - \$2,729.25
- **November events –**
 - November 5-10, **International Games Week** – We hosted bingo on Monday and Thursday. Friday was our Teen After Hours, game night and Saturday, our family event.
 - **Author Spotlight, Jim Anderson** – Monday, November 12 at 6:00 pm. Wisconsin author Jim Anderson discusses his two books: *Discovering America One Marathon at a Time* and *Pedal, Pole & Pant Canada & Beyond*.
 - **Book Sale** – Thursday, November 15 – Monday, November 19. Friends of the Library Annual Fall Book Sale! Many new and gently used books, movies, music and more for sale at minimal cost.
 - **No School Movie** – Monday, November 26, 1:00. It'll be an *Incredible* show!



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MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: November 7, 2018
SUBJECT: Clerk's Monthly Report

2018 Mid-Term Election

This election season was very successful. The last week of absentee voting, we averaged 88 absentee ballots every day. We had 67% of our registered voters participate in the election. This number includes 284 new registrations on the day of election. Even with the high number of voters, the day went well. We had a line in Wards 1-6 from approximately 4:00 to 7:30 p.m. with people waiting 20 to 40 minutes to vote. For the next mid-term election, I will consider splitting the alphabet for wards 1-6, just like I did for wards 7-12 to alleviate the extra wait time.

New registrations on Election Day always take extra time. I encourage people to come in to the Clerk's office ahead of any election to register. It's also easy to register online at <https://myvote.wi.gov>. This website sends the voter's registration information directly to the correct municipal clerk.

Below is a comparison of voter participation by year:

	<u>2014</u>	<u>2016</u>	<u>2018</u>
Absentee Ballots	409	1,385	872
Total Voters	2,504	4,051	3,200

Thank you to our amazing election workers and awesome City staff who helped with absentee voting and on Election Day including Lori, Marie, Mark, Noah and Jeanne.

Lori and I will be entering the new voter registrations and voter participation as we gear up for mailing tax bills and the start of tax collections next month.



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MEMORANDUM

TO: Plan Commission

FROM: Noah Wiedenfeld, Director of Planning

DATE: November 2, 2018

SUBJECT: Annexation of WisDOT Right-of-Way

BACKGROUND

The City of New Richmond has received a petition to annex three areas of WisDOT right-of-way located near the southwest corner of the intersection of Paperjack Drive and Knowles Avenue. Legal descriptions and maps are included with this memo.

PROCESS

Wisconsin statutes authorize different annexation methods. They include:

1. Annexation by Unanimous Approval (*applicable in this situation*)
2. Annexation by One-Half Approval
3. Annexation by Referendum
4. Annexation by City or Village Initiated Referendum
5. Annexation of Town Islands
6. Annexation of Territory Owned by a City or Village

Annexation petitions are subject to review by the Plan Commission and approval of the City Council. A public hearing to consider the annexation petitions has been noticed for the Plan Commission meeting on November 8, 2018. Approval of the annexation is contingent upon approval by the State of Wisconsin Department of Administration, which reviews annexation petitions when located in a county with a population of 50,000 or more persons.

ANALYSIS

The Future Land Use Plan comprehensively guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. The Future Land Use Plan indicates that the annexation area is contiguous to property that is currently within City limits, located within the 1.5-mile extraterritorial jurisdiction, and does not expand the City's jurisdiction into a new county. The City of New Richmond has the ability to provide services to the property.

RECOMMENDATION

The Development Review Committee recommends approval of the petition for annexation.

ANNEXATION DESCRIPTION - PARCEL 1

SOUTH SIDE OF PAPERJACK

Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; being that parcel described in Document Number 674372 and Document Number 674776, described as follows:

Beginning at the northeast corner of Lot 1 of Certified Survey Map recorded in Volume 9, Page 2430, Document Number 476885 at the St. Croix County Register of Deeds Office, said point being on the south line of the plat of New Richmond Business and Technical Park; thence westerly, along the south line of said plat, 182 feet; thence southerly 33 feet; thence easterly 182 feet to the east line of said Lot 1; thence northerly, along said east line, 33 feet to the point of beginning. Parcel contains approximately 0.14 Acres (6,006 Sq. Ft.).

Above described parcel was excepted from Parcel 1 described in Ordinance #418.

ANNEXATION DESCRIPTION - PARCEL 2

WEST SIDE OF HIGHWAY "65" – SOUTH OF PAPERJACK DRIVE

Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; described as follows:

Beginning at the E1/4 Corner of Section 10; thence North, along the east line of the NE1/4 of said section, 1319 feet more or less; thence West, 75 feet more or less to the west right-of-way of Highway "65" as described in Document Number 290618 at the St. Croix County Register of Deeds Office; thence South, along said west line, 446 feet more or less to a north line of Parcel Number 5 described in Document Number 916885; thence East, along said north line, 42 feet more or less to the east line of said parcel; thence South, along said east line, 202 feet more or less to a south line of said parcel; thence West, along said south line, 42 feet more or less to previously described west right-of-way line; thence South, along said west line, 670 feet to the east - west 1/4 line of said section; thence East, along said east - west 1/4 line, 75 feet more or less to the point of beginning. Parcel contains approximately 2.08 Acres± (90,573 Sq. Ft.±).

ANNEXATION DESCRIPTION

EAST SIDE OF HIGHWAY "65" – SOUTH OF RICHMOND WAY

Located in the NW1/4 of the SW1/4 of Section 11, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; described as follows:

Beginning at the W1/4 Corner of Section 11; thence S00°01'31"E, along the west line of the SW1/4 of said section, 589.86 feet to the westerly extension of the south line of a Certified Survey Map recorded in Volume 15, Page 4129, Document Number 651735 at the St. Croix County Register of Deeds Office; thence S89°51'41"E, along said westerly extension, 40.00 feet; thence N00°01'31"W 589.86 feet to the east-west 1/4 line; thence S89°58'20"W, along said east-west 1/4 line 40.00 feet to the point of beginning. Parcel contains approximately 0.54 Acres (23,592 Sq. Ft.).

MAP OF ANNEXATION

OWNER: CITY OF NEW RICHMOND

LOCATED IN THE SE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
TOWN OF RICHMOND, ST. CROIX COUNTY, WISCONSIN.

STATE TRUNK HIGHWAY "65"

NE CORNER LOT 1 - C.S.M. VOL. 9,
PG. 2430, DOC. #476885

PAPERJACK DRIVE

SOUTHERLY
33.00'

WESTERLY 182.00'

PARCEL 1

EASTERLY 182.00'

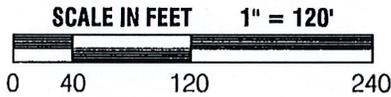
NORTHERLY
33.00'

NORTH LINE OF THE SE1/4 OF THE NE1/4

PARCEL 1 - AREA TO BE ANNEXED
0.14 ACRES±
6,006 SQ.FT.±

C.S.M. VOL. 9, PG. 2430, DOC. #476885

N



AREA ANNEXED BY MULTIPLE DESCRIPTIONS
ORDINANCE #418 - DOCUMENT #916885

ANNEXATION DESCRIPTION - PARCEL 1

Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; being that parcel described in Document Number 674372 and Document Number 674776, described as follows:

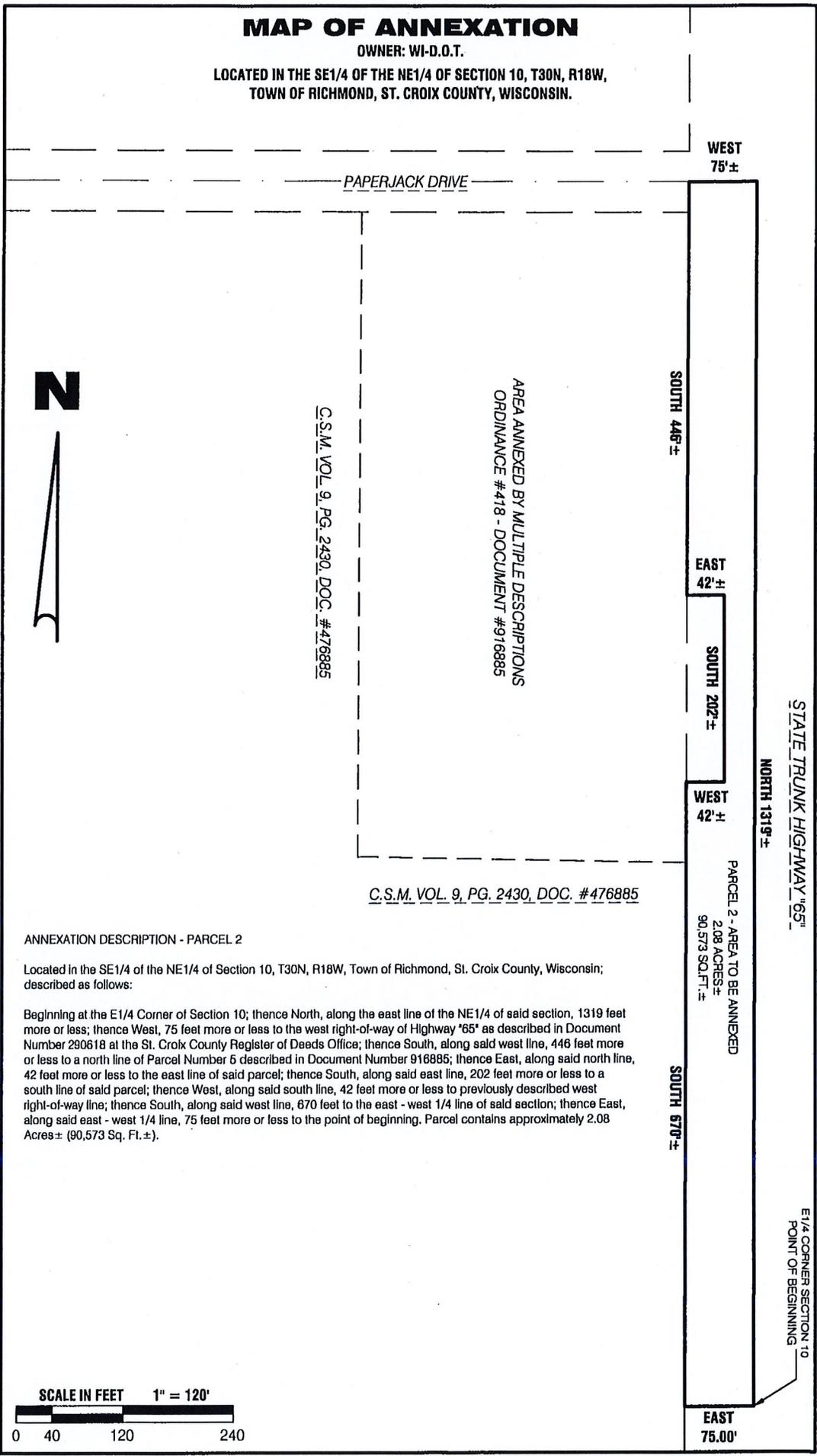
Beginning at the northeast corner of Lot 1 of Certified Survey Map recorded in Volume 9, Page 2430, Document Number 476885 at the St. Croix County Register of Deeds Office, said point being on the south line of the plat of New Richmond Business and Technical Park; thence westerly, along the south line of said plat, 182 feet; thence southerly 33 feet; thence easterly 182 feet to the east line of said Lot 1; thence northerly, along said east line, 33 feet to the point of beginning. Parcel contains approximately 0.14 Acres (6,006 Sq. Ft.).

Above described parcel was excepted from Parcel 1 described in Ordinance #418.

MAP OF ANNEXATION

OWNER: WI-D.O.T.

LOCATED IN THE SE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
TOWN OF RICHMOND, ST. CROIX COUNTY, WISCONSIN.



WEST
75'±

PAPERJACK DRIVE

SOUTH 446'±

EAST
42'±

SOUTH 202'±

WEST
42'±

STATE TRUNK HIGHWAY "65"
NORTH 1319'±

C.S.M. VOL. 9, PG. 2430, DOC. #476885

AREA ANNEXED BY MULTIPLE DESCRIPTIONS
ORDINANCE #418 - DOCUMENT #916885

C.S.M. VOL. 9, PG. 2430, DOC. #476885

PARCEL 2 - AREA TO BE ANNEXED
2.08 ACRES±
90,573 SQ.FT.±

SOUTH 670'±

E1/4 CORNER SECTION 10
POINT OF BEGINNING

EAST
75.00'

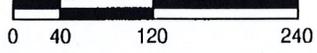


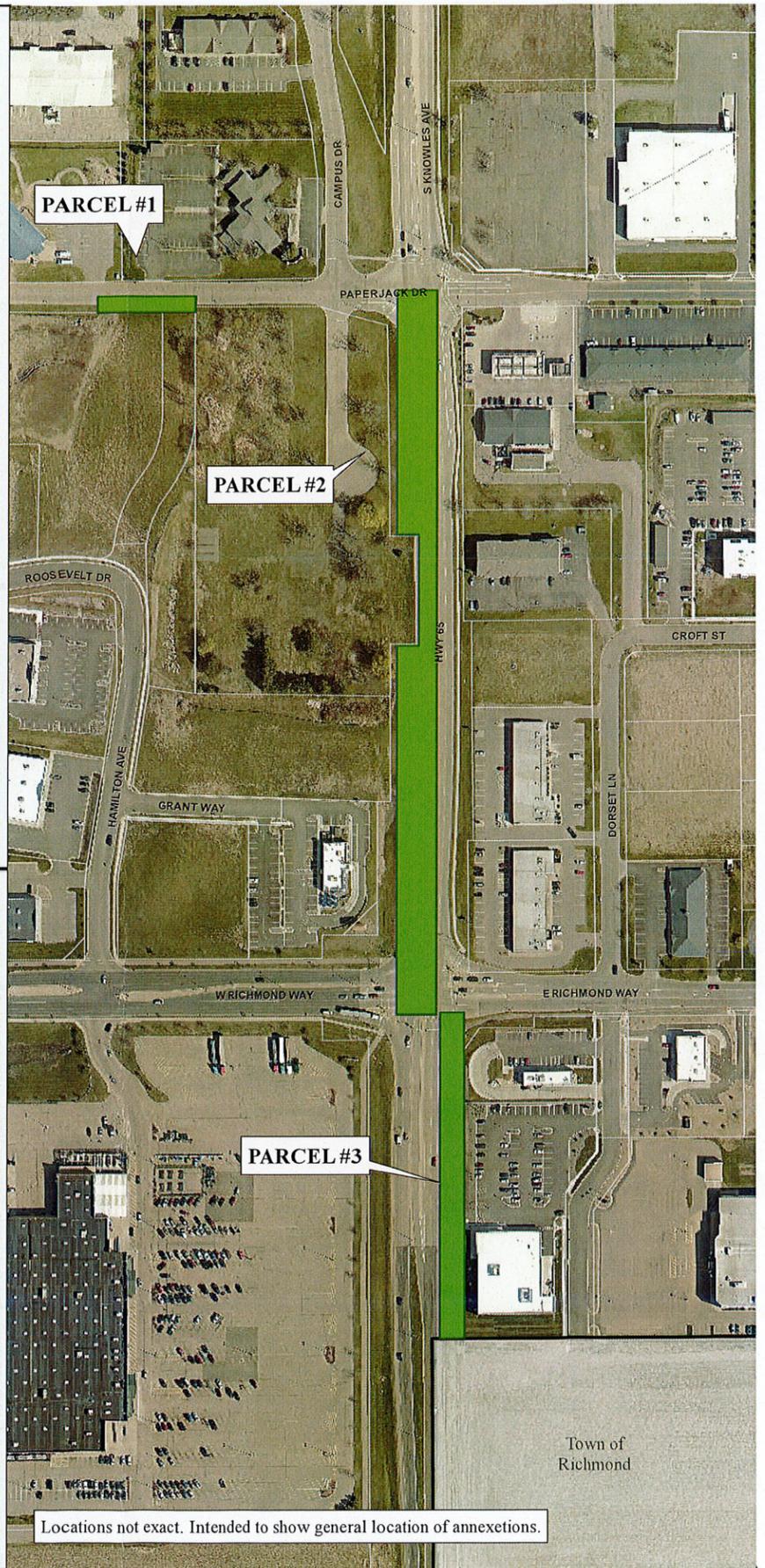
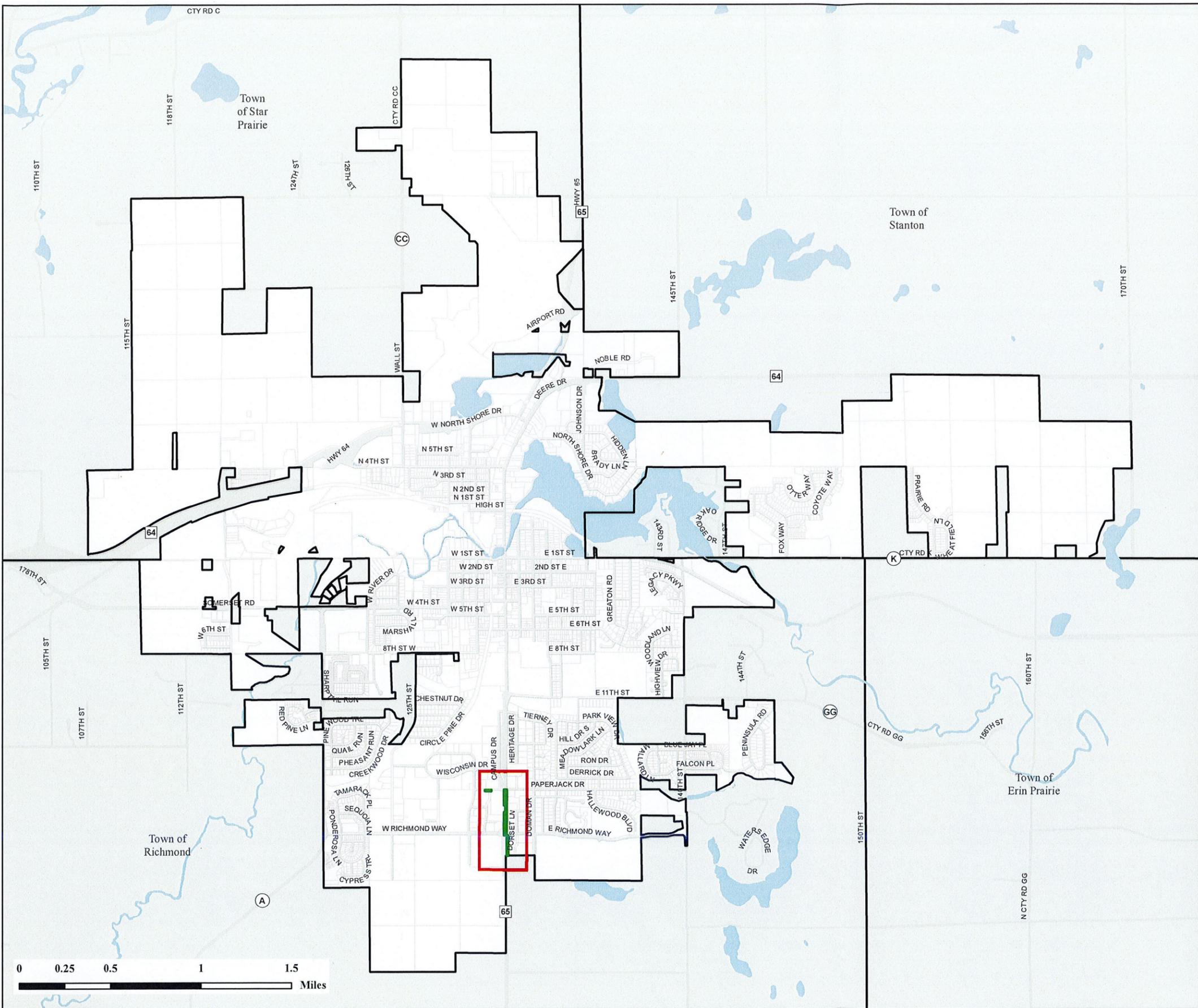
ANNEXATION DESCRIPTION - PARCEL 2

Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; described as follows:

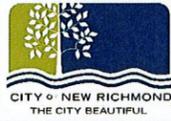
Beginning at the E1/4 Corner of Section 10; thence North, along the east line of the NE1/4 of said section, 1319 feet more or less; thence West, 75 feet more or less to the west right-of-way of Highway "65" as described in Document Number 290618 at the St. Croix County Register of Deeds Office; thence South, along said west line, 446 feet more or less to a north line of Parcel Number 6 described in Document Number 916885; thence East, along said north line, 42 feet more or less to the east line of said parcel; thence South, along said east line, 202 feet more or less to a south line of said parcel; thence West, along said south line, 42 feet more or less to previously described west right-of-way line; thence South, along said west line, 670 feet to the east - west 1/4 line of said section; thence East, along said east - west 1/4 line, 75 feet more or less to the point of beginning. Parcel contains approximately 2.08 Acres± (90,573 Sq. Ft.±).

SCALE IN FEET 1" = 120'

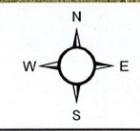




Locations not exact. Intended to show general location of annexations.



CITY OF NEW RICHMOND: ANNEXATIONS



Grid: WI CRS St. Croix (Feet)
 Projection: Transverse Mercator
 Datum: NAD 83
 Date: 26 October 2018

ORDINANCE #527

AN ORDINANCE ANNEXING TERRITORY TO THE CITY OF NEW RICHMOND, WISCONSIN.

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

Section 1. Territory Annexed. The following described territory presently located in the Town of Richmond is hereby annexed to the City of New Richmond.

Territory described as follows:

1) PARCEL 1- South Side of Paperjack

Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; being that parcel described

in Document Number 674372 and Document Number 674776, described as follows: Beginning at the northeast corner of Lot 1 of Certified Survey Map recorded in Volume 9, Page 2430, Document Number 476885 at the St. Croix County Register of Deeds Office, said point being on the south line of the plat of New Richmond Business and Technical Park; thence westerly, along the south line of said plat, 182 feet; thence southerly 33 feet; thence easterly 182 feet to the east line of said Lot 1; thence northerly, along said east line, 33 feet to the point of beginning. Parcel contains approximately 0.14 Acres (6,006 Sq. Ft.). Above described parcel was excepted from Parcel 1 described in Ordinance #418.

2) West Side of HWY "65"–

South of Paperjack Drive Located in the SE1/4 of the NE1/4 of Section 10, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; described as follows: Beginning at the E1/4 Corner of Section 10; thence North, along the east line of the NE1/4 of said section, 1319 feet more or less; thence West, 75 feet more or less to the west right-of-way of Highway "65" as described in Document Number 290618 at the St. Croix County Register of Deeds Office; thence South, along said west line, 446 feet more or less to a north line of Parcel Number 5 described in Document Number 916885; thence East, along said north line, 42 feet more or less to the east line of said parcel; thence South, along said east line, 202 feet more or less to a south line of said parcel ; thence West, along said south line, 42 feet more or less to previously described west right-of-way line; thence South, along said west line, 670 feet to the east - west 1/4 line of said section; thence East, along said east - west 1/4 line, 75 feet more or less to the point of beginning. Parcel contains approximately 2.08 Acres (90,573 Sq. Ft.).

3) East Side of HWY "65" – South of Richmond Way

Located in the NW1/4 of the SW1/4 of Section 11, T30N, R18W, Town of Richmond, St. Croix County, Wisconsin; described as follows: Beginning at the W1/4 Corner of Section 11; thence S00°01'31"E, along the west line of the SW1/4 of said section, 589.86 feet to the westerly extension of the south line of a Certified Survey Map recorded in Volume 15, Page 4129, Document Number 651735 at the St. Croix County Register of Deeds Office; thence S89°51'41"E, along said westerly extension, 40.00 feet; thence N00°01'31"W 589.86 feet to the east-west 1/4 line; thence S89°58'20"W, along said east-west 1/4 line 40.00 feet to the point of beginning. Parcel contains approximately 0.54 Acres (23,592 Sq. Ft.). (Owned by DOT and Richmond Township)

City of New Richmond

156 East First Street
New Richmond, WI 54017

Section 2. Effect of Annexation. From and after the date of this ordinance the territory described in Section 1 shall be a part of the City of New Richmond, for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules and regulations governing the City of New Richmond.

Section 3. Zoning Classification. (a) Upon recommendation to the City Council of the City of New Richmond the territory described above, annexed to the City of New Richmond by this ordinance is designated as Z3 Multi-Use Corridor District.

Section 4. Ward Designation. The territory described in Section 1 of this ordinance is hereby designated as part of Ward 11, Aldermanic District 6, of the City of New Richmond.

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, Clerk of the City of New Richmond, Wisconsin, 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 November 12, 2018 adopted by more than two-thirds vote, and recorded in the minutes of said meeting.

Passed and approved: November 12, 2018
Published and effective: November 22, 2018

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor Horne and Plan Commission Members

FROM: Beth Thompson, Community Development Director

DATE: October 10, 2018

SUBJECT: Zoning Map Change

Background

Oevering Properties, LLC has submitted plans for an addition onto their existing building at 1433 Cernohous Avenue within the New Richmond Business and Technical Park. Oevering Properties, LLC will need to purchase 1.63 acres of land to the west of their current property to allow for the addition. The two properties in question will need to have one zoning designation. At this time the City owned property to the west is zoned Z7 and Oevering's property is zoned Z3.

Section 121-29 Text Amendments and Rezoning:

The regulations, restrictions and boundaries set forth in the Ordinance may be amended from time to time pursuant to Wisconsin Statutes Chapters 66 and 68.

The City of New Richmond is bringing this zoning amendment forward for consideration for the following reasons:

1. When the ordinance and new zoning map was adopted in January of 2015 staff believes this may have been designated with the wrong zoning district; and
2. A development project is moving forward that necessitates the need for this lot to have the same zoning designation as the lot to the west.

A Zoning Map change or adjustment requires a class two notice in the newspaper along with a public hearing at a Plan Commission meeting and final approval from City Council. The Class two notice was in the New Richmond News on October 17th and October 24th.

The Development Review Committee (DRC) reviewed this application at their meeting on October 11, 2018 and recommended moving this amendment to the Plan Commission for consideration.

Comprehensive Plan:

The Comprehensive Plan future land use map guides the expanded site for Oevering Properties building for Business Park uses. The definition, in the Comprehensive Plan, for Business Park is as follows:

Business Park land use categories include areas for manufacturing, assembly, warehousing, laboratory, distribution, tech/flex, related office uses, and truck/ transportation terminals. Areas in the City identified for Business Park are located on the north side of the City, near the airport, and on the south side of the City, west of STH 65. Development will include landscaped parking lots, screened loading, service and storage areas, and interconnected sidewalks or multi-use trails.

The existing and planned uses of the expanded building are allowed within a couple of categories in the Business Park such as “warehousing”, “related office uses” and “distribution”. The proposed use is consistent with a Zoning Amendment and with the Comprehensive Plan.

Zoning:

The subject site is currently zoned Z3 District. The Zoning Map Amendment is proposing a change to Z7 District for the entirety of the expanded lot. The use for the proposed addition would be warehousing, medium box store, and office building. Regarding Table 3 – Specific Function and use, in the Zoning Ordinance, the following are a short list of allowed uses:

Commercial/Retail/Service

Box – Large, Medium and small

Corner Store

Industrial

General Warehousing

Manufacturing

Repair shop

Office

Corner Office

Office Building

The proposed building addition, with existing and planned uses, complies with the Zoning Ordinance allowed use from Table 3.

Recommendation

City staff recommends approving the zoning map amendment based on the above analysis.



APPLICATION TO REZONE

City Ordinance Section 121-29
www.newrichmondwi.gov

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

APPLICATION FEE: \$250 ESCROW: \$500

Application fee should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

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

1. Property Owner Information:

Company name: Oevering Properties LLC

Last name: Oevering

First name: Oranzo

Address: 1433 Cernohous Avenue

City/State/Zip: New Richmond, WI 54017

Phone number: _____

Email address: bthompson@newrichmondwi.gov

2. Applicant Information: (if different from above)

Company name: City of New Richmond

Last name: Thompson

First name: Beth

Address: 156 East First Street

City/State/Zip: New Richmond, WI 54017

Phone number: 715-243-4268

Email address: bthompson@newrichmondwi.gov

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

1433 Cernohous Drive

4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): Z3-Multi-Use / Cor. Dist.

Proposed Designation(s): Z7-Special Use /Indust.

5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis) the applicant shall be responsible for paying the entirety of those costs.
- c. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- e. **Other Information:** In addition to the written narrative, a full size site plan, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff.

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: Oranzo Oevering *Date:* 10/10/2018

Applicant: City of New Richmond *Date:* 10/10/2018

Fee Paid: \$250 **Date:** _____ **Receipt #** N/A

Escrow Paid: \$500 **Date:** _____ **Receipt #** N/A

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

Search powered by



(<http://www.sccwi.gov>) (<http://www.gcssoftware.com>)

St. Croix County Web Portal

Tax Year	Prop Type	Parcel Number	Municipality	Property Address	Billing Address
2018 ▼	Real Estate	261-1070-45-017	261 - CITY OF NEW RICHMOND	1433 CERNOHOUS AVE	OEVERING PROPERTIES LLC 1433 CERNOHOUS AVE SUITE A NEW RICHMOND WI 54017

Tax Year Legend: = owes prior year taxes = not assessed = not taxed Delinquent Current

Property Summary

Parcel #:	261-1070-45-017
Alt. Parcel #:	
Parcel Status:	Current Description
Creation Date:	3/4/2009
Historical Date:	
Acres:	0.000

Property Addresses

Primary ▲	Address
<input checked="" type="checkbox"/>	1433 CERNOHOUS AVE NEW RICHMOND 54017

Owners

Name	Status	Ownership Type	Interest
OEVERING PROPERTIES LLC	CURRENT OWNER		
CITY OF NEW RICHMOND	FORMER OWNER		

Parent Parcels

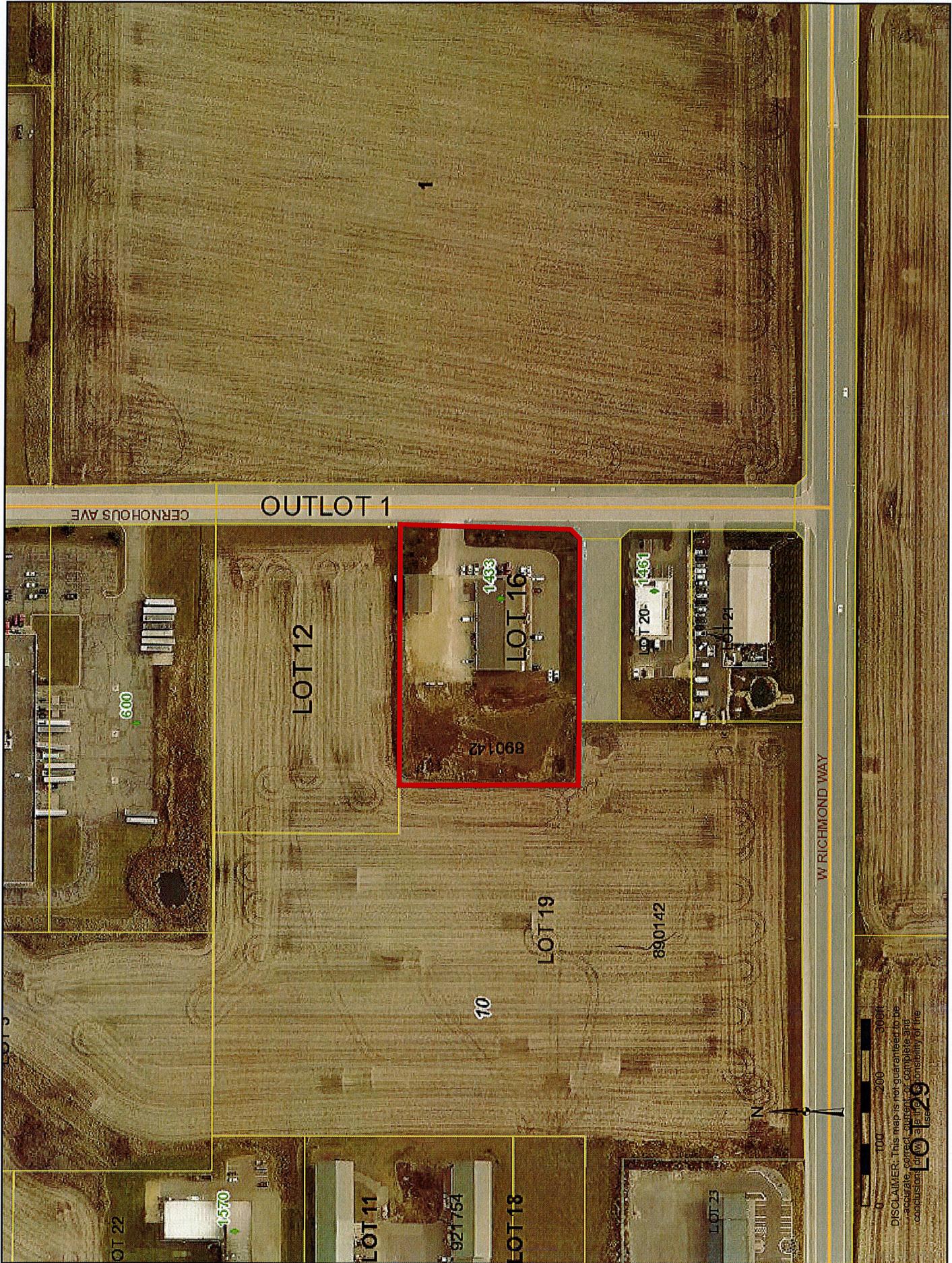
Parcel Number ▲	Creation Date
261-1070-44-950	8/20/2008
261-1070-45-016	7/26/2006

Child Parcels

No Child Parcels were found

Legal Description

SEC 10 T30N R18W PT SW NE & PT CSM 9-2430 LOT 1; BEING CSM 21-5248 LOT 16 (2.16 AC) & INC COMM SW COR SD LOT 16; TH N 89' W 106.00FT; TH N 00' W 304.56FT; TH E ALNG S LN LOT 12 CSM 21-5248 106.00FT TO NW COR SD LOT 16; TH S 304.56FT TO POB



CERNOHOU AVENUE

OUTLOT 1

LOT 12

890142

1493

LOT 16

1480

LOT 20

LOT 19

890142

10

LOT 22

1570

LOT 11

921754

LOT 18

LOT 23

W RICHMOND WAY



0 100 200 300ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusion drawn is the responsibility of the user.
Lot 29

ORDINANCE #528

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

Amend the Official Zoning Map for the following property to be Z7 Special Use/Industrial:

Designate property Z7 District in accordance with the Comprehensive Plan, certified survey map, and site plan review for expansion of an existing office/warehouse building. Property is located at 1433 Cernohous Avenue and described as: SEC 10 T30N R18W PT SW NE & PT CSM 9-2430 LOT 1; BEING CSM 21-5248 LOT 16 (2.16 AC) & INC COMM SW COR SD LOT 16; TH N 89' W 106.00FT; TH N 00' W 304.56FT; TH E ALNG S LN LOT 12 CSM 21-5248 106.00FT TO NW COR SD LOT 16; TH S 304.56FT TO POB.

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

Passed and approved: November 12, 2018
Published and effective: November 22, 2018

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST: _____
Tanya Batchelor, City Clerk



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: Jeremiah Wendt, Director of Public Works

DATE: November 8, 2018

SUBJECT: Resolution Accepting Richmond Prairie Condos Phase 3 Improvements

Background

The attached ordinance is required by City Ordinance to be adopted by City Council in order to accept the improvements made to Cassandra Drive, Morgan Drive and Evan Court in the Richmond Prairie Condos Phase 3 Development. Acceptance of these improvements will commence the one-year warranty period on the improvements.

Additionally, this project required the expansion of the "Bow-Tie" stormwater pond which lies in the southeast quadrant of the intersection of Richmond Way and Doman Drive. This resolution includes acceptance of the improvements to the stormwater pond, which is designed to serve the areas outlined in the attached reports.

Recommendation

Staff recommends adoption of the attached resolution.

RESOLUTION #111801

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

**A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
DCCI LAND PLANNERS, INC.**

WHEREAS, the property developer DCCI Land Planners, Inc. (“Developer”) has constructed certain water, sanitary sewer, storm sewer, and street improvements on Cassandra Drive from Evan Court westward 100 feet, and on Morgan Drive from Cassandra Drive to Evan Court, and on Evan Court from Morgan Drive to its terminus, as required by a Development Agreement dated September 11, 2017; and

WHEREAS, Developer has made modifications to the “Bow-Tie” stormwater pond located in the southeast quadrant of intersection of Richmond Way and Doman Drive; and

WHEREAS, Developer has submitted a lien waiver certifying that no debt remains outstanding for construction of the improvements; and

WHEREAS, Developer has submitted as-built drawings of the improvements; and

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

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

Section One. The Common Council hereby accepts the street and utility improvements on Cassandra Drive from Evan Court westward 100 feet

Section Two. The Common Council hereby accepts the street and utility improvements on Morgan Drive from Cassandra Drive to Evan Court.

Section Three. The Common Council hereby accepts the street and utility improvements on Evan Court from Morgan Drive to its northern terminus

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

Passed and adopted by the City Council for the City of New Richmond this 8th day of October, 2018.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk

STORMWATER MANAGEMENT PLAN

DOMAN/BOWTIE POND

City of New Richmond, St Croix County, Wisconsin

08/02/2017

Updated 8/12/2017 change pond volume setting

Updated 10/4/2018 to reflect bowtie asbuilt modifications

ACA JOB NUMBER 5008-053

Prepared For:

DCCI

PO Box A

New Richmond, WI 54017

Prepared by:

■ ***Auth•Consulting & Associates - AC/a***

Planning, Engineering, Building Design & Surveying

2920 Enloe Street, Suite 101, Hudson WI 54016

Hudson Office: 715-381-5277

Corporate Office: 715-232-8490

www.authconsulting.com

S&N Land Surveying & Nelsen Land Surveying - Divisions of AC/a

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 Runoff Curve Numbers 4
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 Bowtie Modifications 5
 Water Quality Summary/Volume Control 5
 This report does not address water quality or volume control. 5

Appendix

- Appendix A - 1992 Aerial
- Appendix B - Soils Map- USDA
- Appendix C - Rate Modeling- Hydrocad©

Figure

- Figure 1 – Predeveloped Drainage Map-USGS
- Figure 2 – Post Developed Drainage Map
- Figure 3 – Bowtie Pond Modifications



10/04/18

SUMMARY

Overview

The purpose of this report is to provide documentation on the expansion modifications completed for the Bowtie Pond, located at the Southeast quadrant of the intersections of Doman and Richmond Way in the City of New Richmond.

This report utilized the hydrocad model prepared by Eric Thompson and David Schofield of MSA dated August 28, 2016 as the base model. The changes and modifications to the original model provided by MSA are detailed in the report below.

Of primary concern, as detailed in the MSA report is freeboard from the Doman Drive Pond to an existing twin home located on Gunston Drive. The lowest grade at the structure as detailed by MSA survey crews is 997.09. In addition, concerns have been raised with the ponds providing sufficient downstream capacity in larger storm events (25 year and above).

MODEL

Methods

As detailed in the MSA report, the hydrocad model continued to utilize all the design basis as identified. Although discussions occurred with City staff and it was determined that the event modeling could use the TP-40 precipitation-frequency events

24-hour Rainfall Depths

Event Frequency (years)	Depth (inches)
1	2.4
2	2.8
10	4.2
25	4.7
100	5.9

DRAINAGE AREAS

ACA again utilized the MSA base model for the drainage areas but incorporated the following changes:

1. Updated drainage basin 350 and 360 to include the areas reflected from the current grading plan for Richmond Prairie Condos Phase 3.

2. Updated drainage basin 350 and 360 to reflect the drainage areas and grading provided by the City of New Richmond for the Hillside Elementary School.
3. Updated the hydrocad model to reflect as-built modifications to the bowtie pond in September of 2018.

Figure 1 includes the original MSA drainage basin with the modifications utilized in this report superimposed.

Soil Types

The original model and methodology provided in the MSA memo was followed with the following adjustment:

1. Drainage basin 350 was updated to include a small area of HSG A soils. See Appendix B for soils map. This is consistent with on-site observations during a site visit. The soils for an excavated basement in the Richmond Prairie Condos Phase 2 had clean sandy soils consistent with HSG A soils.

Runoff Curve Numbers

No changes to the runoff curve numbers were made to the MSA model or memo, with the exception of the adjustment for the HSG A modification detailed above.

Time of Concentrations

No changes were made to the time of concentration methodology or values as detailed in the MSA memo or in the MSA hydrocad modeling.

Pond Configuration

The Doman Drive pond stage/surface area data in the hydrocad model was updated to reflect supplemental topographic survey data by ACA.

Pond Interconnection

The MSA model treated the bowtie and doman ponds as one interconnected pond after approximately the 1 year event. ACA revised the model to separate out the two ponds. ACA agrees with the assessment of the ponding systems acting as an interconnected pond. The ACA model utilizes the 12" RCP stormsewer as the connection point between the ponds (as currently exists). For modeling comparison purposes a 36" was modeled with only very minor changes to the discharge results, therefore changes to the interconnection are not anticipated.

RESULTS

Included are the rates from the existing system versus the bowtie pond modifications:

Existing

Bowtie Modifications

North Discharge	RUNOFF RATE (cfs)				
Description	Recurrence Interval				
	1-yr 2.4in	2-yr 2.8in	10-yr 4.2in	25-yr 4.7in	100-yr 5.9in
1992 Conditions	10.4	19.3	61.1	78.7	124.6
Existing System	7.7	13.2	29.0	32.7	43.2
Modified Bowtie	7.0	12.2	28.9	32.6	43.0

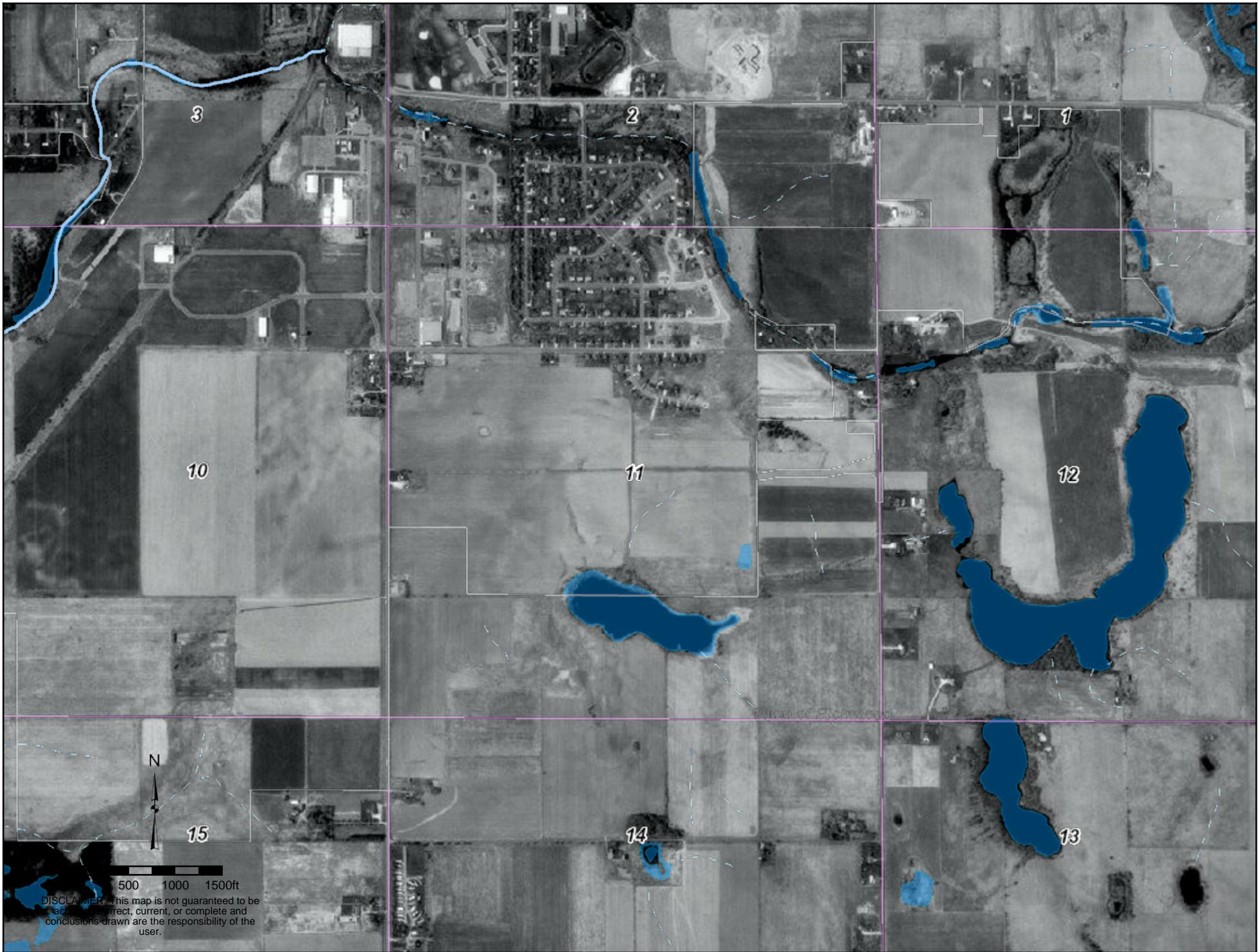
South Discharge	RUNOFF RATE (cfs)				
Description	Recurrence Interval				
	1-yr 2.4in	2-yr 2.8in	10-yr 4.2in	25-yr 4.7in	100-yr 5.9in
1992 Conditions	7.3	13.4	41.8	53.4	84.4
Existing System	0	0	30.5	53.1	94.1
Modified Bowtie	0	0	8.4	28.9	82.1

Doman Pond Peak Elevation (100Yr)= 995.6

Water Quality Summary/Volume Control

This report does not address water quality or volume control.

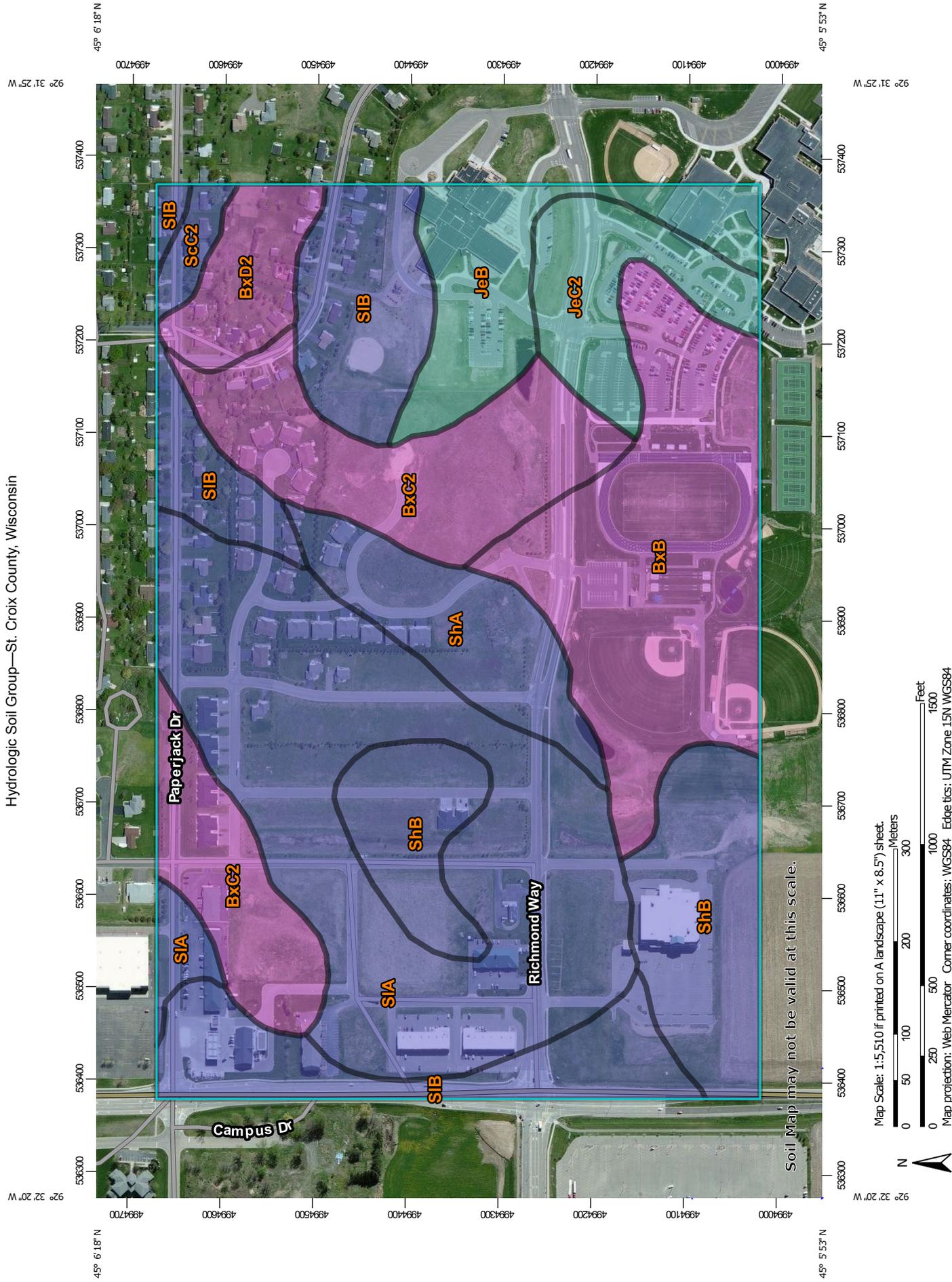
Appendix A
1992 Aerial Map



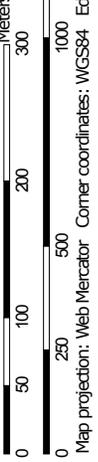
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

Appendix B
Soils Map- USDA

Hydrologic Soil Group—St. Croix County, Wisconsin



Map Scale: 1:5,510 if printed on A landscape (11" x 8.5") sheet.



Map projection: Web Mercator Corner coordinates: WGS84 Edge tics: UTM Zone 15N WGS84

MAP LEGEND

Area of Interest (AOI)	 C
 Area of Interest (AOI)	 C/D
Soils	 D
Soil Rating Polygons	 Not rated or not available
 A	Water Features
 A/D	 Streams and Canals
 B	Transportation
 B/D	 Rails
 C	 Interstate Highways
 C/D	 US Routes
 D	 Major Roads
 Not rated or not available	 Local Roads
Soil Rating Lines	Background
 A	 Aerial Photography
 A/D	
 B	
 B/D	
 C	
 C/D	
 D	
 Not rated or not available	
Soil Rating Points	
 A	
 A/D	
 B	
 B/D	

MAP INFORMATION

The soil surveys that comprise your AOI were mapped at 1:15,800.

Warning: Soil Map may not be valid at this scale.

Enlargement of maps beyond the scale of mapping can cause misunderstanding of the detail of mapping and accuracy of soil line placement. The maps do not show the small areas of contrasting soils that could have been shown at a more detailed scale.

Please rely on the bar scale on each map sheet for map measurements.

Source of Map: Natural Resources Conservation Service
 Web Soil Survey URL:
 Coordinate System: Web Mercator (EPSG:3857)

Maps from the Web Soil Survey are based on the Web Mercator projection, which preserves direction and shape but distorts distance and area. A projection that preserves area, such as the Albers equal-area conic projection, should be used if more accurate calculations of distance or area are required.

This product is generated from the USDA-NRCS certified data as of the version date(s) listed below.

Soil Survey Area: St. Croix County, Wisconsin
 Survey Area Data: Version 12, Sep 27, 2016

Soil map units are labeled (as space allows) for map scales 1:50,000 or larger.

Date(s) aerial images were photographed: Data not available.

The orthophoto or other base map on which the soil lines were compiled and digitized probably differs from the background imagery displayed on these maps. As a result, some minor shifting of map unit boundaries may be evident.

Hydrologic Soil Group

Hydrologic Soil Group— Summary by Map Unit — St. Croix County, Wisconsin (WI109)				
Map unit symbol	Map unit name	Rating	Acres in AOI	Percent of AOI
BxB	Burkhardt-Satre complex, 2 to 6 percent slopes	A	25.0	15.6%
BxC2	Burkhardt-Satre complex, 6 to 12 percent slopes, eroded	A	22.2	13.9%
BxD2	Burkhardt-Satre complex, 12 to 30 percent slopes, eroded	A	5.2	3.2%
JeB	Jewett silt loam, 2 to 6 percent slopes	C	9.9	6.2%
JeC2	Jewett silt loam, 6 to 12 percent slopes, eroded	C	7.7	4.8%
ScC2	Santiago-Antigo complex, 6 to 12 percent slopes, eroded	B	1.5	0.9%
ShA	Satre loam, 0 to 2 percent slopes	B	9.0	5.6%
ShB	Satre loam, 2 to 6 percent slopes	B	17.3	10.8%
SIA	Satre silt loam, 0 to 2 percent slopes	B	40.0	25.0%
SIB	Satre silt loam, 2 to 6 percent slopes	B	22.2	13.9%
Totals for Area of Interest			159.9	100.0%

Description

Hydrologic soil groups are based on estimates of runoff potential. Soils are assigned to one of four groups according to the rate of water infiltration when the soils are not protected by vegetation, are thoroughly wet, and receive precipitation from long-duration storms.

The soils in the United States are assigned to four groups (A, B, C, and D) and three dual classes (A/D, B/D, and C/D). The groups are defined as follows:

Group A. Soils having a high infiltration rate (low runoff potential) when thoroughly wet. These consist mainly of deep, well drained to excessively drained sands or gravelly sands. These soils have a high rate of water transmission.

Group B. Soils having a moderate infiltration rate when thoroughly wet. These consist chiefly of moderately deep or deep, moderately well drained or well drained soils that have moderately fine texture to moderately coarse texture. These soils have a moderate rate of water transmission.

Group C. Soils having a slow infiltration rate when thoroughly wet. These consist chiefly of soils having a layer that impedes the downward movement of water or soils of moderately fine texture or fine texture. These soils have a slow rate of water transmission.

Group D. Soils having a very slow infiltration rate (high runoff potential) when thoroughly wet. These consist chiefly of clays that have a high shrink-swell potential, soils that have a high water table, soils that have a claypan or clay layer at or near the surface, and soils that are shallow over nearly impervious material. These soils have a very slow rate of water transmission.

If a soil is assigned to a dual hydrologic group (A/D, B/D, or C/D), the first letter is for drained areas and the second is for undrained areas. Only the soils that in their natural condition are in group D are assigned to dual classes.

Rating Options

Aggregation Method: Dominant Condition

Component Percent Cutoff: None Specified

Tie-break Rule: Higher



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: November 12, 2018
RE: 2018 Third Quarter Financial Report

Staff will present the 2018 3rd Quarter Financial report during the council meeting. The 3Q18 report will also be available on the City's website page following the council meeting.

No action is being requested at this time.

CITY OF NEW RICHMOND



THE CITY BEAUTIFUL



3rd QUARTER 2018 FINANCIAL REPORT



City of New Richmond

OPERATING REVENUE – GENERAL FUND

2018 Year-to-date Actual Revenue Compared to Budget

As of September 30, 2018, \$5,249,470 or 82% of budgeted revenue has been collected, which is trending slightly above the 5-year average of 80.9%. Year-to-date revenue collection is trending slightly higher when compared to prior year by \$16,971 or 0.32%; this is driven by insurance recoveries and building permit revenue.

Revenue Category	2017	2018 YTD	2018B	% Act to Budget	% Revenue by Source
Taxes (Levy & taxes other than property)	\$ 2,999,651	\$ 3,244,160	\$ 3,294,663	98%	62%
Intergovernmental	\$ 1,604,336	\$ 1,028,731	\$ 1,511,150	68%	20%
Licenses and permits	\$ 491,904	\$ 381,596	\$ 287,665	133%	7%
Fines, forfeitures, and penalties	\$ 98,411	\$ 87,069	\$ 110,000	79%	2%
Public charges for services	\$ 287,088	\$ 247,420	\$ 279,833	88%	5%
Intergovernmental charges for services	\$ 28,019	\$ 21,086	\$ 24,720	85%	0%
Special assessments	\$ 8,008	\$ 7,422	\$ 3,196	232%	0%
Investment income	\$ 53,106	\$ 73,929	\$ 54,021	137%	1%
Miscellaneous	\$ 973,445	\$ 158,057	\$ 191,223	83%	3%
Operating Transfers In	\$ 597,263	\$ -	\$ 643,200	0%	0%
Total Revenue	\$ 7,141,231	\$ 5,249,470	\$ 6,399,671	82%	100%

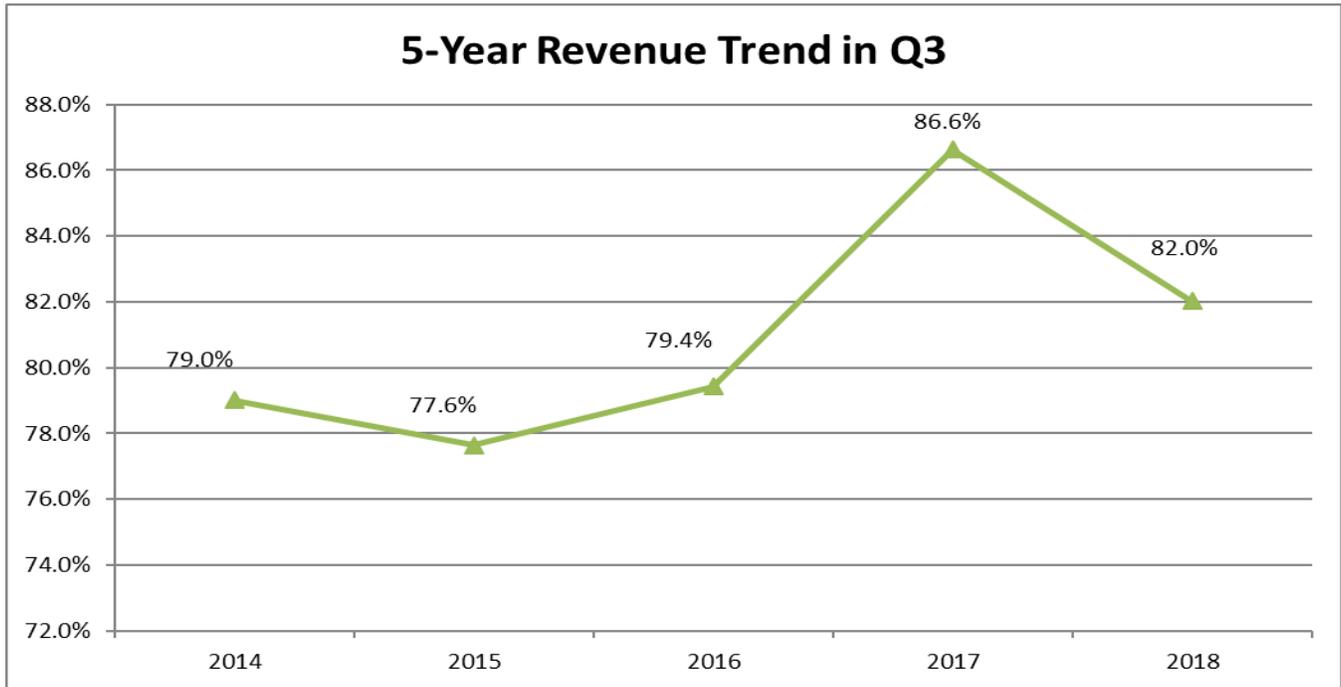
Overall, revenue collected through 3Q tracked to budget with a few notable variances. \$45,618 of unbudgeted insurance claims revenue was collected as repairs were completed on the Parks, Library and Sports Center that sustained hail damage from the June 2017 storm. Building permit and inspection revenue continues to remain strong through 3Q with \$331,538 in collections, exceeding the annual budget by \$111,538 or 150.7%.

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 September 30, 2018, there were 651 permits and 112 new dwelling permits issued representing \$37,410,090 in total construction value. By comparison, 792 permits and 76 dwelling permits representing \$30,532,854 in total construction value were pulled during the same period in 2017.

Additionally, room tax revenues of \$47,978 were collected during the first two quarters of this year, an increase of \$13,543 or 39.3% when compared to 3Q17. Room tax revenues are expected to continue to increase due to the Best Western opening earlier this year in April.

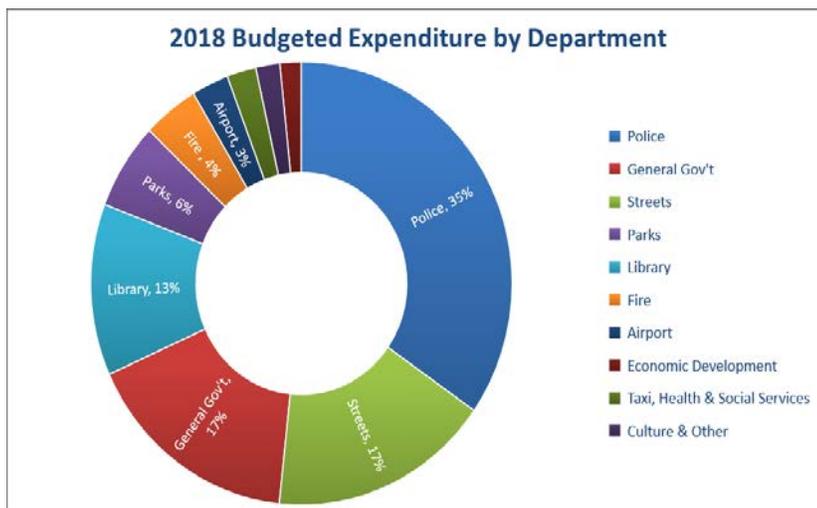
5-Year Revenue Trend

Actual revenue collected in the third quarter of each year has averaged 80.9% or \$4.8M. Revenues collected during 3Q18 trended slightly higher than average at 82.0% or \$5.25M, but lower than last year due to a land sale in TID 6 that occurred in 2Q17. Increased revenue collections in 3Q18 is mainly attributable to insurance recoveries, building and inspection fees and room tax collections.



OPERATING EXPENSES – GENERAL FUND

2018 Expenditure by Department



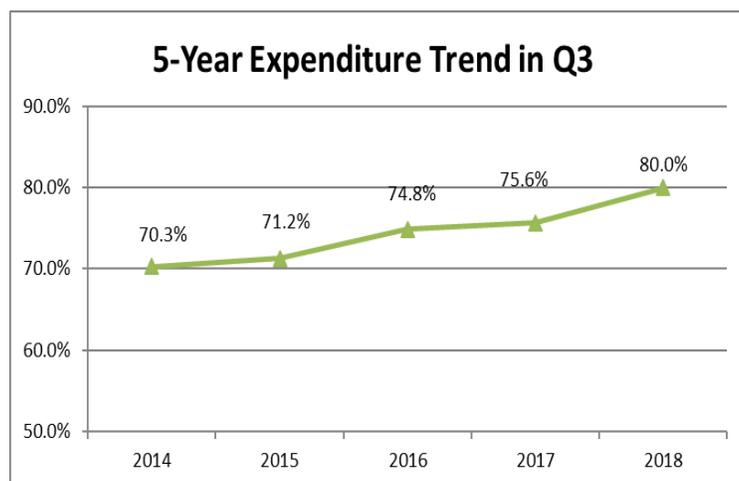
2019 budgeted operating expenditures are \$6,399,670, with expenses related to Public Safety (Police, Fire and Ambulance) accounting for \$2.64M of budgeted expenditures, followed by Public Works at \$1.49M, General Government at \$1.0M, Library at \$800K and Airport, Economic Development and Culture/Other comprising \$460K.

Expenditures Actual to Budget

As of September 30, 2018, actual expenditures are at 80.0% or \$5,118,949 of budget. Note that operating expenses are not incurred evenly throughout the year, which can create positive and/or negative budget variances depending on the fiscal quarter and expense pattern. For example, ambulance service expenses are fully incurred during the first quarter of the year, creating a variance in the second and third quarters

Expenditure by Department	2017	2018 YTD	2018B	Variance	% Act to Budget	% Expense by Dept
Police	\$ 2,115,972	\$ 1,646,824	\$ 2,221,165	\$ (574,341)	74%	32%
General Government	\$ 1,069,234	\$ 826,705	\$ 1,062,105	\$ (235,400)	78%	16%
Streets	\$ 1,072,350	\$ 859,019	\$ 1,086,173	\$ (227,154)	79%	17%
Parks	\$ 404,026	\$ 503,564	\$ 405,267	\$ 98,297	124%	10%
Library	\$ 763,007	\$ 560,695	\$ 802,228	\$ (241,533)	70%	11%
Fire	\$ 264,247	\$ 205,486	\$ 273,865	\$ (68,379)	75%	4%
Airport	\$ 163,663	\$ 114,993	\$ 181,939	\$ (66,946)	63%	2%
Economic Development	\$ 93,465	\$ 117,256	\$ 105,291	\$ 11,965	111%	2%
Ambulance & Emer. Gov't	\$ 120,874	\$ 124,188	\$ 127,288	\$ (3,100)	98%	2%
Culture	\$ 71,627	\$ 55,209	\$ 96,450	\$ (41,241)	57%	1%
Taxi	\$ 113,438	\$ 84,188	\$ 10,000	\$ 74,188	842%	2%
Health & Social Services	\$ 5,632	\$ 4,419	\$ 5,900	\$ (1,481)	75%	0%
Outlay Expenditures	\$ 33,882	\$ 6,145	\$ 7,000	\$ (855)	88%	0%
Transfers	\$ 13,614	\$ 10,258	\$ 15,000	\$ (4,742)	68%	0%
Total Expenditures	6,305,031	5,118,949	6,399,671	(1,280,722)	80%	100%

Repairs to police squad vehicles, park shelters, the library roof and Sports Center caused by the June 2017 hailstorm were completed in June and July. While repairs are covered by insurance, the expense will continue to be a variance until year-end when insurance proceeds are appropriated into the budget. Repair expenses account for 3.6% or \$184,138 of actual expenditures through 3Q. Excluding insurance repairs, actual expenditures would be \$4,934,811 or 77.1% of the budget.



5-Year Comparison of Expenditures during Third Quarter

Historically, expenditures have averaged 74.4% of budget over the last five years. Expenditures in 3Q18 are higher than the average trend with actual expenditures being 80.0% of budget. Hail damage repairs completed during the year are the main driver of the increase.

GENERAL OBLIGATION DEBT

General Obligation Debt

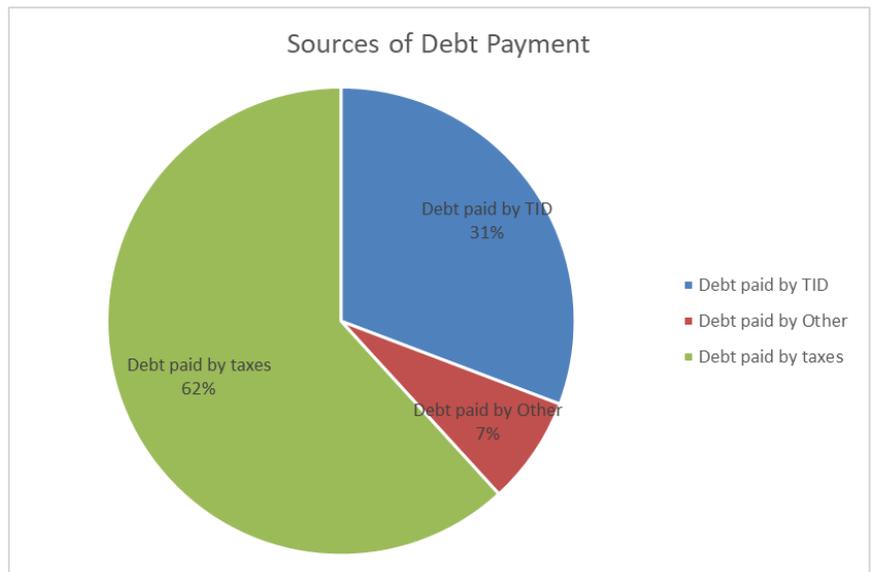
As of September 30, 2018, principal and interest payments of \$2,098,479 and \$529,497 were made, representing 87.7% of the total year’s general obligation payments. The table below outlines principal and interest payments made year to date as well as remaining payments for the year.

Payments	Actual Payments Made thru 9/30/18	Remaining Payment for Balance of 2018	Percent of Budget
Principal	\$2,098,479	\$342,440	86.0%
Interest*	\$529,497	\$26,020	95.3%
Total Debt Service	\$2,627,976	\$368,460	87.7%

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

INVESTMENT	September 30, 2018	September 30, 2017
GENERAL CITY INVESTMENTS	2,951,501	2,009,915
RESTRICTED INVESTMENTS		
Stock Funds	10,299	10,137
Future Outlay	10,699	10,531
Future Retirements	42,597	39,924
Police Department	-	501
Sports Center	107,679	99,089
Library	531,192	488,999
Impact Fees	614,492	388,485
Cemetery	50,017	33,280
Revolving Loan Fund	54,494	60,453
Capital Projects Investments	853,938	2,023,614
Landfill Cleanup Investments	30,871	40,906
Stormwater Investments	6,157	433,629
Park Land Trust	205,469	115,231
Library Trust	288,132	257,610
Flex Benefits	25,328	23,016
Armed Services Memorial	1,295	3,833
TOTAL INVESTMENTS	\$ 5,784,161	\$ 6,039,151
CITY OPERATING CASH BALANCE	\$ 223,634	\$ 490,476
TOTAL CITY INVESTMENTS & CASH	\$ 6,007,795	\$ 6,529,627
UTILITIES - RESTRICTED INVESTMENTS	\$ 9,173,100	\$ 8,533,262
UTILITY OPERATING CASH BALANCE	\$ 245,534	\$ 561,467
TOTAL UTILITY INVESTMENTS & CASH	\$ 9,418,634	\$ 9,094,729

K9 Fund

As of September 30, 2018, the ending fund balance for the K9 fund is \$14,781.14.

FUND ACTIVITY		
	Current Quarter	Fiscal YTD 07/01/2018- 09/30/2018
Beginning Fund Balance	14,446.15	14,446.15
CONTRIBUTIONS		
(a) Tax Deductible Gifts and Bequests	2,697.70	2,697.70
(b) Non Tax Deductible Contributions	85.00	85.00
(c) Transfers In	0.00	0.00
Total Contributions	<u>2,782.70</u>	<u>2,782.70</u>
INVESTMENT ACTIVITY		
(d) Realized Income	61.88	61.88
(e) Unrealized Gains (Losses)	0.00	0.00
Total Investment Activity	<u>61.88</u>	<u>61.88</u>
DISBURSEMENTS		
(f) Grants and Scholarships	2,353.95	2,353.95
(g) Administrative and Investment Fees	155.64	155.64
(h) Fund Project Expenses	0.00	0.00
(i) Transfers Out	0.00	0.00
Total Disbursements	<u>2,509.59</u>	<u>2,509.59</u>
Ending Fund Balance as of 09/30/2018	14,781.14	14,781.14



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: November 12, 2018
RE: Municipal Assessor RFP

Background

In July, the Council approved the issuance of an RFP for municipal assessing services. The RFP specified a three-year contract period from 2019-2021, and called for a full property revaluation in 2020 with maintenance years in 2019 and 2021. Two proposals were received by the bid deadline and interviews were held in September with both firms. The interviews revealed very different approaches to communication and approach on the revaluation of the city.

During the October work session, the interview committee expressed the need to take the next 60-90 days to evaluate several aspects in providing assessment services for the city in the coming years. At this time, staff recommend rejecting the proposals received for Municipal Assessment Services and reissuing the RFP in 4-6 months. In the interim, staff will evaluate approaches to revaluation and maintenance and develop a cost analysis of contract versus in-house assessment. Any potential modifications to the RFP will be brought before the Council for consideration before reissuance.

Recommendation

Staff recommends rejection of proposal received under the RFP for Municipal Assessment Services.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: November 12, 2018
RE: Extension of Municipal Assessment Services Contract

Background

This action is required to avoid any interruption in assessment services due to withdrawal of the RFP for Municipal Assessment Services recommended in the previous agenda item. Attached to this memorandum, is a contract for extension of service with Owen Assessing for 2019 assessment maintenance services.

Recommendation

Staff recommends approval of the 2019 Municipal Maintenance Assessment Services contract with Owen Assessing (as attached).

**CONTRACT FOR ASSESSMENT SERVICES
BETWEEN
City of New Richmond and Owen Assessing LLC**

IT IS AGREED BY AND BETWEEN City of New Richmond in St. Croix County Wisconsin, a municipal corporation (hereafter "Municipality") and Owen Assessing LLC, E3571 810th Ave Menomonie WI (hereafter "Assessment Service") as follows:

1. SCOPE OF SERVICES

- A. Inspections. The following **maintenance inspection cycle** is to be completed by Assessment Service, namely:
 - 1. New construction, annexed properties, and exempt status changes shall be physically inspected;
 - 2. Properties affected by building removal, fire, significant remodeling (those requiring a building permit), or other major condition changes shall be physically inspected;
 - 3. All sales properties, legal description changes, and zoning changes shall be reviewed and inspected if deemed necessary to ensure a fair assessment.
 - 4. Requests for review of assessment by property owners shall be physically inspected during the current assessment cycle.
- B. Parcel Identification. The legal description, drawing and measurements of improvements shall be contained in the existing property record cards. Drawing shall be made for all new records. In the event of a discrepancy exists, the Assessment Service shall investigate and correct the record.
- C. Preparation of Record Cards. Appropriate record cards shall be used in the evaluation and collection of data for residential improvements, commercial improvements, and agricultural improvements. All information relating to the improvements shall be obtained and shown as provided on the respective forms. The Assessment Service shall supply to the County, a complete set of property records on computer readable format thru Market Drive Software Program which is compatible with County's software and update the computer accessible records within fourteen (14) days of final adjournment of the Board of Review.
- D. Open Book Conference. Upon completion of the Assessment Service review of assessments and prior to completion of the assessment rolls, the Assessment Service shall hold an open book conference for enabling property owners or their agents to review and compare the assessed values. The Assessment Service shall send notice to each property owner of any change in assessment. The notice form used shall be that prescribed by the Department of Revenue and include the time and place the open book conference(s) will be held. Mailing shall not be less than ten (10) days prior to the first day of the conferences for the convenience of property owners.
- E. Completion of Assessment Roll. The Assessment Service shall be responsible for the proper completion of the assessment roll in accordance with current statutes. Final assessment figures for each property shall be provided by the Assessment Service to the Municipality, and the roll shall be totaled to exact balance. All information shall be submitted to the County Real Property Lister in a computerized format compatible with the County's program. The Assessment Service shall prepare and submit the "Assessor's Final Report".
- F. Board of Review Attendance. The Assessment Service shall attend all hearings of the City Board of Review to explain and defend the assessed value and be prepared to testify under oath regarding the values determined. In the event of appeal to the Department of Revenue or the Courts, the Assessment Service shall be available upon request of the Municipality to furnish testimony in defense of the values determined.

- G. Personal Property Assessments. The Assessment Service shall mail out from a list supplied by the Municipality annual personal property statements, and by May first each year, review statements and follow up with unfilled or incorrect statements. The Assessment Service shall determine the appropriate assessment amount.
- H. Determine use value assessment penalty for agricultural land conversions under Sec. 74.485 and report to the County Treasurer and Municipal Clerk.
- I. Public Requests and Availability. The Assessment Service shall timely respond to all open records requests. The Assessment Service shall maintain a telephone service with at least a 24-hour answering machine to receive calls from the Municipality or property owners. The Assessment Service shall timely respond to all telephone inquiries.

2. GENERAL REQUIREMENTS.

- A. Conformance to Statutes. All work of the Assessment Service shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality.
- B. Oath of Office. The Assessment Service shall be required to take and subscribe to an oath or affirmation supporting the Constitution of the United States and to the State of Wisconsin and to faithfully perform the duties of Assessor. If the Assessment Service is a corporation or partnership, the person designated as responsible for the assessment shall comply with the above. The oath shall conform to Section 19.01 and filed with the Municipal Clerk prior to commencing duties.
- C. Qualifications and Conduct of Personnel. The Assessment Service shall provide at his/her own expense any personnel necessary and to comply with the following:
 - 1. All personnel providing services shall be currently certified in compliance with Sec. 73.09, Wis. Stats., and the administrative rules prescribed by the Wisconsin Department of Revenue.
 - 2. The Assessment Service shall submit to the Municipality a résumé containing the name, address, education and prior experience of each employee anticipated to provide assessing services to the Municipality. Employees of the company who are later hired or were not anticipated to provide such services at the time of this Contract, shall submit appropriate information for approval of the Municipality before field inspection work is started by the employee.
 - 3. All employees, agents, or representatives of the Assessment Service shall conduct themselves in a safe, sober, and courteous manner while performing services within the Municipality.
 - 4. The Assessment Service shall review any complaint relative to the conduct of his/her employees and take appropriate corrective action. If the Municipality deems the performance of any of Assessment Service's, employees unsatisfactory, the Assessment Service shall, for good cause, remove such employees from work upon written request by Municipality, such request stating reasons for removal.
 - 5. The Assessment Service shall supply all his/her field representatives with identification cards, including the name, company, telephone number and photograph of the employee.
 - 6. In connection with the performance of work under this contract, the Assessment Service shall not discriminate against any employee or applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability as defined in Section 51.01 (5), Wis. Stats. Or national origin. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer, recruitment or recruiting advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Assessment Service agrees to post in a conspicuous place available for employees and applications for employment notices to be provided by the contracting officer setting forth provision of the nondiscrimination clause.

- D. Ownership of Records. All records prepared or maintained in connection with assessments in the Municipality shall always be and remain the sole property of the Municipality. During the term of this contract, the Assessment Service may have possession of these records, but upon termination of the contract, the Assessment Service shall turn all records over to the Municipality within seven (7) days. Such records include, but are not limited to; (a) property record cards, maps, and other schedules and forms, (b) all records and material obtained from the Municipality and not previously returned to include maps, plans, and assessor's records, and (c) material specifically obtained and/or used for performance of assessment work for the Municipality, to include correspondence with property owners, sales data, and operating statements of income property.

The parties understand it is the intent of the City to issue a request for proposals for municipal assessing services in 2019 for the 2020 tax year going forward. Should records need to be transitioned for the 2020 assessment year, it is understood that during the wind down time, both the Assessment Service Contractor and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.

- E. Status, Change of Ownership or Operations. The Assessment Service acknowledges and agrees:
1. Owen Assessing LLC, is an independent contractor to the Municipality, and that Owen Assessing LLC, business is independently owned and operated and that nothing in this contract shall be interpreted to cause or result in, directly or indirectly, any principal-agent or employer-employee relationship between the Assessment Service and the Municipality and that nothing in this contract shall in any way be construed as an agreement of partnership, general or limited, joint venture, or as an agency relationship whatsoever between the Assessment Service and the Municipality. The Assessment Service shall not represent or advertise in any way that his/her relationship with the Municipality is other than stated herein.
 2. The Assessment Service shall notify the Municipality within five (5) days of any change in majority or more ownership or change in chief operating officer.
- F. Assessment Service Provided Insurance and Indemnity. The Assessment Service agrees as follows:
1. The Assessment Service shall obtain and maintain during the term of this contract full coverage insurance to protect and hold harmless the Municipality which insurance is to include: (a) workers compensation in compliance with State laws, (b) comprehensive general and public liability covering operation, (c) comprehensive automobile liability and property damage with coverage to include owned, hired, and non-hired motor vehicles used by Assessment Service with the following minimum limits: Bodily injury \$500,000/person - \$1,000,000/occurrence; Property damage \$250,000/occurrence.
 2. The Assessment Service shall carry proper and enough insurance to cover loss of records.
 3. The Assessment Service shall provide the Municipality with certificates for all required insurance, with the Municipality as a named insured. All insurance coverage shall contain a 10-day notice of cancellation to the Municipality. The Assessment Service shall timely pay all insurance premiums.
 4. Liability for bodily injury, disability, and/or death of employees or any person or for damage to property caused in any way, directly or indirectly, by the operations of the Assessment Service within the Municipality shall be assumed by the Assessment Service and Assessment Service shall indemnify and hold harmless the Municipality against all claims, actions, proceedings, damages, and liabilities, including reasonable attorney's fees, arising from or connected with the Assessment Service activities in connection with the services provided to the Municipality, including but not limited to, any acts or omissions of the Assessment Service, his/her employees, agents, representatives, and any other person doing business with Assessment Service. This paragraph is not to conflict with Sec. 893.89(4), Wis. Stats.

3. TERM AND TERMINATION.

- A. **The term of this Contract shall be from January 1, 2019 to December 31, 2019.**
- B. Either party may terminate this Contract only with cause, cause being defined as default of the other party of terms of this Contract, upon sixty (60) days written notice to the other party. Upon termination by either party, Assessment Service shall deliver to the Municipality all records and materials in the Assessment Service's possession used or created during this Contract. During the 60-day wind down time, both the Assessment Service and the Municipality shall act in good faith with each other and cooperate in the orderly transfer of records.
- C. Either party may request of the other party a renewal or extension of this contract any time after July 1, 2019, which decision shall be accomplished before September 1, 2019.

4. COMPENSATION. Maintenance Assessment Services for the 2019 assessment year shall be \$24,800.04. **The City of New Richmond will be billed for Assessment Services in 12 equal installments in the amount of \$2,066.67 per month** beginning January 1 Thru December 1, 2019.

The assessment service will provide a summary of services rendered along with each billing cycle.

- A. The Municipality will be responsible for all costs of Market Drive software updates, and to meet with new State of Wisconsin electronic requirements. Postage for mailings will be provided by assessment firm.
- B. The Municipality agrees to pay for all attorney fees in defending any assessments. The Assessment Service shall also be compensated \$50.00 per hour preparing for court and \$100.00 per hour when attending court.
- C. The Assessment Service shall be responsible for all incidental costs related to assessment work, including but not limited to, mileage.
- D. The Municipality shall purchase the plat maps from the County for assessment use and pay the county for updates annually. This will be done as they are listed above to be the property of the Municipality.

ATED THIS ____ DAY OF _____, 2018
MUNICIPALITY - CITY OF NEW RICHMOND

By _____
Fred Horne, Mayor

Attest:

Tanya Batchelor, City Clerk

DATED THIS ____ DAY OF _____, 2018
Owen Assessing LLC



Kelly and/or Jack Owen

DATED THIS 8th DAY OF November, 2018



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: November 12, 2018

RE: 2019 Budget and Public Hearing

Over the course of the last several months, staff, Council and various Boards and Commissions have diligently been working on the 2019 budget. Through the collaboration of various stakeholders the 2019 budget, “Destination New Richmond”, creates a destination for our residents, businesses and employees by supporting a safe, family first environment while creating greater efficiencies through technology and innovation.

The 2019 proposed budget was published on November 8th. The budget hearing will be held on Monday, November 26th at 5:30 p.m. Residents are encouraged to attend. The 2019 budget is available on the City’s website page or can be viewed in person at the Civic Center.



TO: Mayor and Council
FROM: Mike Darrow, City Administrator
Rae Ann Ailts, Finance Director
DATE: November 12, 2018
RE: Capital Improvement Plan – 2019 Projects

During the last work session staff provided an overview on suggested Capital Improvement Plan projects for 2019. Over the last fourteen months, these projects have been presented to the Council and have been available for public comment.

As you are aware, the City evaluated projects in two primary ways. The first prioritized projects based upon need. The prioritization included three categories: critical, very important and important.

Additionally, the City Council also looked at the following elements when reviewing each project:

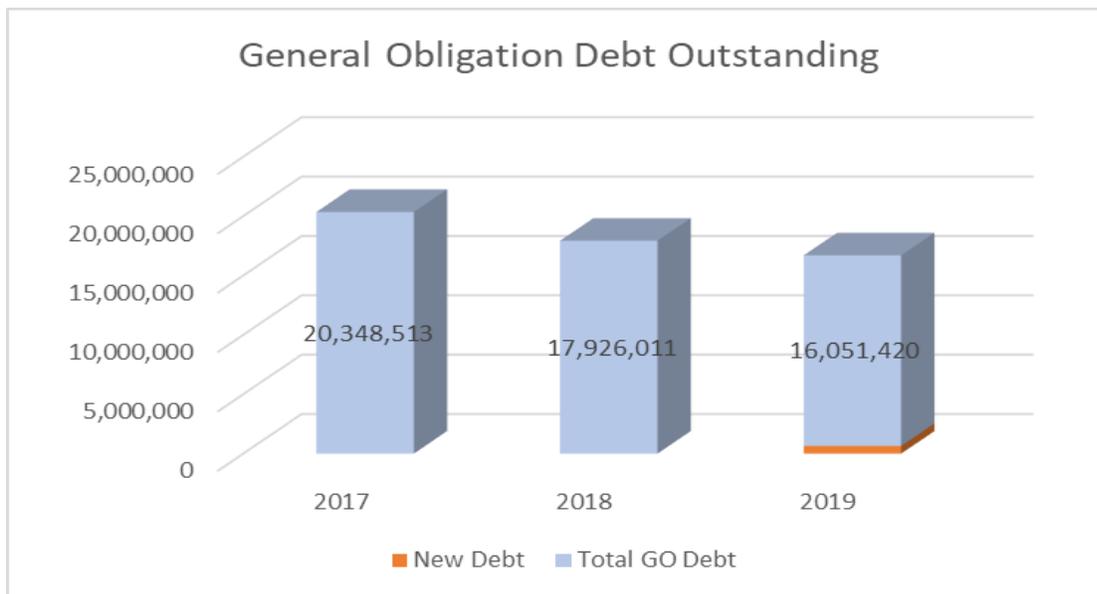
- *ECONOMIC DEVELOPMENT* - Will this project positively impact or promote economic development within the City of New Richmond?
- *PRESERVING THE PAST* - Will this project preserve or celebrate the rich history of our community?
- *ENGAGING THE PRESENT* - Does this project have current momentum? Will it positively impact existing stakeholders, citizens, and/or City services?
- *ENSURING THE FUTURE* - Will this project enhance the future? Will it provide quality service, reduce future costs, or provide additional value or services to the community?
- *FISCAL RESPONSIBILITY* - Is this project cost effective? Will it provide a return on investment for years to come? Can long-term operating costs be sustained over the lifespan of the project?
- *PUBLIC PRIVATE PARTNERSHIP* - Does this project offer partnership opportunities that could minimize costs, improve quality, and build relationships as compared to a go-it-alone approach?

- *HEALTH, SAFETY, GENERAL WELFARE* - Will this project improve safety for staff or the public? Does it have the potential to improve community health? Will it provide enhancements to general welfare and quality of life for citizens?

As part of the 2019 CIP projects, staff recommends funding of \$1,340,511 in projects based upon the following sources of funding:

- \$641,530 financed via the State Trust Fund loan or local option
- \$208,390 funded through the 2019 Capital Replacement Levy
- \$114,957 funded through impact fees
- \$150,102 funded through grants
- \$181,682 funded through other sources (other jurisdictions, parkland funds, in-kind labor)

It is important to note that **bonding** is not proposed in 2019 to support the projects. Instead local financing or State Trust Fund loans would be utilized and will be amortized over a period of 10-years or less. If approved, the general obligation debt of the City at the end of 2019 would be \$16,051,420 a decrease of \$1,874,5891 from prior year. The below chart outlines debt outstanding from 2017, 2018 and 2019.



Below is an overview of 2019 projects by discipline:

Police- \$121,457

Project Cost	Project Name	Project Description
\$64,000	Squad Cars (Qty 2)	Each year the City has replaced squad cars as part of fleet management.
\$32,500	Squad Car Cameras	Replacement of obsolete and aging equipment in squad vehicles. New Cameras would be installed in all squad cars and would support future features as operational needs change into the future.
\$10,000	Evidence Security Upgrades	These updates are needed as part of improving and monitoring evidence in the custody of the PD.
\$14,957	Conceptual Plan – Garage	The design concept would allow the police department to provide drawings of what a proposed garage would look like and how it would be used.
\$121,457	2019 Total Police Projects	

Fire- \$192,000

Project Cost	Project Name	Project Description
\$103,000	SCBA Replacement	Replacement of existing Self-Contained Breathing Apparatus (SCBA) as the units will reach their maximum useful life in 2019. 22 packs and 44 cylinders are needed.
\$24,000	Digital Radios	Replacement of obsolete and aging portable and truck radios to digital radios.
\$65,000	Refurbish Brush Truck B-3267	Refurbishment would rebuild the 1999 chassis and bed. This concept has been discussed with the City Council and Fire Advisory Board.
\$192,000	2019 Total Fire Projects	

Parks- \$611,054

Project Cost	Project Name	Project Description
\$150,000	Freedom Park Improvements	These funds would assist the Park Board with continued enhancements of Freedom Park as identified in the adopted Comprehensive Plan and Park Plan.
\$100,000	Cty Road A Bike and Ped Design	This would be funds for just the design phase of this project. The City was awarded a TAP grant to assist with the construction of the project.
\$50,000	Nature Center Bike and Ped Design	Trail connection between the Nature Center and Doar Prairie Restoration. The City anticipants grant funds to assist with the construction of the project.
\$30,000	Fob Systems for outdoor restrooms	The fob system, similar to the fob system used within the Civic Center, would be used for all outdoor rest rooms. This will allow the City to control times in which facilities can be used. (Currently the NRPD has to manually close and lock rest rooms nightly).
\$12,000	Zero Turn Mower	Replace existing zero-turn mower purchased in 2013 with 2000+ hours.
\$75,204	Mary Park Boat Landing	Reconstruction of boat landing. The City was awarded a grant to support the cost of this project.
\$100,000	East First Trail Connection	This project will close a loop within the trail system while improving safety of bike/pedestrian traffic. (Impact fees will be used)
\$50,000	Whispering Prairie Park	Needed to provide a park within this area as outlined in the 2018 Park System Plan.
\$43,850	Emerald Ash Tree Removal	Beginning phase to address emerald ash removal. We will be utilizing city staff to assist with this project.
\$611,054	2019 Total Parks Projects	

Streets - \$20,000

Project Cost	Project Name	Project Description
\$20,000	Compost Site Gate and Security System	Project will assist with security and control access at the compost site.
\$20,000	2019 Total Streets Projects	

City Services - \$396,000

Project Cost	Project Name	Project Description
\$150,000	Financial Software System	This project updates an outdated system. Updating to a modern software will improve efficiencies throughout all departments by enhancing payroll, timekeeping, accounting, budget functions and data analysis.
\$25,000	Building Inspector Vehicle	Replacement of aging 2007 vehicle.
\$30,000	Civic Center Reconfiguration	This project will centralize customer service operations on the east side of the building. Currently customer service centers are on the east and west side of the building which creates constant customer redirection and accessibility issues.
\$50,000	Cemetery Improvements	Continued upgrades to the cemetery, which will include additional wayfinding, road improvements and maintenance and mowing.
\$30,000	City Vehicle	Replacement of aging 2008 vehicle. Ongoing maintenance costs have been an issue with this vehicle.
\$20,000	Council Room Equipment Upgrades	This project will enhance technology within the Council Chambers and includes updates to monitors, microphones and cameras.
\$50,000	Security & Fire Safety Enhancements	Safety is paramount. This project would enhance security camera use inside and outside the Civic Center and Library. Enhancement of fire notification would also be added at the Civic Center and Library.
\$41,000	Computer & Computer Software Upgrades	This project would replace obsolete desktop computers and software throughout departments.
\$396,000	2019 Total City Services Projects	

Recommendation

Staff recommends adoption of 2019 projects as outlined above in an amount not to exceed \$1,340,511. Approval of the 2019 projects signals the intent to make identified capital investments; its approval does not create binding financial commitments.



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

TO: Mayor Horne and City Council
FROM: Mike Darrow, City Administrator
DATE: November 8, 2018
RE: City Council Meeting Dates

Below is the proposed 2019 City Council meeting schedule.

January 14
No Work Session in January
February 11
February 25
March 11
March 25
April 8
April 22
May 13
No Work Session in May
June 10
June 24
July 8
No Work Session in July
August 12
August 26
September 9
September 23
October 14
October 28
November 11
November 25
December 9
No Work Session in December

Recommendation:

Staff is recommending approval of the 2019 City Council schedule.