

REGULAR COUNCIL MEETING SEPTEMBER 10, 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](http://www.newrichmondwi.gov). Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

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

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as presented and moving item #3g to #2, seconded by Alderman Kittel and carried.

**Public Comment**

None

**Consent Agenda**

1. Approval of the Minutes from the Previous Regular Council Meeting, August 13, 2018, and Special Council Meeting on August 27, 2018
2. Applications for License to Serve from Craig A. Hynek, New Richmond
3. Payment of VO#62439 through VO#62541 totaling \$310,783.53 plus electronic fund transfers totaling \$2,993,322.71 for a grand total of \$3,304,106.24

General Fund	\$3,082,602.79
Impact Fees Fund	32,999.67
Cemetery Fund	1,976.05
CDBG - Housing	1,068.75
Debt Service Fund	40,315.44
Capital Projects	81,173.31
Capital Replacement Fund	1,500.00
Landfill Cleanup Fund	6,106.83
TID District #6	4,002.50
Storm Water Utility	38,172.58
Park land Trust Fund	5,044.42
Tax Agency Fund	9,143.90

4. Donation of Materials from New Richmond Softball Association for Hatfield Park

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

**Department Reports**

**Administration & Finance** – Mike Darrow stated that all utility customers received a recycling survey and are encouraged to respond by September 20, 2018. We have received 700 responses so far. The Public Works Committee will discuss the results of the survey at their next meeting. Sarah Reese explained that Carlson Dettman has received all the documentation needed for the benefit study and is now analyzing that information. They will have a preliminary report ready by the end of September.

Finance - The 2017 financial report is on the City's website. The community engagement process for the 2019 budget will begin in October. There will be pop-up events throughout the City in October regarding the budget, which will consist of quick overviews of the budget.

Community Development – Beth Thompson explained that she is currently looking for a full-time building inspector. In the interim, there are three contracted employees who will be working on building inspections and plan review for the City of New Richmond. Ben Campbell is working 3 to 4 hours per day on inspections, Joe Atwood will be doing plan review, and Brian Wert will be doing commercial inspections. This will be the schedule until we get a full-time inspector. There was a ribbon-cutting ceremony on September 7, 2018, for the Press Room.

Public Works – Jeremiah Wendt stated the twin culverts on 125<sup>th</sup> Street are now in place and Paperjack Creek is flowing through them. Crews are working on grading 125<sup>th</sup> Street this week. The East Fourth Street project will begin next week with pulverizing. Sidewalks are being replaced and constructed around town and the alley work is being done. Xcel Energy is doing some work in the alleys at this time, so paving will most likely happen in October. The City of New Richmond received a Transportation Alternatives Program grant for \$787,529 for the County Road A trail to West Fourth Street. The grant will cover 80% of the cost.

Library – Noah Wiedenfeld stated that September is national library card sign up month. There will be a homeschool hub on Tuesdays at 2:00 p.m. in the library. The Heritage History Tour will be on Tuesday, September 18, 2018. Friends of the Library will hold a silent auction on Thursday, October 4, 2018, from 7:00 to 8:30 p.m.

Police – Craig Yehlik stated the School Resource Officer, Aaron Anderson, is in the high school full time. Detective Noel just finished a free training on internet crimes against children. The calls for service as of 9/9/2017 were 3,856 and the calls as of 9/9/18 are 4,024. The Lowrey has been empty since September 2, 2018. Craig thanked all of the agencies involved in finding new housing for residents. There was a report of shots fired in the Lowrey building and K-9 Storm cleared the building quickly, which was extremely helpful. Mayor Horne thanked Craig Yehlik, Mike Darrow and Noah Wiedenfeld for all their work in the process of finding new homes for residents of the Lowrey.

Fire – Mayor Horne stated the Fire Department had several training events in August. Four probationary fire fighters began the FF1 class and one firefighter is beginning the Fire Inspector class. In August, there were 31 incidents(24 City, 6 Rural, 1 Mutual Aid).

Airport – Mike Demulling stated the National Guard helicopters used the New Richmond Airport as a fuel stop and there were over 20 soldiers at the airport. On August 24, 2018, Diana Pierce from Channel 11 was at the airport with photographers for a photo shoot. A contractor will be repairing cracks in the pavement at the airport. There have been a record number of inquiries about hangar space to rent or build.

City Clerk - Tanya Batchelor stated she is entering election participation for the August Primary Election and preparing for the election on November 6, 2018. Anyone who needs to register, please stop in the office any time or call to find out if you are registered.

### **Ceremonial Swearing in of Officer McKenzie Hazen**

Mayor Horne gave Officer McKenzie Hazen the Official Oath.

### **Plan Commission Recommendation CSM from Todd Nehlich**

Beth Thompson explained the Plan Commission recommended approval of the Certified Survey Map from Todd Nehlich with four conditions listed in the Plan Commission minutes from September 4, 2018.

Discussion followed. Alderman Montello moved to approve the Certified Survey Map from Todd Nehlich with the following conditions:

- 1) The CSM shall dedicate 35 feet of right-of-way for the north on-half of 170<sup>th</sup> Street as a future local collector roadway.
- 2) The on-site septic system shall be inspected and improved as necessary to ensure that it is functioning in accordance with Wisconsin Rules and that there is adequate area within the proposed lot for a primary and secondary drain field site.

Motion was seconded by Alderman Kittel and carried.

### **2017 Auditor's Financial Report**

Kim Shult, from Baker Tilly, gave a summary on the 2017 Audit. Discussion followed. The audit is available on the City's website and social media.

### **Plan Commission Recommendations**

The Plan Commission recommended approval of the attachment petitions from Roger & Laurie Neumann, Brett Neumann, City of New Richmond and St. Croix County. These parcels are located in Star Prairie Township and are covered by the Boundary Agreement dated July 31, 2012, and are subject to review by the Plan Commission and approval by the City Council. Alderman Montello moved to suspend the rules and adopt Ordinance 523 and 524 attaching these properties to the City of New Richmond with the zoning as listed in the ordinance, seconded by Alderman Ard and carried.

The Plan Commission recommended approval of the annexation petition from Jeff and Lisa Miller at 1749 140<sup>th</sup> Street for 1.82 acres. Alderman Zajkowski moved to suspend the rules and adopt Ordinance 525 annexing this property from Richmond Township, seconded by Alderman Kittel and carried.

Nick Vivian explained the proposed amendments to the Zoning Ordinance and Subdivision Ordinance required to comply with the legal requirements of a recent Wisconsin Court of Appeals decision, which restricts the City's authority for review of subdivisions within the extra territorial jurisdiction. Alderman Montello moved to suspend the rules and adopt Ordinance 526 repealing Section 121-35 of the Zoning Ordinance and amend Chapter 117, Article II, seconded by Alderman Ard and carried.

The Plan Commission recommended approving the Certified Survey Map from Michael and Michelle Weiss at 412 Fox Way. Alderman Zajkowski moved to approve the CSM with the following conditions:

- 1) City staff shall verify that the storage shed and fire pit have been relocated to comply within minimum setback requirements of the Z2 District prior to recording of the CSM.
- 2) Construction upon lot 2 prior to completion of construction for Beaver Way shall require use of a driveway to Fox Way in compliance with the provisions of the Zoning Ordinance.

Alderman Zajkowski moved to approve the Certified Survey map with the conditions listed, seconded by Alderman Kittel and carried.

The Plan Commission recommended approving the Certified Survey map from Ron Raedeke for 348, 358 and 362 North Knowles Avenue. Discussion followed. Alderman Zajkowski moved to approve the CSM with the following conditions:

- 1) Approval of the CSM shall be contingent upon approval of a conditional use permit allowing more than one principal building within a proposed lot.
- 2) Outlot 1 is to be deeded to the City as required by Section 117-43 of the Subdivision Ordinance for park dedication.
- 3) All utility issues are subject to review and approval of the Public Works Director.
- 4) All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.
- 5) All drainage and utility easements as required by Section 117-41 of the Subdivision Ordinance are subject to review and approval of the Public Works Director.

Alderman Zajkowski moved to approve the CSM with the conditions listed, seconded by Alderman Ard and carried.

### **Resolution #091801 – Vacating Drainage and Utility Easement**

This resolution is needed in order for Michael Weiss to record the Certified Survey Map recently approved for lots 9 and 10 of Fox Run Second Addition. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #091801  
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN  
A RESOLUTION AUTHORIZING THE RELEASE OF

A CERTAIN DRAINAGE AND UTILITY EASEMENT LOCATED ON  
REAL PROPERTY OWNED BY MICHAEL A. AND MICHELE R. WEISS

WHEREAS, Michael A. Weiss and Michele R. Weiss, husband and wife (collectively, “Owner”) own certain real property lying and being situated in the City of New Richmond (the “Property”) upon which the City has a drainage and utility easement interest arising under that certain Plat filed with the St. Croix County Register of Deeds on September 3, 2002, as Doc. No. 689174, and that certain Plat filed with the St. Croix County Register of Deeds on October 4, 2002, as Doc. No. 808461 (the “Easement”).

WHEREAS, Owner has requested the City release the Property from the Easement; and

WHEREAS, the Common Council desires to authorize the release of the Easement and the City Administrator to execute the Release and such other documents as are necessary to release the Easement.

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

The Common Council hereby authorizes the release of the Easement and execution by the City Administrator of the Release.

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

Motion was seconded by Alderman Jackson and carried.

**Fundraising Policy**

Noah Wiedenfeld explained that this policy was given to the Council at the last work session to review. Discussion followed. Alderman Zajkowski moved to table this item for further review, seconded by Alderman Ard and carried.

**Resolution #091802 – Exemption From County Library Tax**

Mike Darrow explained this resolution is passed annually. Alderman Ard offered the following resolution and moved for its adoption:

RESOLUTION #091802  
REQUESTING APPLICATION FOR EXEMPTION  
FROM COUNTY LIBRARY TAX

WHEREAS, the County Board for St. Croix County, Wisconsin levies a county library tax; and  
WHEREAS, Section 43.64(2)(b) of the Wisconsin Statutes provides that any city, town or village which levies a tax for public library service and appropriates and expends for a library fund as defined by section 43.52(1) of the Wisconsin Statutes during the year for which the county tax levy is made a sum at least equal to the county tax rate in the prior year multiplied by the equalized valuation of the property in the city, town, or village for the current year is exempt from the county library tax; and

WHEREAS, the City of New Richmond will, in 2019, appropriate and expend an amount in excess of that calculated above.

NOW THEREFORE, BE IT RESOLVED that the City of New Richmond hereby requests of the St. Croix County Board of Supervisors that the City of New Richmond be exempted from the payment of any county tax for the support of public library service as provided in Section 43.63(2) of the Wisconsin Statutes.

BE IT FURTHER RESOLVED that copies of this Resolution be forwarded by the City of New Richmond Clerk to the following parties:

Carleton A. Friday Memorial Library  
155 East First Street  
New Richmond, WI 54017

St. Croix County – County Clerk  
1101 Carmichael Road  
Hudson, WI 54016

Motion was seconded by Alderman Kittel and carried.

**Emergency Mass Notification System**

Noah Wiedenfeld explained that staff met with three companies who provide a notification system to alert residents. Staff recommended entering into a service agreement with Rave Mobile Safety with an annual fee of \$3,000, plus a one-time \$500 setup fee. The costs would be shared between the Utility and the City. Anyone would be able to sign up to receive notifications by phone, text or email. Alderman Montello moved

to proceed with the service agreement with Rave Mobile Safety, seconded by Alderman Kittel and carried. Noah will look into the cost of adding weather notifications.

**Bow Hunting Map**

Craig Yehlik, Police Chief, explained the bow hunting map has been updated and property owners are encouraged to look at the map to make sure it is correct. Anyone interested in hunting, must receive permission from the property owners. Council members requested to have this item on the October agenda and invite residents in favor of and against the deer to attend the meeting.

**Work Session on September 24, 2018 at 4:00 p.m.**

**Communications and Miscellaneous**

**Closed Session**

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e)(c) – a) Potential sale of City-Owned Property; b) Considering Employee Promotion to Fill Current Position Vacancies, seconded by Alderman Jackson and carried.

**Open Session**

Alderman Montello moved to approve the promotions and salaries as discussed in Closed Session, seconded by Alderman Ard and carried.

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

Meeting adjourned at 9:57 p.m.

Tanya Batchelor  
City Clerk