AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

MONDAY, DECEMBER 10, 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, November 12, 2018.

2. Applications for Parade Permits from New Richmond Area Chamber of Commerce for July 14, 2019, at 12:30 p.m. for Fun Fest Parade and for December 5, 2019, at 6:00 p.m. for Hometown Holidays Parade.

3. Approval of the following airport leases: Hangar 12-9, Advanced Aviation Services Corp. 14,000 square feet, issued on September 9, 2018, and Hangar 14-8, Pat Anderson, 6,400 square feet, issued on September 9, 2018.

4. Payment of VO#62813 through VO#62897 totaling $290,119.96 plus electronic fund transfers totaling $1,275,334.50 for a grand total of $1,565,454.46.

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. Civic Center Remodel

2. Request for Qualifications Investments Services

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

4. Resolution #121803 – St. Croix County All Hazard Mitigation Plan

5. Certified Survey Map – Oevering Properties, LLC

6. Closed Session per State Statute 19.85 (1) (e) – Potential Investment of Public Funds for Public Use

    a. TIF 6
    b. TIF 9

7. Open Session – Action on Closed Session Agenda

8. Communications & Miscellaneous

9. 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 NOVEMBER 12, 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 Ard, Jackson, Montello and Volkert

Members Absent: Alderman Kittel and Zajkowski

The Pledge of Allegiance was recited.

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

Public Comment

Mary Brunner, president of the Senior Center Board, explained they host daily lunches and activities. The Senior Center is planning to move forward with the VFW when they are able to build the facility in Freedom Park. Until that time, they are happy to be in the basement of the Civic Center. Mary invited Council members to visit the Senior Center.

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

General Fund	$1,345,168.32
Impact Fees Fund	40,924.75
Cemetery Fund	3,359.08
CDBG Housing	1,098.75
Debt Service Fund	6,592.94
Capital Projects	56,551.90
Capital Replacement Fund	10,023.26
Landfill Cleanup Fund	4,929.22
Storm Water Utility	87,068.35
Park land Trust Fund	7,905.56
Library Trust Fund	140.00

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

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

Plan Commission Recommendation - Right-of-Way Annexations

Noah Wiedenfeld explained the Plan Commission recommended approval of the petitions for annexation for Rights-of-way on South Knowles Avenue and Paperjack Drive. Alderman Montello moved to suspend the rules and adopt Ordinance #527 annexing this property from Richmond Township, seconded by Alderman Ard and carried.

Plan Commission Recommendation – Rezoning for Oevering Properties

Noah Wiedenfeld explained the Plan Commission recommended approval of the rezoning for Oevering Properties to Z7. Alderman Montello moved to suspend the rules and adopt Ordinance #528 rezoning this property, seconded by Alderman Jackson and carried.

Resolution #111801 – Acceptance of Richmond Prairie Condos 3 Improvements

Jeremiah Wendt explained that Cassandra Drive, Morgan Drive and Evan Court are now complete and he recommends accepting the sewer, water, storm sewer and street improvements. Alderman Montello offered the following resolution and moved for its adoption:

RESOLUTION NO. 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.

Motion was seconded by Alderman Ard and carried.

Third Quarter 2018 Financial Report

Rae Ann Ailts reviewed the Third Quarter Financial Report for 2018. Discussion followed.

Rejection of Assessor Bids
Rae Ann Ailts explained that two bids were received for assessor services including a full revaluation. Both firms were interviewed and had two different approaches to the revaluation. Staff recommended rejecting the bids at this time and taking the next 60 to 90 days to decide how to proceed with assessor services. Alderman Montello moved to reject the assessor bids, seconded by Alderman Ard and carried.

Municipal Assessor 1-Year Maintenance Contract
Rae Ann Ailts recommended approving a 1-year maintenance contract for assessor services with Owen Assessing. This will give staff time to decide how to proceed with assessor services. Alderman Montello moved to approve the 1-year maintenance contract with Owen Assessing, seconded by Alderman Ard and carried.

2019 Budget Overview
Rae Ann Ailts gave an overview of the 2019 Budget. Discussion followed. The Public Hearing for the 2019 Budget will be on November 26, 2018 at 5:30 p.m.

2019 Capital Improvement Plan
Staff discussed items included in the 2019 Capital Improvement Plan. Discussion followed. Alderman Montello moved to approve the 2019 Capital Improvement Plan, seconded by Alderman Jackson and carried.

2019 City Meeting Schedule
The 2018 Council meeting schedule was presented. No action needed.

Public Hearing and Work Session on November 26, 2018 at 5:30 p.m.

The Next Work Session will be on February 25, 2019 at 4:00 p.m.

Communications and Miscellaneous
Mayor Horned explained the Alert New Richmond notification system and encouraged residents to sign up to receive alerts for events such as power outages, street closures, community events, etc.

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

Meeting adjourned at 7:50 p.m.

Tanya Batchelor
City Clerk

Fun Fest 2019

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

NAME New Richmond Chamber

ADDRESS 245 S. Knowles Ave.

PHONE NUMBER 715-563-3923

ORGANIZATION NAME New Richmond Chamber

PHONE NUMBER 715-246-2900

NAME OF PERSON IN CHARGE ROB KREIBICH

ADDRESS 245 S. Knowles Ave

PHONE NUMBER 715-563-3923

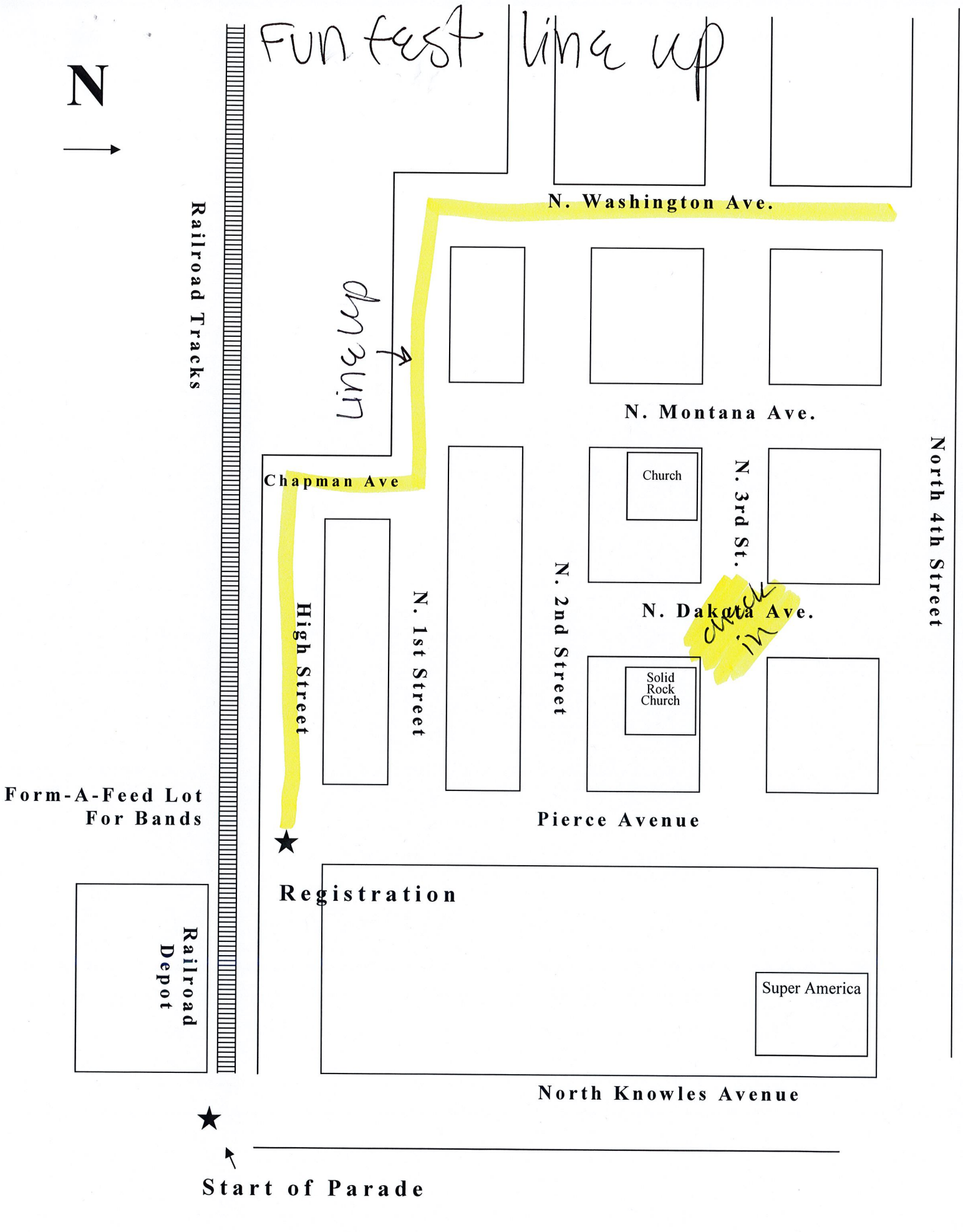
DATE OF EVENT 7/14/2019 **TIME** 12:30 (11:30 lineup)

ASSEMBLY AREA, STARTING POINT, ROUTE TO BE TRAVELED, AND TERMINATION POINT: Lineup: High St, to Chapman Ave to N. Washington. (check in N. Dakota Ave) Parade starts at High St & N. Knowles Ave, heads South. Parade ends on 6th St, where they turn east.

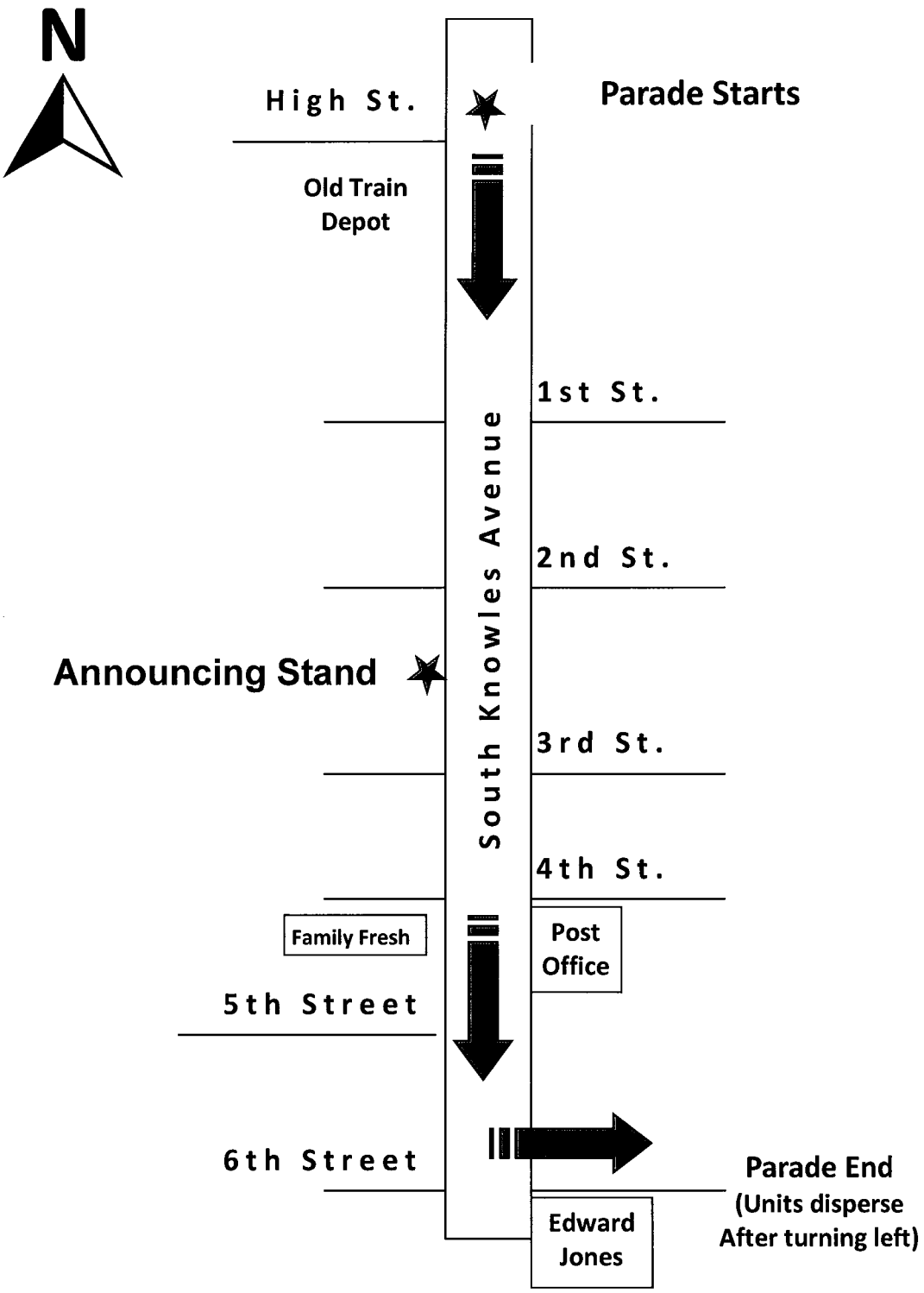
FEE - $35.00 DATE PAID 12/4/18 **RECEIPT #** 68553

Rob Kreibich
SIGNATURE OF APPLICANT

MAP INCLUDED
COPY GIVEN TO POLICE DEPT


Fun fest line up
N
Railroad Tracks
N. Washington Ave.
Line up
N. Montana Ave.
Chapman Ave
Church
N. 3rd St.
North 4th Street
High Street
N. 1st Street
N. 2nd Street
N. Dakota Ave.
check in
Solid Rock Church
Form-A-Feed Lot For Bands
Pierce Avenue
Registration
Railroad Depot
Super America
North Knowles Avenue
Start of Parade

2019 ~~2018~~ New Richmond Fun Fest Parade Route
(Knowles Avenue from High Street to 6th Street)



Hometown Holidays 2019

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

NAME New Richmond Chamber

ADDRESS 245 S. Knowles Ave

PHONE NUMBER 715-246-2900

ORGANIZATION NAME New Richmond Chamber

PHONE NUMBER 715-246-2900

NAME OF PERSON IN CHARGE ROB KREIBICH

ADDRESS 245 S. Knowles Ave

PHONE NUMBER 715-543-3923

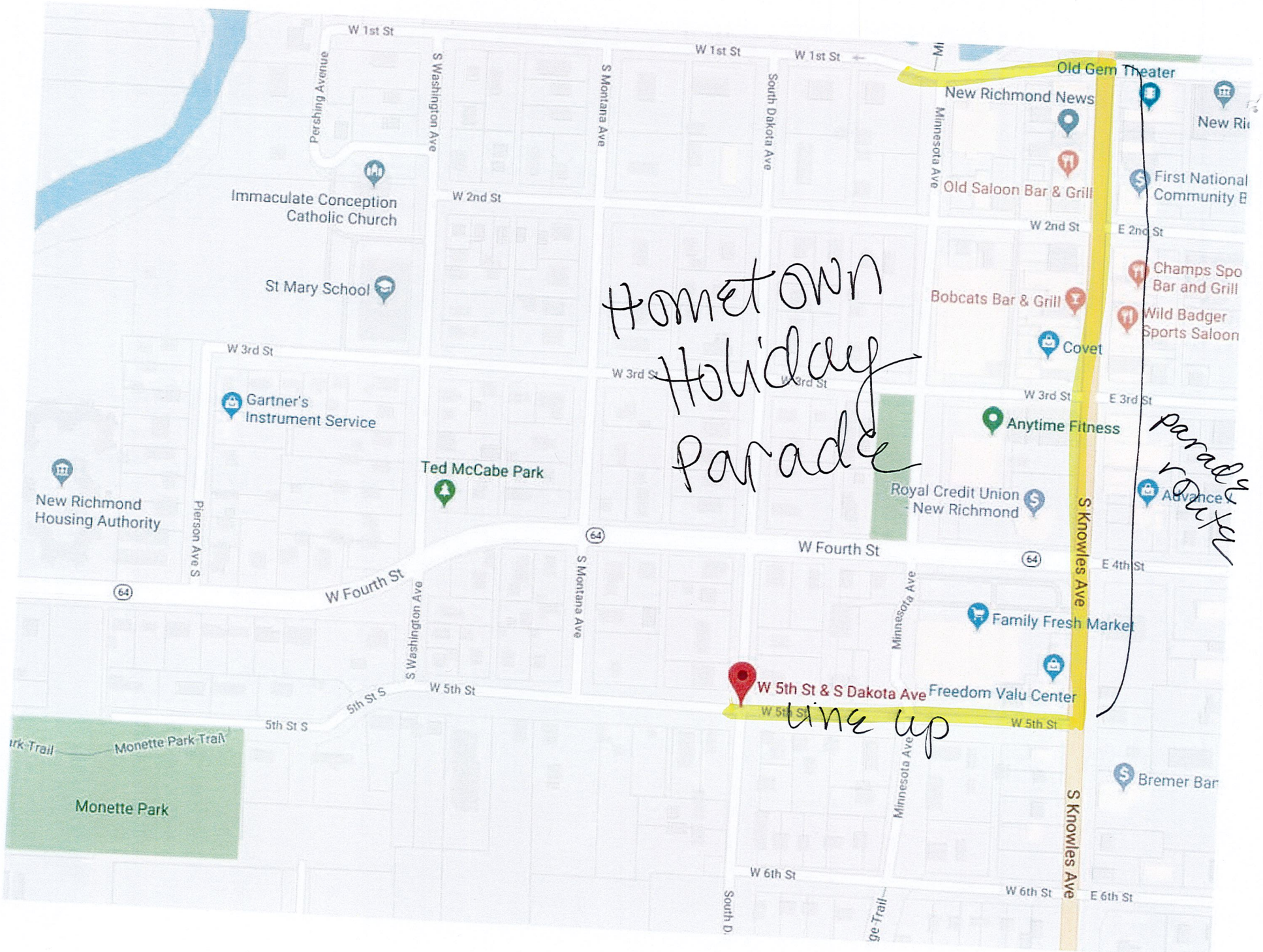
DATE OF EVENT 12/5/2019 **TIME** 6pm (5:30 lineup)

ASSEMBLY AREA, STARTING POINT, ROUTE TO BE TRAVELED, AND TERMINATION POINT: Line up 5th St west. Route of parade: 5th St north on Knowles to 1st St. 4 Blocks. Units turn left, or west on 1st Ave.

FEE - $35.00 DATE PAID 12/4/18 **RECEIPT #** 68553

Rob Kreibich
SIGNATURE OF APPLICANT

MAP INCLUDED
COPY GIVEN TO POLICE DEPT


Hometown Holiday Parade
parade route
line up
W 1st St
Pershing Avenue
S Washington Ave
S Montana Ave
South Dakota Ave
Minnesota Ave
Old Gem Theater
New Richmond News
Old Saloon Bar & Grill
First National Community B
W 2nd St
E 2nd St
Immaculate Conception Catholic Church
St Mary School
Champs Spo Bar and Grill
Bobcats Bar & Grill
Wild Badger Sports Saloon
Covet
W 3rd St
E 3rd St
Gartner's Instrument Service
Anytime Fitness
Ted McCabe Park
New Richmond Housing Authority
Pierson Ave S
Royal Credit Union - New Richmond
W Fourth St
64
E 4th St
S Knowles Ave
Family Fresh Market
W 5th St & S Dakota Ave
Freedom Valu Center
W 5th St
5th St S
Monette Park Trail
Monette Park
Bremer Bar
W 6th St
E 6th St

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

APPLICATION FOR STREET USE PERMIT

We request to use the following street: 2nd St

From S. Knowles Ave to S. Arch Ave.

for the following purpose: Hometown Holiday sound setup

between the hours of 4pm and 8pm on the 5th day of Dec.,

2019 and do hereby consent to the City of New Richmond to grant a Street Use Permit for use of the said portion of said street for said purpose and do hereby agree to abide by such conditions of such use as the City of New Richmond shall attach to the granting of the requested Street Use Permit. We agree to remove from the street prior to the end of said period all equipment, vehicles and other personal property placed or driven thereon during the event for which a permit is granted.

We designate Rob Kreibich to be the responsible person or persons for this event. Phone number of person responsible 715-246-2900

Signature of Applicant

FEE: $25.00 Date Paid _____ Receipt Number _____

HANGAR LOT LEASE – NEW RICHMOND REGIONAL AIRPORT

THIS AGREEMENT, made and entered into on the date indicated below by and between the City of New Richmond, State of Wisconsin, a municipal corporation, hereinafter called the Lessor, and Advanced Aviation Services Corp., hereinafter called the Lessee.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport known as the New Richmond Municipal Airport and said Lessee is desirous of leasing from the Lessor a certain parcel of land on the said airport, hereinafter more fully described, for the primary purpose of: Aircraft storage, aviation related equipment storage, and conducting aviation related activities.

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft as performed by the Lessee or by regular employees of the Lessee.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby hire, take and lease from the Lessor and the Lessor does hereby grant, demise, and lease unto the Lessee the following premised, rights, and easements on and to the airport upon the following terms and conditions:

1. Property Description: Lot 9, Row 12 of the Airport Layout Plan - New Richmond Regional Airport. Leased Property equals 14000 square feet

2. Hangar Construction: The Lessee shall have the right to erect, maintain and alter buildings or structures upon said premises providing such buildings or structures conform to the applicable requirements of the Wisconsin Department of Commerce and pertinent provisions of any local ordinances in effect. All plans for such buildings or structures shall be reviewed and approved in writing by the Lessor prior to construction.

3. Terms: The term of this lease shall be for a maximum of twenty (20) years commencing on July 1, 2010 and ending on June 30, 2030.

4. Rent: The Lessee agrees to pay to the Lessor for the use of the premises, rights, and easements herein described, a yearly rental of ten (10) cents per square foot for the land leased, for a total annual charge of $1,400.00, payable on July 1 annually. It is understood and agreed that the rental rate herein specified shall be subject to re-examination and readjustment at the end of each three year period of this lease, provided that any readjustment of said present rates, or as same may be amended hereafter, shall be reasonable.

5. Non-Exclusive Use: The Lessee shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe hangaring of the Lessee's aircraft, the right of ingress to and egress from the demised premises, which right shall extend to the Lessee's employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

6. Laws and Regulations: The Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the airport. The Lessee acknowledges receipt of a copy of section 14-101 through 14-126 of the Code of Ordinances for the City of New Richmond

7. Hold Harmless: The Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon the behalf of or by any person or persons for any wrongful act or omission on the part of the Lessee, his agents or employees, and from all loss or damages by reason of such acts or omissions.

8. Insurance: The Lessee agrees to maintain comprehensive liability insurance for the leased premises and he will deposit with the Lessor a policy of comprehensive liability insurance upon 30 days written notice from the Lessor.

9. Maintenance of Premises: The Lessee shall maintain the structures occupied by him and the surrounding land premises in good order and make repairs as necessary. No outside storage shall be permitted except with the written approval of the Airport Commission. In the event of fire or any other casualty to structures owned by the Lessee, the Lessee shall either repair or replace the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. Upon petition by the Lessee, the Lessor may grant an extension of time if it appears such extension is warranted.

10. Right to Inspect: The Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

11. Taxes: The Lessee shall pay all taxes or assessments that may be levied against the personal property of the Lessee or the buildings which he may erect on lands leased exclusively to him.

12. Signs: The Lessee agrees that no signs or advertising matter be erected without the consent of the Lessor.

13. Default: The Lessee shall be deemed in default upon:

a. Failure to pay rent or taxes within 30 days after due date;

b. The filing of a petition under Federal Bankruptcy Act or any amendment thereto, including a petition for reorganization or an arrangement;

c. The commencement of a proceeding for dissolution or for the appointment of a receiver;

d. The making of an assignment for the benefit of creditors without the prior written consent of the Lessor;

e. Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within thirty days.

Default by the Lessee shall authorize the Lessor, at its option and without legal proceedings, to declare this lease void, cancel the same, and re-enter and take possession of the premises.

14. Title: Title to the buildings erected by the Lessee shall remain with the Lessee and shall be transferable. Upon termination of this lease, the Lessee may, at the option of the Lessor, remove the buildings, all equipment and property therein and restore the leased property to its original condition.

15. Snow Removal: The Lessor agrees to provide no snow removal to the leased premises.

16. Lease Transfer: The Lessee may not, at any time during the time of this lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the Lessor.

17. Airport Development: The Lessor reserves the right to further develop or improve the aircraft operations area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance. If the development of the airport requires the relocation of the Lessee, the Lessor agrees to provide a compatible location and agrees to relocate all buildings or provide similar facilities for the Lessee at no cost to the Lessee.

18. Subordination Clause: This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or stated funds for the development of the airport. Furthermore, this lease may be amended to include provisions required by these agreements with the United States or the State of Wisconsin.

19. Arbitration: Any controversy or claim arising out of or relating to this lease or any alleged breach thereof, which cannot be settled between the parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the parties.

20. Floor Height: The Lessee agrees to erect and/or maintain a building on the leased premises with a minimum finished floor height at least six (6) inches above the finished grade of the taxilane nearest the front of the building.

21. Taxiway Access: The Lessee is prohibited from operating automobiles on principal runways or taxiways.

22. Parking: Automobile parking must be on designated areas of the airport or on the leased premises in such a manner as to not interfere with aircraft operations on taxiways or taxilanes.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 7th day of September, 2018 in the City of New Richmond, St. Croix County, Wisconsin.

LESSOR:

Michael Demulling
Airport Manager

LESSEE:

Barry Hammarback
President

HANGAR LOT LEASE – NEW RICHMOND REGIONAL AIRPORT

THIS AGREEMENT, made and entered into on the date indicated below by and between the City of New Richmond, State of Wisconsin, a municipal corporation, hereinafter called the Lessor, and Pat Anderson, hereinafter called the Lessee.

WITNESSETH:

WHEREAS, the Lessor owns and operates an airport known as the New Richmond Municipal Airport and said Lessee is desirous of leasing from the Lessor a certain parcel of land on the said airport, hereinafter more fully described, for the primary purpose of: Aircraft storage, aviation related equipment storage, and conducting aviation related activities.

WHEREAS, the Lessee will use the below described property for the purpose of storing aircraft and shall conduct only such aircraft maintenance on its own aircraft as performed by the Lessee or by regular employees of the Lessee.

NOW, THEREFORE, for and in consideration of the rental charges, covenants, and agreements herein contained, the Lessee does hereby hire, take and lease from the Lessor and the Lessor does hereby grant, demise, and lease unto the Lessee the following premised, rights, and easements on and to the airport upon the following terms and conditions:

1. Property Description: Lot 8, Row 14 of the Airport Layout Plan - New Richmond Regional Airport. Leased Property equals 6400 square feet

2. Hangar Construction: The Lessee shall have the right to erect, maintain and alter buildings or structures upon said premises providing such buildings or structures conform to the applicable requirements of the Wisconsin Department of Commerce and pertinent provisions of any local ordinances in effect. All plans for such buildings or structures shall be reviewed and approved in writing by the Lessor prior to construction.

3. Terms: The term of this lease shall be for a maximum of twenty (20) years commencing on July 1, 2010 and ending on June 30, 2030.

4. Rent: The Lessee agrees to pay to the Lessor for the use of the premises, rights, and easements herein described, a yearly rental of ten (10) cents per square foot for the land leased, for a total annual charge of $640.00, payable on July 1 annually. It is understood and agreed that the rental rate herein specified shall be subject to re-examination and readjustment at the end of each three year period of this lease, provided that any readjustment of said present rates, or as same may be amended hereafter, shall be reasonable.

5. Non-Exclusive Use: The Lessee shall have the right to the non-exclusive use, in common with others, of the airport parking areas, appurtenances and improvements thereon; the right to install, operate, maintain and store, subject to the approval of the Lessor in the interests of safety and convenience of all concerned, all equipment necessary for the safe hangaring of the Lessee's aircraft, the right of ingress to and egress from the demised premises, which right shall extend to the Lessee's employees, guests, and patrons; the right, in common with others authorized to do so, to use common areas of the airport, including runways, taxiways, aprons, roadways, and other conveniences for the take-off, flying and landing of aircraft.

6. Laws and Regulations: The Lessee agrees to observe and obey during the term of this lease all laws, ordinances, rules and regulations promulgated and enforced by the Lessor, and by other proper authority having jurisdiction over the conduct of operations at the airport. The Lessee acknowledges receipt of a copy of section 14-101 through 14-126 of the Code of Ordinances for the City of New Richmond

7. Hold Harmless: The Lessee agrees to hold the Lessor free and harmless from loss from each and every claim and demand of whatever nature made upon the behalf of or by any person or persons for any wrongful act or omission on the part of the Lessee, his agents or employees, and from all loss or damages by reason of such acts or omissions.

8. Insurance: The Lessee agrees to maintain comprehensive liability insurance for the leased premises and he will deposit with the Lessor a policy of comprehensive liability insurance upon 30 days written notice from the Lessor.

9. Maintenance of Premises: The Lessee shall maintain the structures occupied by him and the surrounding land premises in good order and make repairs as necessary. No outside storage shall be permitted except with the written approval of the Airport Commission. In the event of fire or any other casualty to structures owned by the Lessee, the Lessee shall either repair or replace the leased area to its original condition; such action must be accomplished within 120 days of the date the damage occurred. Upon petition by the Lessee, the Lessor may grant an extension of time if it appears such extension is warranted.

10. Right to Inspect: The Lessor reserves the right to enter upon the premises at any reasonable time for the purpose of making any inspection it may deem expedient to the proper enforcement of any of the covenants or conditions of this agreement.

11. Taxes: The Lessee shall pay all taxes or assessments that may be levied against the personal property of the Lessee or the buildings which he may erect on lands leased exclusively to him.

12. Signs: The Lessee agrees that no signs or advertising matter be erected without the consent of the Lessor.

13. Default: The Lessee shall be deemed in default upon:

a. Failure to pay rent or taxes within 30 days after due date;

b. The filing of a petition under Federal Bankruptcy Act or any amendment thereto, including a petition for reorganization or an arrangement;

c. The commencement of a proceeding for dissolution or for the appointment of a receiver;

d. The making of an assignment for the benefit of creditors without the prior written consent of the Lessor;

e. Violation of any restrictions in this lease, or failure to keep any of its covenants after written notice to cease such violation and failure to correct such violation within thirty days.

Default by the Lessee shall authorize the Lessor, at its option and without legal proceedings, to declare this lease void, cancel the same, and re-enter and take possession of the premises.

14. Title: Title to the buildings erected by the Lessee shall remain with the Lessee and shall be transferable. Upon termination of this lease, the Lessee may, at the option of the Lessor, remove the buildings, all equipment and property therein and restore the leased property to its original condition.

15. Snow Removal: The Lessor agrees to provide no snow removal to the leased premises.

16. Lease Transfer: The Lessee may not, at any time during the time of this lease, assign, hypothecate or transfer this agreement or any interest therein, without the consent of the Lessor.

17. Airport Development: The Lessor reserves the right to further develop or improve the aircraft operations area of the airport as it sees fit, regardless of the desires or view of the Lessee, and without interference or hindrance. If the development of the airport requires the relocation of the Lessee, the Lessor agrees to provide a compatible location and agrees to relocate all buildings or provide similar facilities for the Lessee at no cost to the Lessee.

18. Subordination Clause: This lease shall be subordinate to the provisions of any existing or future agreement between the Lessor and the United States or the State of Wisconsin relative to the operation or maintenance of the airport, the execution of which has been or may be required as a condition precedent to the expenditure of federal or stated funds for the development of the airport. Furthermore, this lease may be amended to include provisions required by these agreements with the United States or the State of Wisconsin.

19. Arbitration: Any controversy or claim arising out of or relating to this lease or any alleged breach thereof, which cannot be settled between the parties, shall be settled by arbitration in accordance with the rules of the American Arbitration Association, and judgment upon the dispute rendered by the arbitrator(s) shall be final and binding on the parties.

20. Floor Height: The Lessee agrees to erect and/or maintain a building on the leased premises with a minimum finished floor height at least six (6) inches above the finished grade of the taxilane nearest the front of the building.

21. Taxiway Access: The Lessee is prohibited from operating automobiles on principal runways or taxiways.

22. Parking: Automobile parking must be on designated areas of the airport or on the leased premises in such a manner as to not interfere with aircraft operations on taxiways or taxilanes.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 7th day of September, 2018, in the City of New Richmond, St. Croix County, Wisconsin.

LESSOR:

Michael Demulling
Airport Manager

LESSEE:

Pat Anderson

VOUCHERS PRESENTED TO THE COUNCIL DECEMBER 10, 2018

VO #	PAYMENT TO:	AMOUNT
62813	OWEN ASSESSING LLC	6,200.00
62814	BRIAN WERT INSPECTION AGENCY INC	1,122.50
62815	CEMSTONE - READY MIX INC	2,226.84
62816	CLAY, AARON	3,000.00
62817	DERRICK HOMES, LLC	2,000.00
62818	ECKBERG LAMMERS P.C.	7,335.00
62819	HOWELL, PAT	1,050.00
62820	HUSBY, JEFFREY	4,000.00
62821	MILLER, ANDREW	200.00
62822	PREFERRED BUILDERS INC	1,000.00
62823	PROFESSIONAL SERVICE INDUSTRIES, INC	2,551.05
62824	ST CROIX COUNTY HIGHWAY DEPT	426.02
62825	THE PLANNING COMPANY LLC	786.80
62826	CEDAR CORPORATION	1,637.75
62827	CITY OF NEW RICHMOND	925.00
62828	MILLER, ANDREW	104.00
62829	MINNESOTA/WISCONSIN PLAYGROUND	34,073.03
62830	NORTHWAY IRRIGATION INC	4,146.00
62831	WILLIAMSON & SILER S.C.	2,888.24
62832	XCEL ENERGY (2)	27.38
62833	CITY UTILITIES - 2ND BILLING	28,748.35
62834	FRONTIER COMMUNICATIONS (2)	51.55
62835	LEGACY ARCHITECTURE, INC	11,233.18
62836	POWERS LIQUID WASTE MANAGEMENT, INC	525.00
62837	SIMON ELECTRIC INC	4,169.00
62838	VILLAGE OF STAR PRAIRIE	32.79
62839	WI DEPT OF FINANCIAL INSTITUTIONS	20.00
62840	REGISTER OF DEEDS	60.00
62841	AILTS, RAE ANN	297.03
62842	ALTON, JUDD	1,000.00
62843	AMAZON (CITY)	1,485.23
62844	AMAZON (LIBRARY)	2,509.29
62845	APPLE BLOSSOM EVENTS	3,900.00
62846	ATWOOD, JOSEPH	2,922.41
62847	BALDWIN LIGHTSTREAM	565.82
62848	BIRD, SHAUN	3,710.00
62849	BOARDMAN & CLARK LLP	164.00
62850	CEDAR CORPORATION	4,722.33
62851	CEMSTONE - READY MIX INC	352.61
62852	CITY UTILITIES - 1ST BILLING	938.04
62853	CITY UTILITIES - INVOICES	2,107.07
62854	CITY UTILITIES - INVOICES/WPPI EMAIL HOSTING	931.71
62855	CITY UTILITIES - LANDFILL	19.90
62856	CITY UTILITIES - SAC CHARGES	14,670.00
62857	CITY UTILITIES - SALES TAX	47.72
62858	CITY UTILITIES - WATER IMPACT FEES	14,670.00
62859	CLEAR CHOICE BUSINESS SOLUTIONS, LLC	454.00
62860	DEGEAR, DAVID	200.00
62861	DELL MARKETING LP	1,536.00
62862	DEMULLING, MICHAEL	1,035.24
62863	E O JOHNSON COMPANY, INC	1,666.75
62864	FORUM COMMUNICATIONS COMPANY	674.71
62865	GFOA	170.00
	SUBTOTAL	181,289.34

	SUBTOTAL CARRIED FORWARD	181,289.34
62866	GHD SERVICES INC	3,921.40
62867	HOISINGTON KOEGLER GROUP, INC	1,887.50
62868	INDIAN HEAD AIRWAYS, INC	550.00
62869	INDIANHEAD FEDERATED LIBRARY	378.50
62870	INDUSTRIAL SAFETY	3,288.73
62871	JONES, LEAH	13.00
62872	KIDS CAN PRESS - A CORUS ENTERTAINMENT CO	50.00
62873	KIWANIS CLUB OF NEW RICHMOND	94.00
62874	KWIK TRIP / KWIK STAR STORES	4,154.81
62875	MIDWEST TAPE	9.99
62876	MONARCH PAVING COMPANY	2,402.35
62877	MSA PROFESSIONAL SERVICES INC (WI)	27,095.50
62878	NATALIE ANNE WARREN SYNHAVSKY	750.00
62879	PELNAR, KATHLEEN	95.65
62880	RUNNING, INC	12,615.11
62881	SACHA, JESSICA	20.00
62882	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	173.96
62883	SCHWAAB INC	44.10
62884	SHORT-ELLIOTT-HENDRICKSON	14,624.69
62885	ST CROIX COUNTY HIGHWAY DEPT	5,378.76
62886	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	761.94
62887	STATE OF WI - COURT FINES & ASSESSMENTS	2,677.77
62888	SUNRISE LAWNS LANDSCAPE & IRRIGATION	540.94
62889	UNIVERSAL TRUCK EQUIPMENT, INC	5,724.50
62890	VERIZON WIRELESS (CITY)	319.32
62891	VFIS	16,387.70
62892	VILLAGE OF SOMERSET	6.70
62893	VILLAGE OF STAR PRAIRIE	77.18
62894	VUE, LEE	1,000.00
62895	WASHINGTON NATIONAL INS CO	200.80
62896	WI PROFESSIONAL POLICE ASSN, INC	668.80
62897	XCEL ENERGY	2,916.92
	TOTAL VOUCHERS	**290,119.96**

ELECTRONIC FUND TRANSFERS

PAYROLL (11/21 & 12/7)	277,387.42
DEFERRED COMP	9,930.00
ROTH - WI	650.00
FEDERAL W/H	95,794.93
STATE W/H	17,754.75
POSTAGE	2,000.00
MEDICAL PREMIUMS	87,717.35
RETIREMENT	58,109.06
VISA P-CARDS	39,082.69
HRA	4,188.21
HSA - ER CONTRIBUTIONS	1,416.61
WI-SCTF	2,967.64
FLEX SPENDING	4,672.34
EMPLOYEE FUND	260.00
FIREMAN DUES	600.00
AFLAC	1,223.26
DISABILITY INSURANCE	2,772.25
INVOICE - SUPER AMERICA	2,808.80
RESTITUTIONS	50.00
IMPACT FEE TRANSFERS	28,730.00
INVESTMENT TRSFR - BREMER	300,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	333,052.52
TOTAL ELECTRONIC FUNDS	**1,275,334.50**
GRAND TOTAL	**1,565,454.46**

FRED HORNE, MAYOR

CITY OF NEW RICHMOND

TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator

DATE: December 6, 2018

RE: Administrative Overview - Update on Housing Proposal – Housing New Richmond (HNR)

Below is a proposal that will be discussed with a variety of stakeholders next week. Over the past year, representatives from the City of New Richmond have been meeting with folks from law enforcement, emergency services, corrections, social services as well as folks from local non-profits in finding short and long-term ways to eliminate homelessness within the City of New Richmond. Below is a proposal for a community-based approach creating more housing options within our community.

Purpose -The purpose of HNR is to work in collaboration with landlords, tenants, the faith-based community, the New Richmond Foundation as well as stakeholders in identifying and securing housing for those in need.

Process - Housing New Richmond will financially guarantee the lease and be the leaseholder for housing throughout New Richmond. As part of the lease agreement, HNR will sub-lease with tenants who qualify for this program. Individuals interested in short and/or long-term housing will need to apply with the HNR board to be considered for eligibility with the program. Each tenant will be paired with a HNR partner who will assist with case management and emergency services as needed throughout the lease period.

Housing New Richmond Board - The HNR Board will include a mix of community members, case managers, members of the faith-based community and stakeholders interested in ending homelessness within the City of New Richmond. One of the key functions of HNR is to ensure that annual fundraising occurs to solidify the on-going success of the program. Another component of HNR is to create a sub-group of advocates, case managers and members of the community that will assist with tenant review, case management and long-term care for those seeking housing. This partnership is critical to the short and long-term success of HNR. The Board of HNR will set the parameters for the qualifications of those who are seeking housing. The Board will also set the rent and rental qualifications based upon a case-by-case basis as well as ensuring that case management is on-going.

Goal - The goal of 2019 is to find 30-40 units of housing within the New Richmond area and pair tenants with our case management group. Financially, an overall goal is to seek $30,000-$50,000 in funding per year to assist with the overall objective of ending homelessness within the City of New Richmond.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: December 10, 2018

RE: Finance Department Monthly Update

2019 Budget Book

The finance department is working on the 2019 budget book following the adoption of the 2019 budget. The budget book will be published in early January. I would like to take this opportunity to thank our Council, Boards and Commission members and staff for the many hours and collaborative effort on the 2019 budget.

2018 Audit

The year is quickly coming to an end, with that being said the 2018 audit will begin. Preliminary field work will occur on January 15, 2019 with the audit occurring the week of March 18-22, 2019. The auditor's opinion and financial statements will be published in June 2019.

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

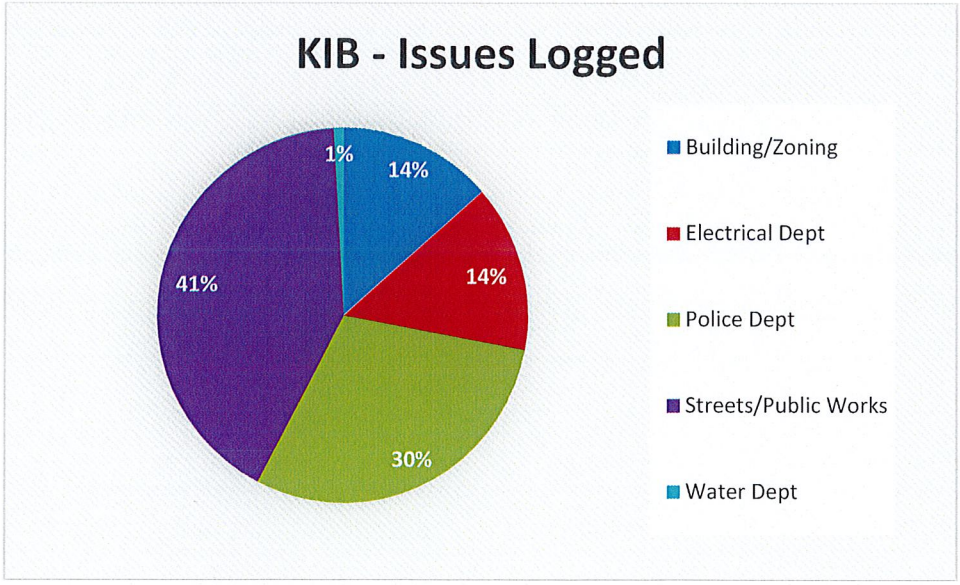
FROM: Beth Thompson, Community Development Director

DATE: December 3, 2018

SUBJECT: Monthly Report

Keep It Beautiful update: The City of New Richmond is streamlining processes when it comes to community issues/complaints. In July of 2018 the City went live with our Keep It Beautiful (KIB) link on the City's website. The Keep It Beautiful link assists community members with the ability to log any issue within the City right from our website. The issues range from potholes, streetlight outages, garbage/junk in yards, tall weeds/grass to sidewalk issues and anything in between. As of November 30, 2018, we have had 111 KIB issues logged. Of those 111 issues, a total of 8 are unresolved. The issues that take some time to resolve are issues like abandoned vehicles and garbage/junk in yards. With these types of issues the City has to write a letter to the home owner and give them 30 days to clean up. We are logging the KIB issues in a map format. This format allows us to see how many issues are open, closed, and if multiple issues occur at one residence.

Below please find a graph that indicates KIB issues broken down by department:



Building Inspection update:

As of November 30, 2018

Number of Inspections:	1,569
Number of Permits:	762
Number of New Dwelling Units:	146
Residential Construction Value:	$30,764,163
Commercial Construction Value:	$13,962,305
Total Value:	**$44,726,468**

For the January report, I will compare 2017 to 2018 regarding the number of permits, number of dwelling units and total value of construction.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: December 4, 2018

SUBJECT: Monthly Report

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

Kwik Trip: Staff have been working on the development agreement with Kwik Trip, which will be discussed by the City Council on December 5th.

Phillips-Medisize: Staff reviewed plans from Phillips-Medisize for a proposed 10,430 square foot office addition located on the northeast corner of their existing facility. The project was reviewed by the Development Review Committee and approved by the Plan Commission on December 4th. The project will break ground in early December.

Hometown Holidays: The second annual Hometown Holidays event was held on November 29th and was once again a great night for the community to come together and kick off the holiday season. Thank you to our Public Works Department, Police Department, and Fire & Rescue Department for all of their help in making this event possible. Staff will meet soon with the New Richmond Area Chamber of Commerce to discuss what went well, changes to be made for next year, etc.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

MEMORANDUM

TO: Mayor and City Council

FROM: Jeremiah Wendt, Director of Public Works

DATE: November 8, 2018

SUBJECT: Public Works Update for 12.10.18 Council Meeting

Knowles Avenue Corridor Study

Staff and MSA have compiled the feedback received at the initial public open house that took place in late October, and are planning the next public meeting for January of 2019. For now, much of the focus has been on the North Shore Drive intersection, as it ties in to the recently approved Kwik Trip project.

Sale of Surplus Equipment

The sale of surplus equipment that was approved earlier in the year has been completed, with the necessary funds secured to purchase the Toolcat that was discussed at that time. Staff will be putting this piece of equipment into service in the next few weeks for winter snow removal operations.

Nature Center to Doar Prairie Trail

As mentioned at last month's work session, the City was notified that we had been preliminarily selected to receive a Knowles-Nelson Stewardship grant for the Nature Center to Doar Prairie Trail project. We have received the agreement, which will be returned to DNR this month, making the grant award official. Staff will plan to start consultant selection and design of this project, as well as the CTH A trail project, this winter.

Winter Maintenance

Winter is here, and our snowplows have already been out in force. Monday, November 26 was set aside as snowplow driver appreciation day, but I forgot to mention it during the work session. We're grateful for our snowplow operators! On a related note, residents should be reminded that sidewalk snow removal is their responsibilities, and that walks should be cleared within 24 hours of the end of a snow event.

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

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

12/06/2018

Council Department report

The Police Department has been busy with finalizing training for 2019.

Sgt. Sather and Lt. Koehler have been evaluating squad car video systems and the potential addition of body cameras. So far the demonstrations have been very good.

Call volume continues to increase with the total for 2018 topping 5250 calls for the year to date.

New Richmond Fire & Rescue
Council Report
DECEMBER 2018

Fire Training/Events NOVEMBER:

- The big C. Cancer in the firehouse
- Tour Westfields Hospital and MRI Scanner Training

Schooling/Education:

- Firefighter I continues

NOVEMBER 2018 Incidents:

- 23 Total Incidents
  10 City Incidents
  12 Rural Incidents
  1 Mutual Aid Incident

FRIDAY MEMORIAL Library
LEARN EXPLORE CONNECT

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

To: Mayor Fred Horne and City Council
From: Jennifer Rickard, Interim Director
Date: 12.04.2018
RE: Library Department Report

- November 7 we hosted our annual **Veteran's Roundtable** event. This wonderful panel of veterans shared their stories and memories from their days in service, both home and abroad. In efforts to share the experiences with more individuals, we partnered with Deerfield to hold the event at their location. The event was open to the public yet being very accessible for their residents. We had a wonderful crowd of 48 attendees.
- **Teen After Hours, Game Night** – Friday, November 9, from 7:00-10:00 pm we hosted 28 teens in celebration of International Games Week. They enjoyed digital escape rooms, yard games in the stacks and minute to win it challenges finished off with an ice cream sundae bar and prizes.
- November 12-17, we conducted our third and final reference survey week. During this week we track all transactions to be averaged out for our DPI Annual Report.
- The local Mom's Group, reached out the library inquiring about a presentation. Jennifer attended their November meeting to inform them of the wide variety of library services that we offer. They were overwhelmingly surprised with so many things they were unaware of. Since then, I have seen all of them visit the library.
- **Hometown Holidays** in the library - Thursday, November 29. The library was decorated, hot cider and Grinch cookies were provided and Grinch themed make-and-take crafts were distributed helping to promote our upcoming Grinch week. We had over 750 people visit the library on Thursday. It was a wonderful way to kick off the holiday season.
- **November Statistics –**
    - Checkouts, physical materials – 15,850
    - Checkouts, eContent (eBooks, Audiobooks, digital magazines) – 1,858
    - New patrons registered – 51
    - New items added – 627
    - Computer sessions – 905
    - Wireless sessions – 3,010
    - Door Counter – 11,187 (averages 466 people/day)
    - Revenue (fines, copies, faxes, donations) - $1,386.07
- **December events –**
    - December 5, **Job Center of Wisconsin** – A representative is here the first Wednesday of each month to assist with employment services.
    - **Heritage Holiday Tea** – Friday, December 7 at 1:00 pm. Join us at the Heritage Center for an afternoon of holiday festivities. Registration was required, and due to overwhelming excitement and interest, the event registration was full.

FRIDAY MEMORIAL Library
LEARN EXPLORE CONNECT

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Fax: 715.246.2691

- **Melt & Pour Soap Making** – Tuesday, December 11 at 4:30 and 6:00 pm – Learn how to make melt and pour soap. Registration was required, but due to popularity, both sessions are full.
- **Grinch Week** – December 10-15, Stop in for Grinch themed activities all week long including: Surround the Grinch with Love, Whoville Scavenger Hunt, Grinch Activity Booklets and a Photo Booth. Special events during the week:
  - Thursday, December 13 at 6:00 pm - **Grinch Manufacturing Shop**, The Grinch has taken over Santa's workshop and is outsourcing the work. Stop by to help create some special crafts in grinchy-style and be photographed in Whoville Square. Crafts will include an ornament, Grinch dust, and a special surprise.
  - Saturday, December 15 at 10:00 am – **Saturday Stories & More: Classic Grinch Movie**, Cap off Grinch week with a viewing of the classic 1965 film "How the Grinch Stole Christmas".
- **Noon Year's Eve Party** – Monday, December 31, 11:00. Celebrate with activities, music, bingo and a countdown to a balloon drop as the clock strikes twelve...noon.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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www.newrichmondwi.gov

MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: December 10, 2018

SUBJECT: Clerk's Monthly Report

Tax Collections

Tax statements were sent out on December 7, 2018 and we will begin collecting on December 10, 2018. Residents can pay their taxes online by going to our website: www.newrichmondwi.gov and click on "I want to" menu and select Pay My Taxes. This link will take them to the PSN website and residents can make a secure payment that way. Taxes can also be paid by mail or in person from 7:30 a.m. to 4:30 p.m. Monday through Friday. Those who mail their payments in and wish to receive a receipt, need to include a self-addressed, stamped envelope with their payment.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council Members

FROM: Mike Darrow, City Administrator

DATE: December 4, 2018

RE: Civic Center Improvements

Background

The purpose of this memorandum is to outline the proposed improvements to the Civic Center, which, if approved by the City Council would begin in February 2019 with an anticipated completion by the end of April 2019. There are three primary areas that would be addressed as part of the Civic Center renovation. They include: improved customer service areas, improved security within the Civic Center and improved technology within the Council Chamber.

If approved, these improvements seek to create a secure, functional space and anchor this building as the heart of municipal government for the foreseeable future. By improving technology, updating security and creating a more adaptive and functional customer service area, these improvements will vastly improve our service delivery.

Process

Over the summer, the City Council authorized Cedar Corporation to begin a preliminary concept of the Civic Center with the goal of improving customer service. The goal of this process was to create a centralized area within the Civic Center to meet the needs of customers and stakeholders. Currently, there are two main customer service areas within the building each having separate customer service windows: utility office (northwest side of the building) and City customer service (eastern side of the building).

By creating one area within the Civic Center, along with improvements in technology, we hope to provide a unique customer service area that will address both short- and long-term staff and customer needs into the future.

The overall design preference was led by folks who are the champions of customer service within the City of New Richmond. They include Debbie, Susan, Diane, Mark, Marie, Jeanne, Tanya, Lori, Leigh and Bev. This group met with Cedar Corp on two separate occasions. The first meeting was a Civic Center staff meeting, which occurred in the early summer and highlighted general goals of this process as well as short-term plans for improving security within the Civic Center. A second design-focus meeting was held with the group that focused on designing a space that is flexible and meets the needs of our staff and customers.

Technology Upgrades
Within 2019, we hope to dramatically improve technology by improving accessibility to bill payment options as well as update technology within the Civic Center. These upgrades include:
$20,000 in Council room upgrades - In 2019, this will include new microphones, additional speakers within the Council chamber, updated technology for Facebook Live Council events, and improved technology for presentations within the Council Chamber.
Sources of Funds - This amount was approved as part of the CIP process.

Security Upgrades
$50,000 in security upgrades within the Civic Center. These will include security cameras within the Civic Center as well as external cameras on the outside of the Civic Center building. In addition to cameras, we will upgrade our fire alarm system throughout the building. We are also proposing limiting after-hours access to designated areas of the Civic Center by utilizing a gate system.
Sources of Funds - This amount was approved as part of the CIP process.

Civic Center Remodel
The remodel space of the Civic Center is roughly 1,500 square feet. The total cost of improvements equates to $117 per square foot. The total project cost is not to exceed $175,000, which includes demo, asbestos abatement, removal of vaults, construction, furniture and security gates for downstairs and near the main body of the building.

Customer Service Area
The customer service area will include a mix of staff from both New Richmond Utilities and the City of New Richmond. Two primary customer windows will be available for residents, stakeholders and utility customers. A third window will be constructed for short and long-term needs related to customer service, building permits, etc. The following combined services will be available within this new customer service area:

- Building permits
- Taxes
- Building inspections
- Utility bills and payments and general utility questions
- General city / utility questions
- Recycling
- Reservations
- Elections and voting

Sources and Uses of Funds
We are proposing the following sources and uses of funds:
$30,000 approved from the City CIP
$20,000 approved from the Utility operating budget (Utility will continue with rental payments)
$125,000 municipal facilities impact fees
$175,000

Recommendation
Approval of the project plan for the Civic Center utilizing $125,000 from reserved impact fees. The remaining balance will come from approved funds from both the City and Utility 2019 Capital Improvement Projects.

Cedar corporation

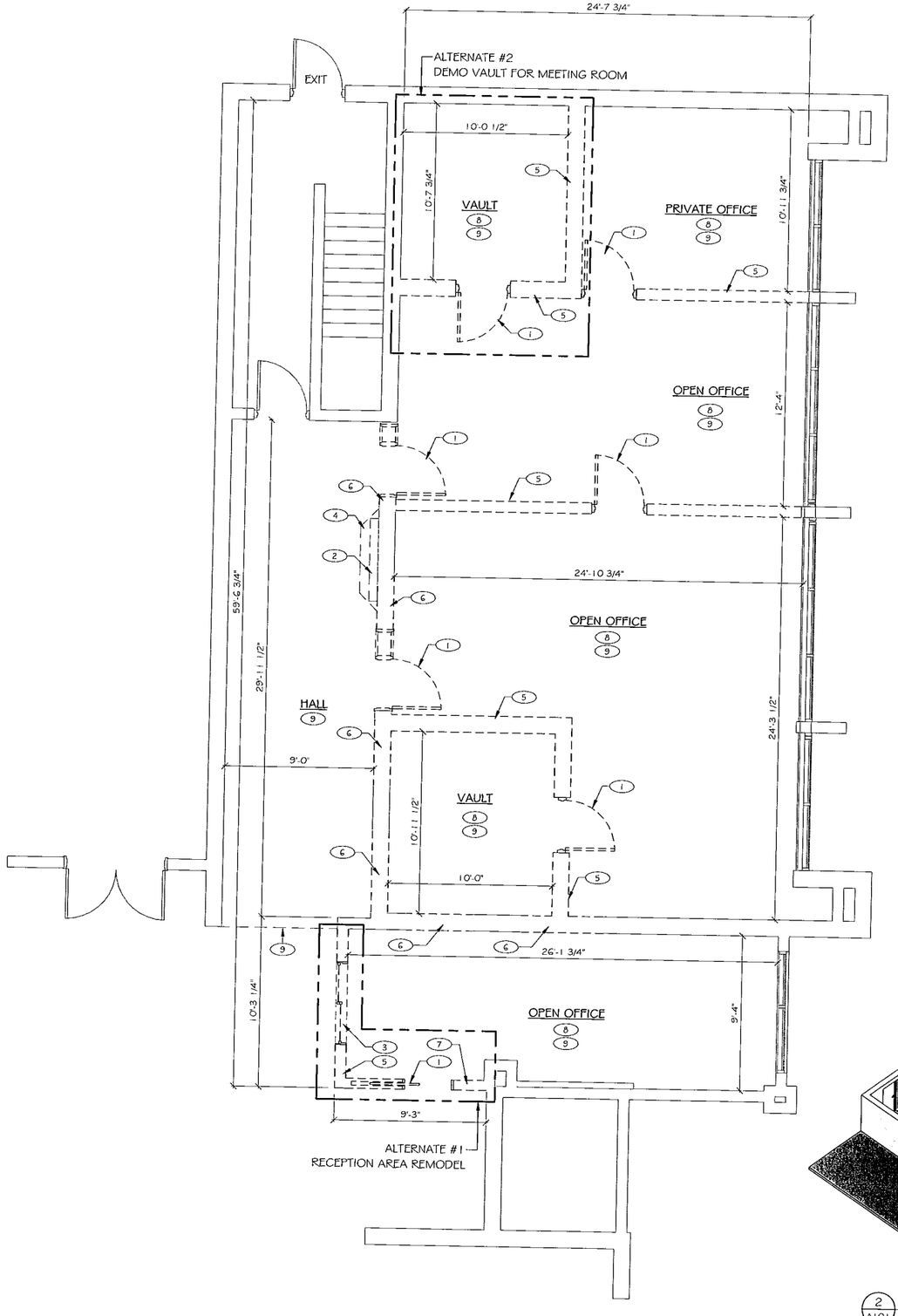
604 Wilson Ave., Menomonie, Wisconsin 54751
715-235-9081
800-472-7372
Fax 715-235-2727
www.cedarcorp.com

OPINION OF PROBABLE COST
CLIENT: City of New Richmond
PROJECT: New Richmond Civic Center Remodel
DATE: DECEMBER 5, 2018
PREPARED BY: Bryant Christenson
CEDAR #: N1530-050

1,780 Square Foot Civic Center Remodel

Item - Description	Unit	Quantity	Unit Cost	Cost	Comment
Demolition	Lump Sum	1	$ 8,800.00	$8,800.00	
Demolition of Plaster Ceiling	Lump Sum	1,780	$5.00	$8,900.00	
Carpentry and Building Materials	Lump Sum	1	$8,500.00	$8,500.00	
Door & Hardware	Each	2	$1,500.00	$3,000.00	
Coil Doors	Each	2	$2,250.00	$4,500.00	
Steel Stud Framing and Drywall	Lump Sum	1	$1,000.00	$1,000.00	
Flooring Covering	Sq Ft	1,500	$5.00	$7,500.00	
Painting	Lump Sum	1	$5,000.00	$5,000.00	
Architectural Ceiling Tile	Sq Ft	1,780	$6.00	$10,680.00	
Casework	Each	2	$2,000.00	$4,000.00	
Work Stations	Each	3	$3,500.00	$10,500.00	
HVAC	Sq Ft	1,750	$5.00	$8,750.00	
Electrical	Sq Ft	1,750	$6.00	$10,500.00	
Asbestos Abatement of Ceiling Spray Texture	Lump Sum	1	$15,000.00	$15,000.00	
Contractors Fee & Overhead	Percentage	12.50%	$106,630.00	$13,328.75	
SUBTOTAL				**$119,958.75**	
Project Contingency	Percentage	10.00%	$119,958.75	$11,995.88	
Cost Per Square Foot	Sq Ft	1,780	$74.13		
CONSTRUCTION TOTAL COST				**$131,954.63**	
Soft Cost					
MISC					
A/E Fees	Unit	Quantity	Unit Cost		
Building Permit	Percentage	15.00%	$131,954.63	$19,793.19	
Dept. of Commerce (State Review Fees)	Lump Sum	1	$1,500.00	$1,500.00	
SUBTOTAL	Lump Sum	1	$500.00	$500.00	
PROJECT TOTAL COST				**$21,793.19**	
BUILDING / SITE COST				**$153,747.82**	
				Range $150,000-160,000	
ALTERNATES					
ALTERNATE #1 - RECEPTION DESK AREA					
ALTERNATE #2 - DEMO VAULT AND PROPOSED MEETING ROOM	Lump Sum	1	$10,000.00	$10,000.00	
Contractors Fee & Overhead	Lump Sum	1	$5,000.00	$5,000.00	
SUBTOTAL	Percentage	12.50%	$15,000.00	$1,875.00	
Project Contingency	Percentage	10.00%	$16,875.00	**$16,875.00**	
Cost Per Square Foot	Sq Ft	1,780	$84.56	$1,687.50	
PROJECT TOTAL COST				**$172,310.32**	
BUILDING / SITE COST				**Range $165,000-175,000**	

Does not include land acquisition or soft costs such as attorney fees.
Site contains no hazardous waste.
Spring 2019 construction start.
Assumptions of materials, equipment, preliminary finish selections and inflation have been made to provide a preliminary cost estimate.
Opinions of probable cost prepared by Cedar Corp. are supplied for general guidance only. Cedar Corp. has no control over competitive bidding or market conditions, thus we cannot guarantee accuracy of such opinions as compared to contract bids or actual costs to the owner.
Opinion of probable cost does not include any donated materials or labor.



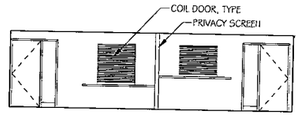
1 / A101 DEMO - FIRST FLOOR PLAN
1/4" = 1'-0"

DEMOLITION NOTES:

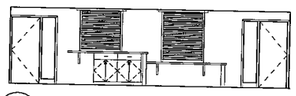
1. REMOVE: DOOR, FRAME, AND ALL RELATED COMPONENTS PATCH AND PREP FOR NEW CONSTRUCTION
2. REMOVE: CEILING DOOR AND ALL RELATED COMPONENTS
3. REMOVE: TELLER WINDOW AND ALL RELATED COMPONENTS
4. REMOVE: RECEPTION COUNTER AND ALL RELATED COMPONENTS PATCH AND PREP FOR NEW CONSTRUCTION
5. REMOVE: CMU WALL AND ALL RELATED COMPONENTS COMPLETELY PATCH AND PREP FOR NEW CONSTRUCTION
6. REMOVE: PORTION OF CMU WALL AND RELATED COMPONENTS FOR OPENING PATCH AND PREP FOR NEW CONSTRUCTION
7. REMOVE: STEEL STUD AND GYPSUM BOARD WALL AND ALL RELATED COMPONENTS COMPLETELY PATCH AND PREP FOR NEW CONSTRUCTION
8. REMOVE: CARPET AND ALL RELATED COMPONENTS PATCH AND PREP FOR NEW FLOOR FINISH
9. REMOVE: ASBESTOS CEILING SPRAY TEXTURE AND PLASTER CEILING TO BE REMOVED BY ASBESTOS CONTRACTOR
10. REMOVE: REMOVE PORTION OF CEILING TO INSTALL BULKHEAD. PATCH TO MATCH EXISTING CEILING TEXTURE.

PROPOSED NOTES:

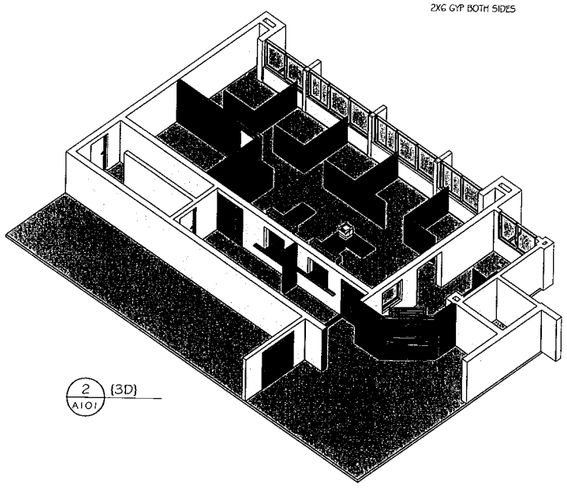
1. INSTALL NEW CARPET IN OFFICE AREA (CARPET TILES)
2. INSTALL NEW ACOUSTICAL CEILING TILE (ACT) IN OFFICE AND HALLWAY.
3. PATCH TO MATCH HALL FLOORING VINYL COMPOSITE TILES (VCT)
4. PRIME / PAINT WALLS
5. ELECTRICAL TO INCLUDE NEW TROFFERS, SWITCHES, ETC.
6. HVAC TO REWORK SYSTEM FOR INSTALLATION IN NEW ACT CEILING



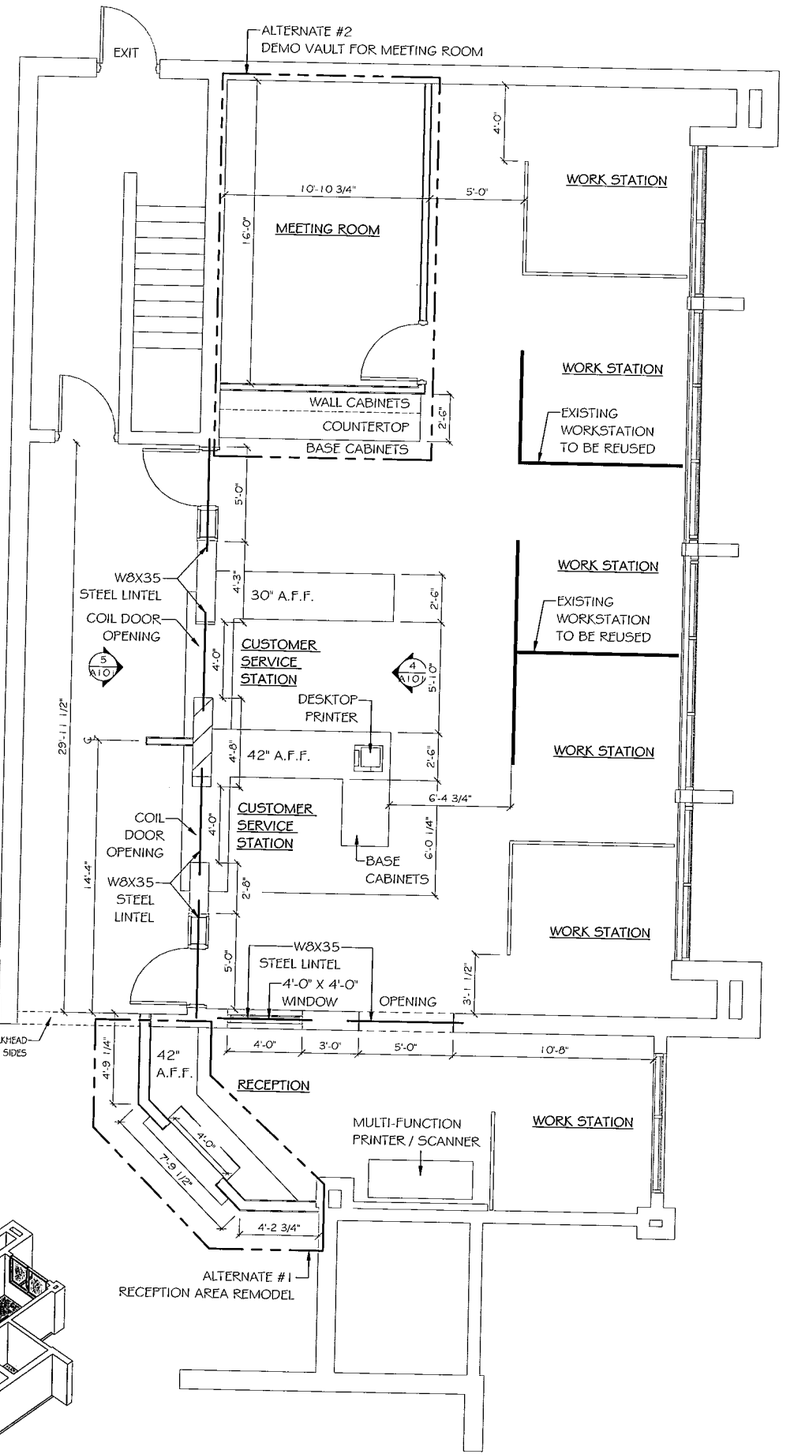
5 / A101 INTERIOR ELEVATION
1/8" = 1'-0"



4 / A101 INTERIOR ELEVATION
1/8" = 1'-0"



2 / A101 (3D)



3 / A101 PROPOSED - FIRST FLOOR PLAN
1/4" = 1'-0"

REVISIONS		
NO.	DATE	DESCRIPTION

ARCHITECT/ENGINEER:
Cedar Corporation
engineers • architects • planners • enviromental specialists
land surveyors • landscape architects • interior designers
800-472-7372
www.cedarcorp.com

CONSULTANT:

CITY OF NEW RICHMOND
CIVIC CENTER REMODEL
156 E 1ST STREET
NEW RICHMOND, WI 54017

JOB NO. N1530
DRAWN BY: BLC | CHECKED BY: CAS
ISSUE DATE: DECEMBER 2018
SET TYPE: PRELIMINARY

CONCEPTUAL PLAN

SHEET NO. A101

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: December 10, 2018

RE: Request for Qualifications Investment Services

Background

Morgan Stanley has served as the City's primary investment consultant since 2014 in overseeing a portion of the City's financial assets such as; bond proceeds and impact fees. As of March 29, 2019, Morgan Stanley will no longer service certain government entity accounts, including those of the City. Morgan Stanley has noted that serving the investment needs of clients within the governmental sector is highly specialized and complex leading to their decision to withdraw from this market segment.

Based upon the notification, staff has drafted a request for qualifications (RFQ) for investment services, which is attached to this memo. Obtaining request for qualifications for investment representation is in accordance with previous practice and is a best practice. Below is the proposed timeline for the RFQ process is:

Event	Date
RFQ released	December 11, 2018
RFQ due	January 15, 2019
Interviews with qualified firms *(Committee will consist of staff, council and utility commission members)*	January 21-25, 2019
Firm recommended to Council	February 11, 2019

Recommendation

Staff recommend approval to issue the request for qualifications for investment services.

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

Request for Qualifications (RFQ)
Investment Services

Introduction

The City of New Richmond, located in St. Croix County, Wisconsin, is interested in establishing a relationship with a qualified financial services firm to manage and guide the growth of the City's investment portfolio. Respondents to this (RFQ) will receive priority consideration during the City's selection process, which seeks to identify a firm or institution to serve as the primary investment consultant for the City's Finance Department, overseeing a portion of the City's financial assets.

Event	Date
RFQ released	December 11, 2018
RFQ due	January 15, 2019
Interviews with qualified firms	January 21-25, 2019
Firm recommended to Council	February 11, 2019

Minimum Qualifications

1. Advisor shall be a Registered Investment Advisor as defined and regulated by the Securities and Exchange Commission and shall be registered in the State of Wisconsin.

2. Advisor shall be familiar with all applicable Wisconsin statutes regarding qualified investments for public entities.

3. Advisor shall disclose any relationship with any financial institution or securities brokerage firm, as well as any potential or actual conflict(s) of interest.

4. Advisor shall have a minimum of five years of experience in managing government operating and bond funds.

General RFQ requirements

1. Describe the firm's capabilities and experience.

2. Briefly describe the philosophy and methodology of your investment selections. Explain your views on passive versus active management. What is your recommended allocation between active and passive management?

3. List the firm's experience working with similar municipal organizations in the past five years.

4. Describe how the firm is legally qualified in the State of Wisconsin to perform the work requested.

5. List the qualifications of the portfolio manager and key personnel on the advisory service team. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience with work relevant to the scope of this RFQ.

6. Provide a list of current municipal clients, including a contact person (name, title, phone, and email address) for each.

7. Provide a proposed fee structure.

Submission Deadline is January 15, 2019 at 1:00 p.m.

All proposals are due to the City of New Richmond, Attn: Rae Ann Ailts, 156 E 1st Street, New Richmond, WI 54017. Four hard copies of the proposal response, with one additional electronic copy in PDF format on a USB memory stick are required.

Evaluation Criteria

Submittals shall be reviewed by a selection committee, who will make a recommendation to the City Council. Presentations and/or interviews of finalists are anticipated. The following criteria will be considered in the selection process:

1. General qualifications of the company and personnel.

2. Philosophy and strategy.

3. References.

Decision to Proceed

The decision to proceed will be based on the City securing a contract with the selected qualified consultant.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFQ at any time at its sole discretion prior to the due date of the RFQ. If it becomes necessary to amend any part of the RFQ, an addendum will be provided. Responders must include acknowledgment of all addenda as part of the RFQ.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFQ, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Right to Reject

By responding to this RFQ an individual respondent accepts the process outlined in this RFQ and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Qualifications and/or not award any contract at its discretion and without penalty.

By submitting a response to this RFQ, respondents accept the preceding terms, conditions, and procedures.

Contact

Questions regarding this RFQ are to be directed to:

Rae Ann Ailts, Finance Director
156 E 1st Street
New Richmond, WI 54017
Phone: 715-246-4268
Email: railts@newrichmondwi.gov

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: December 10, 2018

RE: Recycling, Compost and Yard Waste Special Revenue Fund – Resolution #121802

Background

Recycling, compost and yard waste activities have historically been accounted for under the City's general fund. However, activities where a fee is charged for a specific purpose can be accounted for as a special revenue fund. Accounting for revenue and expenditures when fees are collected for a specific purpose allows for greater transparency and provides a more comprehensive financial overview of operations. The City currently operates several special revenue funds including impact fees, parkland trust and cemetery funds.

Additionally, designating these activities within their own fund is a best practice and in accordance with Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Principles (GAAP). The recommend would be effective for the 2019 reporting year forward.

Recommendation

Staff recommend approval of Resolutions #121802 – Authorizing the creations of a special revenue fund to account for recycling, compost and yard waste activities.

RESOLUTION #121802

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

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

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

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

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

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

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

Passed and approved this 10th day of December 2018.

_____

Fred Horne, Mayor

ATTEST:

_____

Tanya Batchelor, City Clerk

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: December 3, 2018

SUBJECT: St. Croix County All Hazard Mitigation Plan

BACKGROUND

Since May of 2017, St. Croix County has been working with West Central Wisconsin Regional Planning Commission to update its all hazard mitigation plan, which as previously adopted in 2013. The County's local emergency planning committee (LEPC) agreed to serve as the Steering Committee for the plan update, supplemented by additional individuals not formally on the LEPC but who regularly attend their meetings. The Steering Committee consisted of 25 individuals, including Chuck Mehls and Matt Melby.

The draft plan can be viewed on the West Central Wisconsin Regional Planning Commission website, www.wcwrpc.org. Due to the size of the draft document (266 pages), we have not included the full draft plan in the agenda packet, but rather the recommended strategies more specific to cities and villages. These recommendations are related to flooding, storm shelter construction, emergency power generator needs, improving active shooter safety, addressing emergency radio equipment needs, and installing or replacing warning sirens, among others.

Participating villages and cities are encouraged to adopt the St. Croix County All Hazard Mitigation Plan per a formal resolution before the end of the calendar year. A resolution is included with this memo. Adoption of this plan can assist the City of New Richmond in meeting eligibility requirements for FEMA grant funding in the future for various hazard mitigation projects.

RECOMMENDATION

City staff recommend formal approval of the resolution adopting the 2018-2023 St. Croix County All Hazard Mitigation Plan.

ST. CROIX COUNTY
Wisconsin
Innovation Through Cooperation

All Hazard Mitigation Plan
St. Croix County, Wisconsin
2018-2023

WCWRPC
coordinate. partner. advocate. serve.

vii. Other Communication, Coordination, & Outreach Strategies

1. Encourage St. Croix County residents, businesses, and organizations to enroll their land-line and cell phone numbers for the County's SCC-Alert mass notification system. Educate residents and critical facilities on the capabilities of SCC-Alert, such as severe weather, hazardous spill locations, missing persons, evacuations, road closures, etc. **(High Priority)**
2. Once every two years, or more frequently as needed, St. Croix County Emergency Services will continue to provide presentation(s) to the Towns Association on basic roles/responsibilities of town officials, emergency operations planning, available resources, hazard event reporting, emerging issues, and training opportunities. **(High Priority)**
3. Partner with the Northwest Wisconsin Healthcare Coalition to encourage and provide technical assistance for emergency preparedness and continuity planning by long-term care facilities and other health care service providers, including sharing information with public-sector emergency responders as needed.
4. Designate and train County staff persons to use the County webpage and social media to keep the public informed of recovery status, recommended actions, etc. following an emergency or disaster event.
5. Consider adoption of a County addressing ordinance for standard design and placement of address signs in towns. Encourage replacement of older signs with newer flag style signs through attrition.
6. Update the countywide public works mutual aid agreement and the response and recovery resources list in Annex C of the County EOP. St. Croix County Emergency should participate in a countywide public works meeting annually to review resources, emerging issues, lessons learned, etc.

→ viii. Other City and Village (Multi-Jurisdictional) Strategies

The following recommendations are more specific to the cities and villages (incorporated areas). **While priorities are suggested, implementation of these strategy recommendations are at the discretion of each community.** In some cases, St. Croix County Emergency Support Services may be able to provide guidance or coordinate a multi-jurisdictional project, but the responsibility and decision for putting these strategies into action lies with each community.

Recommended City & Village Projects

1. **ALL INCORPORATED AREAS** – Continue to monitor, plan for, and address critical overland (stormwater) and overbank (riverine/lake) flooding issues as identified in the flood assessment and appendices. Actions may include, but are not limited to flood acquisition, flood proofing, flood elevations, flood storage, and stormwater system improvements. Continue to assess the impacts of future land use changes and new development on stormwater runoff, drainage systems, and flood storage, including upstream outside the community, then plan accordingly. Develop a flood response plan for areas particularly prone to regular flooding. **(High Priority)** ***related to continued NFIP compliance***

2. **BALDWIN, HAMMOND, NORTH HUDSON, SOMERSET, GLENWOOD CITY, HUDSON, NEW RICHMOND** – Explore mitigation grant funding to construct community safe rooms (storm shelters) or storm hardening of existing structure for areas of the community without access to such shelters, including partnering with manufactured home parks, campgrounds, festivals, developers, parks/sports complexes, fairgrounds, etc. **DEER PARK** – Explore safe room as part of the new fire hall project, if feasible. **WOODVILLE** - Remote unlocking or hardening of existing safe room space may be considered. **ALL** - Shelters should be advertised, appropriately equipped, and have activation/use policies. **(High Priority)**

3. **ALL INCORPORATED AREAS** – Continue to address emergency power generator needs for municipal buildings, emergency operations centers, storm shelters, and other critical facilities and infrastructure as identified in the long-term power outage section. Establish fuel agreements in case of a long-term outage. **(Medium-to-High Priority)**

4. **ALL INCORPORATED AREAS** – As needed, work with law enforcement to identify and take action on opportunities to improve active shooter safety and security at municipal buildings, including related policies/procedures and potential physical changes. **(Medium-to-High Priority)**

5. **BALDWIN, ROBERTS, GLENWOOD CITY, OTHERS AS NEEDED** – Continue to work with St. Croix County to address emergency radio equipment needs. (e.g., base stations, portables) **(Medium-to-High Priority)**

6. **WILSON, HAMMOND, GLENWOOD CITY, OTHERS AS NEEDED IN FUTURE** - Install or replace warning sirens for full community coverage. **(Medium Priority)**

7. **NORTH HUDSON** – As funding allows, resolve washouts and serious bank erosion at Ferry Landing Park and Brown Beach areas along the St. Croix River. Explore building acquisition if the threat of landslide becomes imminent. **(Medium Priority, but could change)**

Recommended City & Village Policies

8. **ALL INCORPORATED AREAS** – Annually review local municipal emergency operating plans (EOPs) and continue to encourage basic Incident Command System training (ICS 100, 200, & 700) for key elected officials and other municipal staff identified in the EOPs. **(High Priority)**

9. **ALL INCORPORATED AREAS** – Continue to partner with St. Croix County Emergency Management, the local fire department, law enforcement, and other partners to regularly exercise the community's EOP (e.g., every 2-3 years) and emergency operations center (EOP). Periodically include a tabletop scenario for a hazardous materials spill (rail, highway, or fixed site) or other large-scale event (e.g., severe weather during a festival), including how a large evacuation would be managed. Incorporate lessons learned into the EOP. **(High Priority)**

10. **ALL INCORPORATED AREAS** – If flooding or other emergency occurs, compile and document all damages and costs with pictures, testimony, invoices, etc., for potential future grant funding or reimbursement. **(High Priority)** ***related to continued NFIP compliance***

11. **ALL INCORPORATED AREAS** - Incorporate hazard mitigation and emergency preparedness activities into community comprehensive plans, stormwater management plans, capital improvement plans, site plan review, and other policies as opportunities allow. Include local emergency services in site plan reviews and community planning. Ensure that streets and driveways are designed in a manner that allows access by emergency vehicles. Consider the use of official mapping and subdivision standards to avoid the creation of long, dead-end streets. **(Medium Priority)** ***related to continued NFIP compliance***

12. **ALL INCORPORATED AREAS** – Continue to monitor and protect critical information and services from cyberattacks through Internet security systems, employee policies and training, systems testing, background security checks of IT contractors, and the off-site back-up of important data. **(Medium Priority)**

13. **ALL INCORPORATED AREAS** – If the community has not done so to date, consider adoption of Wisconsin Department of Transportation third-party billing rates for equipment use, or its own equipment rate schedule, by resolution or other administrative policy. **(Medium Priority)**

14. **SPRING VALLEY, RIVER FALLS** – St. Croix County Emergency Services will continue to maintain a positive working relationship with Pierce County Emergency Management and these communities regarding emergency management and mitigation projects for those portions of Spring Valley and River Falls lying within St. Croix County but covered under the Pierce County Hazard Mitigation Plan. **(Ongoing)**

In addition, many of the County-level strategies in the previous sub-section are also multi-jurisdictional in nature and can be implemented at the community-level or countywide, but are not repeated here. This is particularly true for the majority of the communications, education, and training strategies. The following is a summary of some of the key countywide strategy recommendations that are multi-jurisdictional in nature:

- Pursue opportunities to improve the accuracy of floodplain maps (D-FIRMs) now that LIDAR data is available.
- Continue to enforce County and local floodplain regulations and educate the public and elected officials of flood risks, flood insurance, and alternatives to mitigate stormwater runoff (e.g., soil health, erosion controls, rain gardens, low-impact development). Especially target those municipalities with the greatest assessed improvements in or near floodplain areas.
- Complete a study identifying the causes of flooding at Twin Lakes and potential alternative to solve or mitigate. Once the study is completed, consider mitigation grant funding to assist with eligible project costs.

- Based on landowner and/or community interest, pursue grant funding for safe rooms/storm shelters, including at the Fairgrounds.
- If funding opportunities become available, work with communities to pursue grant dollars for emergency power generators for critical facilities and emergency operations centers in St. Croix County.
- Continue Hazardous Materials Emergency Preparedness training. Regularly rotate HazMat exercises and training throughout St. Croix County with a particular focus on those chemicals commonly transported by rail or highways or stored at fixed facilities within the local host community.
- Conduct periodic active shooter exercises at school, government buildings, large businesses, and other critical facilities to test response plans and assess security hardening. Include all response agencies (law enforcement, fire, EMS, other) as part of these exercises so that roles and responsibilities are understood.
- Update the countywide public works mutual aid agreement and the response and recovery resources list in Annex C of the County EOP. St. Croix County Emergency should participate in a countywide public works meeting annually to review resources, emerging issues, lessons learned, etc.
- County Emergency Management should continue to maintain an up-to-date list of the status of local Emergency Operations Plans (EOPs) and work with local communities to practice/drill and update these plans regularly. Municipalities are encouraged to incorporate continuity planning, data backup, debris management, and mutual aid into their plans and to notify the County when plan changes or updates are completed.
- As opportunities allow, partner with local responders and Volunteer Organizations Active in Disaster (VOADs) to engage the media and increase public awareness of the volunteerism needs in the County for local fire departments, first responders, and other local emergency services and volunteer organizations.

D. IMPLEMENTATION OF PRIORITY PROJECTS

As discussed previously, Appendix K included implementation guidance for recommended County-level Plan strategies, including relative priority, key parties, and potential barriers to implementation. This section focuses on the high-priority project recommendations. Projects typically have a focused, action-oriented outcome which is achievable within a certain time period. Since special funding or other resources are often needed for the implementation of projects, special attention to these strategies are provided here.

Implementing Priority Projects

There were three County-level high-priority project recommendations focused on flash flooding and community safe rooms. These three recommendations also overlap with the city and village (multi-jurisdictional) recommendations #1 and #2, which were also high priority projects. The following provides guidance for the implementation of each of the priority projects. These projects are potentially eligible for FEMA Hazard Mitigation Grant Program, Floodplain

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

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

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

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

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

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

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

Adopted this 10th Day of December, 2018.

I hereby certify that the foregoing resolution was duly adopted by the New Richmond City Council at a legal meeting on the 10th Day of December, 2018.

_____ _____

Fred Horne, Mayor Date Certified

_____ _____

Tanya Batchelor, City Clerk Date Certified

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: December 5, 2018

SUBJECT: Oevering Properties LLC: Certified Survey Map

BACKGROUND

Oevering Properties LLC has submitted an application for certified survey map review. The applicant will be seeking to construct a building addition at 1433 Cernohous Avenue, and thus seeks to combine three parcels into one parcel.

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

Date	Certified Survey Map
Nov. 20	Application Received
Nov. 27	Development Review Committee
Dec. 4	Plan Commission Meeting & Recommendation
Dec. 10	City Council Final Action

EXECUTIVE SUMMARY (RECOMMENDATION)

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

Approval of the certified survey map with the following conditions:

1. All utility, grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond's 2040 Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. The proposed project is located on land designated as Business Park. Areas with this land use category include manufacturing, assembly, warehousing, laboratory, distribution, tech/flex, related office uses, and truck/transportation terminals. The project complies with the Future Land Use Plan in the Comprehensive Plan.

ZONING

In November of 2018, the City Council adopted Ordinance #528 rezoning the applicant's existing building site from Z3 Multi-Use/Corridor to Z7 Special Use/Industrial. The purpose of the Z7 Special Use/Industrial Zoning District is to allow for continuation and expansion of industrial uses in specific areas of the City where they will have less conflict with other functions. The proposed uses (warehousing, medium box store, and office building) are allowed uses in the Z7 Zoning District.

SURROUNDING USES

Surrounding uses include Hair Company & Spa and Fitzgerald Lawn Care to the south, Federal Foam Technologies to the north, and undeveloped property to the east and west. The proposed CSM will not affect the compatibility of future development of the surrounding undeveloped property.

LOT OCCUPATION

The minimum lot width is 80 feet, and the maximum lot coverage is 60%. The existing lot width is not impacted by the proposed CSM.

SETBACKS

Principal building and off-street parking setbacks that apply to the subject site are shown in the table below. Some setbacks are more restrictive due to protective covenants.

SETBACK	PRINCIPAL FRONT	SECONDARY FRONT	SIDE	REAR
Principal Building	30 ft.	30 ft.	15 ft.	25 ft.
Off-Street Parking	15 ft.	10 ft.	5 ft.	5 ft.

ACCESS

The subject site has existing access to Cernohous Avenue, which will not be impacted by the proposed site expansion in the west direction.

UTILITIES

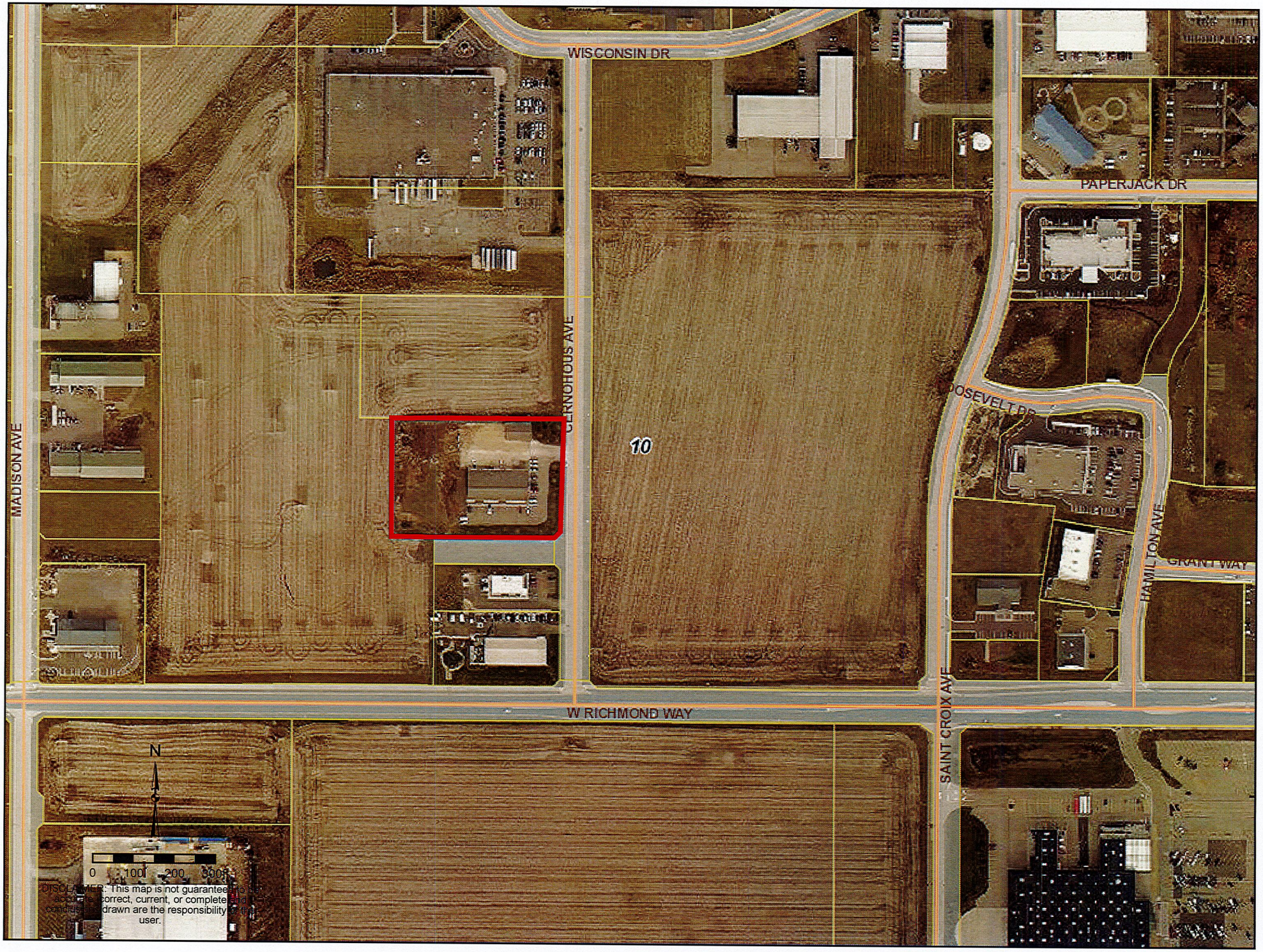
Municipal utilities are available at the property, including water, electric, and sanitary sewer. All utility issues are subject to review and approval of the Public Works Director.

GRADING

Development of the subject site will require preparation of a grading, drainage, and erosion control plan. A post construction stormwater management plan will also be required according to Section 109-285 of the City Code of Ordinances. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

EASEMENTS

The proposed CSM dedicates a 10-foot wide utility easement at the perimeter of the proposed lot, per Section 117-41 of the City Code of Ordinances.


WISCONSIN DR
PAPERJACK DR
CERNOHOUS AVE
MADISON AVE
10
DOSEVELT DR
HAMILTON AVE
GRANT WAY
W RICHMOND WAY
SAINT CROIX AVE
N
0 100 200 300ft
DISCLAIMER: This map is not guaranteed to be accurate, correct, current, or complete and conclusions drawn are the responsibility of the user.

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

CITY OF NEW RICHMOND
THE CITY BEAUTIFUL

CITY ORDINANCE SECTION 117 & 121
www.newrichmondwi.gov

☐	**SITE PLAN/STORM WATER REVIEW FEE:**	**$250.00**	**ESCROW: $1,500.00**
☐	**CONCEPT PLAN FEE:**	**$150.00**	**ESCROW: $1,500.00**
☒	**CERTIFIED SURVEY MAP FEE:**	**$200.00**	**ESCROW: $1,500.00**
☐	**AMENDED CERTIFIED SURVEY FEE:**	**$200.00**	**ESCROW: $1,500.00**

Application fees 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 Suite A *City/State/Zip:* New Richmond WI 54017

   Phone number: 715-760-0001 *Email address:* oranzo@oeveringhomes.com

2. **Applicant Information:** *(if different from above)*

   Company name:

   Last name: *First name:*

   Address: *City/State/Zip:*

   Phone number: *Email address:*

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

   Same

4. **Zoning Designation:** Z7 Specific Use/Industrial District

5. **Statement of Intent:** Briefly describe what will be done on or with the property:

   Building addition is being completed on the property and additional lands have been added.

   PID #'s 261-1070-45-017 & 261-1070-44-970

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. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, 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. Please refer to Sec. 121-31 for further information on Site Plans.

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: Ownwing Properties LLC *Date:* 11/20/18

Applicant: [signature] *Date:* 11/20/18

Fee Paid: $200- **Date:** 11/28/18 **Receipt #** 68519

Escrow Paid: $1,500- **Date:** 11/28/18 **Receipt #** 68519

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.

Property Description, City of New Richmond to Oevering:

Part of the SW1/4 of the NE 1/4 of Section 10, T30N, R18W, City of New Richmond, being part of Lot 19 of that Certified Survey Map recorded in Volume 23 Page 5554 of said Maps as Document Number 880298 in the Register of Deeds office for St. Croix County Wisconsin and described as follows:

Commencing at the Northwest corner of Lot 16 of that Certified Survey Map recorded in Volume 21 Page 5248 of said Maps as Document Number 830539; thence S89°57'36"W a distance of 106.00 feet to the point of beginning; thence continuing S89°57'36"W a distance of 126.10 feet; thence S00°08'29"W a distance of 304.17 feet; thence S89°56'37"E a distance of 127.67 feet; thence N00°09'20"W a distance of 304.38 feet to the point of beginning. Containing 0.886 Acres. Subject to all easements, restrictions and covenants of record.

This parcel is being added to the parcel owned by the Grantee as shown in the Warranty Deed recorded as Document No. 883050 and Document No. 890142 and shall result in a single parcel.

CERTIFIED SURVEY MAP

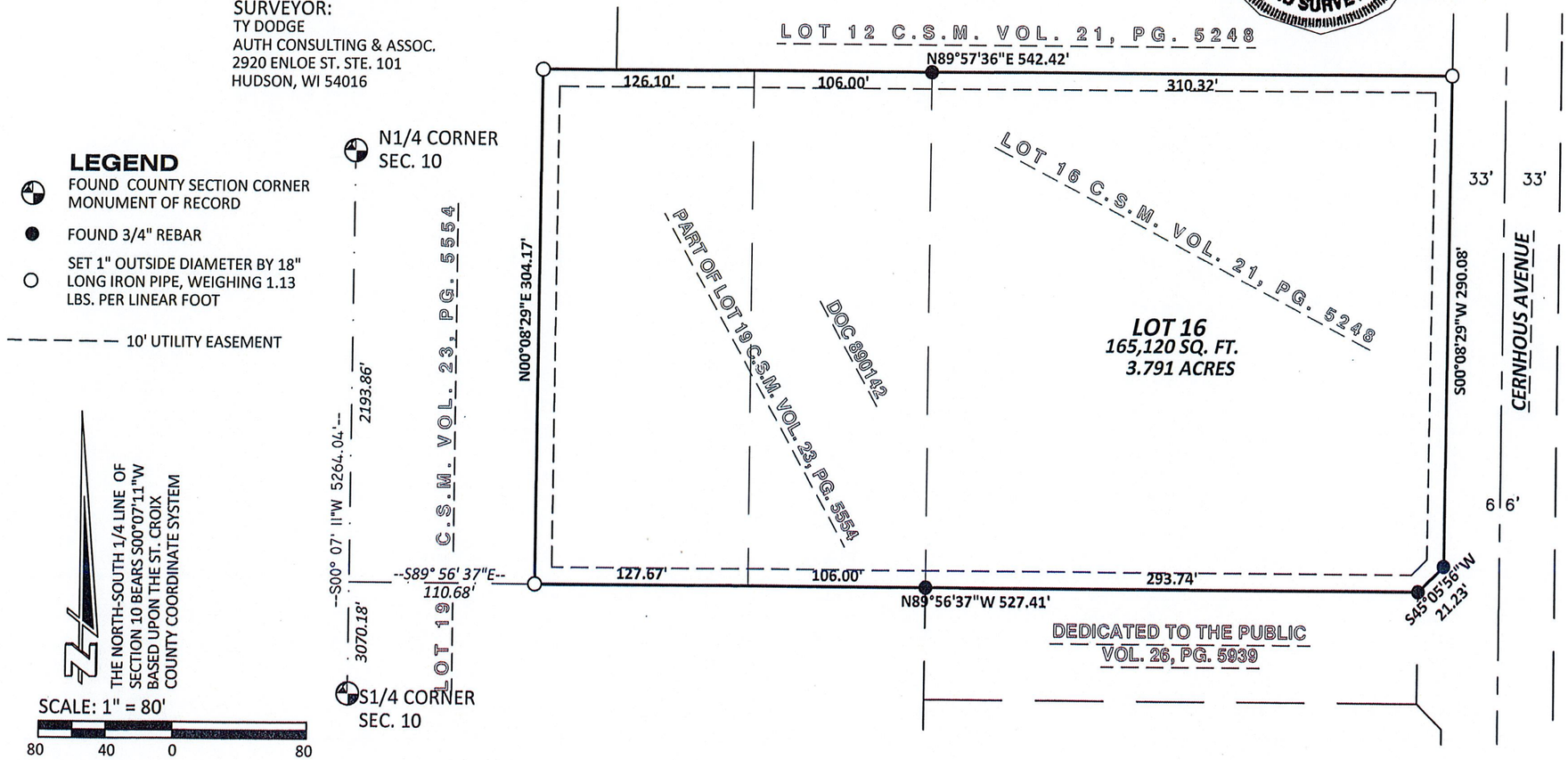
LOCATED IN PART OF THE SW 1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

PREPARED FOR:
Overing Properties, LLC.
1433 CERNOHOUS AVE SUITE A.
NEW RICHMOND, WI 54017

SURVEYOR:
TY DODGE
AUTH CONSULTING & ASSOC.
2920 ENLOE ST. STE. 101
HUDSON, WI 54016

WISCONSIN
TY R. DODGE
S-2484
CLEAR LAKE, WI
LAND SURVEYOR

Ty Dodge 11/12/18



LEGEND

- FOUND COUNTY SECTION CORNER MONUMENT OF RECORD
- FOUND 3/4" REBAR
- SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
- 10' UTILITY EASEMENT

THE NORTH-SOUTH 1/4 LINE OF SECTION 10 BEARS S00°07'11"W BASED UPON THE ST. CROIX COUNTY COORDINATE SYSTEM

SCALE: 1" = 80'

80 40 0 80

DRAFTED BY: *DAVID KRUSCHKE* PROJECT NO: 5307-006 DATE: 10/25/18

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SW 1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ty R. Dodge, Wisconsin Professional Land Surveyor, hereby certify that by the direction of Oevering Properties LLC., I have surveyed, divided and mapped a part of the SW1/4 of the NE 1/4 of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Commencing at the North 1/4 Corner of Section 10; thence, along the north south 1/4 line of Section 10, S 00° 07' 11" W for a distance of 2193.86 feet;
Thence S 89° 56' 37" E for a distance of 110.68 feet to the point of beginning;
Thence N 00° 08' 29" E for a distance of 304.17 feet;
Thence, along the westerly extension of the southerly boundary Lot 12 in Certified Survey Map Volume 21, Page 5248, and along said southerly boundary, N 89° 57' 36" E for a distance of 542.42 feet to the west right of way of Cernhous Avenue and the Northeast corner of Lot 16 of Certified Survey Map Volume 21, Page 5248;
Thence, along said right of way, S 00° 08' 29" W for a distance of 290.08 feet;
Thence, along said right of way, S 45° 05' 56" W for a distance of 21.23 feet;
Thence, along the south line of said Lot 16 and the westerly extension thereof, N 89° 56' 37" W for a distance of 527.41 feet to the point of beginning.

Containing 3.791 Acres. Subject to all easements, restrictions and covenants of record.

I also certify that this Certified Survey Map is a correct representation to scale of the exterior boundaries surveyed and described; that I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and the Subdivision regulations of the City of New Richmond in surveying and mapping same.

Ty Dodge _____ 11/12/18

Ty R. Dodge PLS #2484 Date

OWNER'S CERTIFICATE OF DEDICATION

Oevering Properties, LLC, a Limited Liability Company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on this plat. Overing Properties, LLC, does further certify that this plat is required by S.236.10 OR S.236.12 to be submitted to the following for approval or objection: Village of Roberts, Department of Administration and St. Croix County Community Development.

IN WITNESS WHEREOF, the said Overing Properties, LLC, has caused these presents to be signed by Oranzo J. Oevering, Member, this _____ day of _____, 20____.

_____
Oranzo J. Oevering

STATE OF _____)
COUNTY OF_____)SS.

Personally came before me this _____ day of _____, 20___, Oranzo J. Oevering, member of the above named limited liability company, to me known to be the person who executed the foregoing instrument, and to me known to be such member of said limited liability company, and acknowledged that he executed the foregoing instrument as such member, as the deed of said limited liability company, by its authority.

_____ _____ _____
Notary Public My commission expires

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE1/4 OF THE NW1/4 OF SECTION 11, T30N, R18W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN.

CONSENT OF CORPORATE MORTGAGEE

_____, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, Mortgagee of the land described in this Certified Survey Map, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this plat, and does hereby consent to the above certificate of Overing Properties, LLC, owner.

IN WITNESS WHEREOF, the said _____ has caused these presents to be signed by _____ its _____, and its corporate seal to be hereunto affixed.

This _____ day of _____, 20_____.

_____
_____-_____
Name Title

State of Wisconsin)
County of _____)SS

Personally came before me this _____ day of _____, 20 ___, _____, _____ of the above named corporation, to me known to be the person who executed the foregoing instrument, and to me known to be such_____ of said corporation and acknowledged that he executed the foregoing instrument as such officer as the deed of said corporation, by its authority.

_____ _____ _____
Notary Public My Commission Expires

CITY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Beverly Langenback, being the duly elected, qualified and acting treasurer of the City of New Richmond, do hereby certify that the records in my office show no unpaid taxes or special assessments as of _____ affecting the land included on this Certified Survey Map.

_____ _____
Beverly Langenback, City Treasurer Date

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Denise Anderson, being the duly appointed, qualified and acting treasurer of St. Croix County, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of_____affecting the land included on this Certified Survey Map.

_____ _____
Denise Anderson, County Treasurer Date

CITY COUNCIL RESOLUTION

Resolved, that this Certified Survey Map, in the City of New Richmond, Oevering Properties, LLC owner, is hereby approved by the City Council.

_____ _____
Fred Horne, Mayor Date

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

_____ _____
Tanya Batchelor, Clerk Date

Ty Dodge

WISCONSIN
TY R. DODGE S-2484 CLEAR LAKE, WI
LAND SURVEYOR

11/12/18

DRAFTED BY: *DAVID KRUSCHKE* PROJECT NO: 5307-006 DATE: 10/25/18