



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

August 22, 2018

**CALL OF MEETING TO THE MEMBERS OF THE COUNCIL OF THE CITY OF NEW RICHMOND**

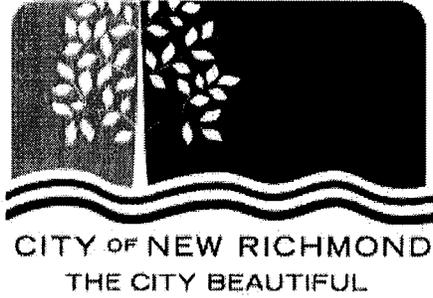
Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Monday, August 27, 2018 at 4:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

**AGENDA:**

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Deer Update
6. VFW MOU
7. Discussion on Amending Chapter 117 Related to Extra-Territorial Subdivision Review and Repealing Section 121-35 of the Zoning Ordinance
8. Resolution #081801 – Designating Plan Commission as Architectural Review Board
9. Raedeke Project Update
10. Food Truck Request/Direct Seller's Permit for Roger Keopple
11. 2019 Budget Review
12. Capital Improvement Plan 2018 - 2022
13. Fundraising Policy
14. Assessor Services RFP Update
15. Communications and Miscellaneous
16. Closed Session per State Statute 19.85(1)(e) – Potential Sale of City Property
17. Open Session – Action on Closed Session Agenda
18. Adjournment

*Fred Horne, Mayor*

cc: The New Richmond News  
Northwest Communications  
City Website



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## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tanya Batchelor, City Clerk  
**DATE:** August 21, 2018  
**SUBJECT:** Deer Update

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### **BACKGROUND**

The City of New Richmond received a petition from residents in the East and West River Drive area regarding the deer population. Chief Yehlik will present options at the meeting.

### **RECOMMENDATION**

City Council can determine which option to proceed with at this time.

July 31, 2018

Honorable Mayor Horne and Members of the New Richmond City Council,

I am writing this letter to make you aware that I, and others in our neighborhood feel that the deer herd is at the size that it needs to be thinned. There are many times that the herd has come through, devastating the hostas, flower plants and even hanging baskets. This March our neighbor had the unfortunate occurrence of having the herd nearly destroy seven arbor vitae trees, which were defoliated up to six feet or more. The arbor vitae had fence around them but that wasn't enough to keep the herd away.

Last year the deer herd wasn't just busy on the West River Drive, East River Drive, Summit Road and Fairfield Rd area, they also hit the area around St. Mary's School and Immaculate Conception Church. The herd was active in the First Street area, along the river, from the dam, to the New Richmond Golf Course.

Many times, during the winter we watch the deer herd come out of the river bottom by St Luke's Lutheran Church, cross the parking lot and walk down the middle of Fairfield Rd to the east. Where they go from there, we cannot see in the dark, but the deer are on a definite destination.

Some may ask "How large is this deer herd?". We don't know for sure. In our area we see anywhere from 2 to 13 deer at a time. We are sure that the total herd number will be much larger than the thirteen deer that were in our back yard this last March. Other areas of the city have deer problems also, with many people complaining about the damage from the deer population.

Thank you for taking the time to come up with some solution to the deer herd problem in our community. I welcome phone calls if you have questions or would like to discuss this more.

Sincerely;



David Bibeau  
347 W River Dr.  
New Richmond, WI  
715-222-4867

Allen Medina

Marilyn McCarty  
960 Fairfield Road  
New Richmond WI 54017

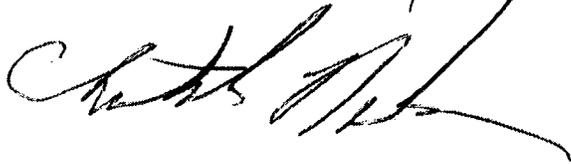
Jerry & Shirley Bestler  
2056 E. 6<sup>th</sup> St.  
New Richmond, WI 54017  
715-246-3265

Bonnie Klopp  
924 Fairfield Rd  
New Richmond, WI 54017

Bob Kaczmarek

Barbara Wagner  
1135 Hindden Ln  
New Richmond, WI

Patty Shatswell  
621 B 9<sup>th</sup>  
New Richmond



1047 West Rife Ct  
Henry Huber

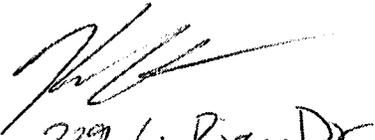
Jimmy Lee

944 Fair field rd  
New Richmond WI 54017

Vera Thorne

Joan Anderson

John Mortensen  
329 MESSIAH DR  
NR, WI 54017



329 W River Dr  
New Richmond, WI 54017

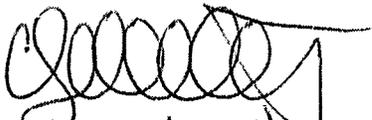
Kent Seef

Andra Drest

329 W RIVER DR  
New Richmond WI 54017

Beverly R. Sibean

349 W RIVER DR  
NEW RICHMOND WI 54017



Chris Armstrong  
1009 W RIVER DR  
NR WI 54017

Aiana Armstrong  
1009 W. River Dr  
NR, WI 54017



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## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Tanya Batchelor, City Clerk

**DATE:** August 21, 2018

**SUBJECT:** VFW Memorandum of Understanding

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### **BACKGROUND**

Nick Vivian, City Attorney, will present the Memorandum of Understanding at the Council meeting on August 27, 2018.



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

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 19 July 2018

RE: New Richmond – Extra Territorial Jurisdiction Plat Review

TPC FILE: 164.01

## BACKGROUND

The City of New Richmond has established provisions regulating subdivisions within an extra territorial jurisdiction extending 1.5 miles of the City's current boundary as Section 121-35 of the Zoning Ordinance. A recent Wisconsin Court of Appeals decision has significantly restricted the City's authority for review of subdivisions within the extra territorial jurisdiction. In order to comply with the legal requirements of the Court of Appeals decision in *Lake Delavan Property Company, LLC v. City of Delavan*, it is necessary for the City to amend the Zoning Ordinance and Subdivision Ordinance. These amendments to the Zoning Ordinance and Subdivision Ordinance are subject to Plan Commission review and approval by the City Council.

### Exhibits:

- Draft ordinance amendment

## ANALYSIS

Section 121-35 of the Zoning Ordinance establishes a review procedure and requirements for subdivision of properties within the City's extra territorial jurisdiction. Section 121-35 of the Zoning Ordinance includes specific standards requiring that any subdivision resulting in creation of new lots provide for a minimum lot area of 35 acres except under defined circumstances. The intent of the 35 acre minimum lot area requirement is to ensure that subdivisions within the City's extra territorial jurisdiction does not result in a fragmented pattern of rural development that cannot be adequately served by public services and infrastructure or that will create physical barriers to future expansion of urban development through annexation/attachment to the City.

The Court of Appeals ruled in *Lake Delavan Property Company, LLC v. City of Delavan* that cities are not authorized by Wisconsin Statutes for extra territorial jurisdiction plat review from imposing zoning regulations. Extra territorial jurisdiction review of subdivisions is limited to the criteria for compliance with adopted Comprehensive Plans (including transportation and utility system plans), impact on the environment, and adequate provision of public services necessary to support the proposed development. A City may only impose zoning regulations, which would include provisions related to use, lot requirements, setbacks, etc., through a cooperative agreement with the adjacent township. The Boundary Agreement between the City and Star Prairie Township is an example of how a City is allowed to impose zoning regulations within extra territorial jurisdictions.

The City of Delavan's extra territorial jurisdiction regulations established a minimum density of one dwelling unit per 35 acres and minimum lot area of 1 acre for any new lot subdivided within the extra territorial jurisdiction. The Court of Appeals found that the City of Delavan's density regulation was a zoning restriction that could only be imposed through a cooperative agreement with the town. The City's current 35 acre minimum lot area requirement established by Section 121-35 of the Zoning Ordinance is similar in effect to the City of Delavan density provision.

City staff (including the City Attorney) have concluded that the City's existing extra territorial jurisdiction provisions are in conflict with the *Lake Delavan Property Company, LLC v. City of Delavan* decision and must be amended. City staff has drafted the proposed amendment attached hereto to repeal Section 121-35 of the Zoning Ordinance. New language is to be added to the Subdivision Ordinance that would establish review procedures for subdivisions within the City's extra territorial jurisdiction. Subdivisions within the extra territorial jurisdiction would be subject to review by the Plan Commission and approval of the City Council to ensure that the development complies with environmental regulations, has adequate provision for access, sanitary sewer and water service, and stormwater management. The criteria to be adopted as part of the Subdivision Ordinance would also allow the City to preserve future transportation and utility corridors for urban development upon attachment/annexation of the area surrounding the parcel to be subdivided. The proposed process and criteria for subdivision review within the extra territorial jurisdiction, outside of Star Prairie Township, is consistent with the provisions of Wisconsin Statutes and the Court of Appeals decision in *Lake Delavan Property Company, LLC v. City of Delavan*.

## **RECOMMENDATION**

The City's current requirements for extra territorial jurisdiction plat review are inconsistent with the Court of Appeals decision in *Lake Delavan Property Company, LLC v. City of Delavan*. The proposed amendment drafted by City staff would establish new criteria for consideration of extra territorial jurisdiction plat review that allows the City the ability to ensure that subdivisions within surrounding rural areas are not premature in terms of impacts to the environment or provision of infrastructure to the extent allowed by current law. City staff recommends approval of the proposed ordinance amendment.

## **POSSIBLE ACTIONS**

- A. Motion to recommend City Council **approval** of an Ordinance amending the City Code regarding extra territorial jurisdiction plat review as presented.
- B. Motion to **table**.
- c. Michael Darrow, City Administrator  
Nick Vivian, City Attorney

**ORDINANCE # \_\_\_\_**

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

**Section 1.** Section 117 of the City Code is hereby amended to include the following provisions:

Sec. 117-22A. Extra Territorial Jurisdiction Subdivisions:

A. Application required.

1. No land shall be divided within the 1-1/2 mile extra territorial jurisdiction plat approval area established in accordance with Wisconsin Statutes 236 without first filing an application and subdivision plat or certified survey map with the City for approval with a fee as prescribed by resolution and gaining such approval and complying with all stipulations of approval by the City.
2. The following shall be exempt from the review provisions for extra territorial jurisdiction subdivisions established by this section:
  - a. A request for a land division a portion of a lot where the division is to permit the adding of a parcel of land to an abutting lot so that no additional lots are created and both new lots conform to the applicable zoning ordinance lot size minimum standards.
  - b. A request to combine 2 existing lots of record in to a single lot.
  - c. A request for land division that is located within an area where the City and town have entered into an intergovernmental agreement or a joint extra territorial zoning committee is formed that adopts an extraterritorial zoning plan that allows land divisions creating new parcels subject to such agreement, plan, procedures, and standards.

B. Procedure. The application shall be processed in accordance with the applicable procedures established for a subdivision plat or certified survey map as required by this Chapter.

C. Required information. The application shall include the written and graphic materials required to be submitted for consideration of a subdivision plat or certified survey map as applicable and as required by this Chapter.

D. Performance Standards. A parcel will qualify for subdivision to allow a more intensive land use only when the City Council finds that the subdivider has demonstrated that following criteria have been satisfied:

1. Consistency with Comprehensive Plan: A proposed subdivision shall be consistent with the goals, policies, and recommendations of the Comprehensive Plan regarding planned public street or utility corridors or constitute an infilling of development.
2. Adequate Waste Disposal Systems: A proposed subdivision shall be deemed to have adequate waste disposal systems if there is adequate on-site sewer capacity potential to support the subdivision if constructed to the maximum permissible density.
3. Adequate Water Supply: A proposed subdivision shall be deemed to have an adequate water supply if there is adequate sources of water, either from public systems or private wells, to serve the proposed subdivision if constructed to its maximum permissible density allowed by the Comprehensive Plan without causing an unreasonable depreciation of existing water supplies for surrounding areas.
4. Adequate Stormwater Management: A proposed subdivision shall provide for adequate management and treatment of stormwater runoff if:
  - a. Surface or subsurface water retention and runoff is such that it does not constitute a danger to the structural security of structures within the proposed development.
  - b. Structures within the proposed subdivision will not result in pollution of water sources from erosion and siltation.
  - c. Site grading will not cause harmful and irreparable damage from erosion and siltation on downhill or downstream land.
  - d. The proposed subdivision complies with the provisions of the 1991 Wetland Conservation Act.
  - e. Factors to be considered in making these determinations may include: average rainfall for the area; the relation of the land to the floodplain; the nature of soils and subsoils and their ability to

adequately support surface water runoff and waste disposal systems; the slope of the land and its effect on effluents; and the presence of streams as related to effluent disposal.

5. Adequate Streets: A proposed subdivision shall be deemed to have adequate streets to serve the subdivision when:
    - a. Streets that access the proposed subdivision are of such a width, grade, stability, vertical and horizontal alignment, site distance and surface condition that an increase in traffic volume generated by the proposed subdivision will not create a hazard to public safety and general welfare, not aggravate an already hazardous condition, and when, with due regard to the advice of St. Croix County and/or the Wisconsin Department of Transportation, said streets are appropriate for the intended use.
    - b. The traffic volume generated by the proposed subdivision would not create unreasonable congestion or unsafe conditions on streets existing at the time of the application or proposed for completion within the next two (2) years.
  6. Adequate Public Service Capacity: A proposed subdivision shall be determined to have necessary public service capacity when recreational facilities, police protection, fire protection, and other public facilities that must be provided at public expenses can reasonably be provided for within the next two (2) years.
  7. Consistency with the Capital Improvement Plan: A proposed development shall be deemed consistent with the Capital Improvement Plans when improvements and/or services necessary to accommodate the proposed subdivision have been programmed in the town, City, St. Croix County, or other regional capital improvement plans, or that a revision to capital improvement programs can be accommodated.
- E. Deed Restriction. A deed restriction shall be recorded with the properties involved in the land division to prohibit further subdivision of additional lots unless allowed in compliance with the provisions of this section.

**Section 2.** Section 121-35 of the City Code is hereby repealed in its entirety.

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

Passed and approved:  
Published and effective:

**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

ATTEST: \_\_\_\_\_  
Tanya Batchelor, City Clerk



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

## **MEMORANDUM**

**TO:** Beth Thompson

**FROM:** D. Daniel Licht, AICP

**DATE:** 6 July 2018

**RE:** New Richmond – New Richmond Business & Technical Park; ARB

**TPC FILE:** 164.01

## **BACKGROUND**

The City of New Richmond has developed the New Richmond Business and Technical Park as a means of realizing its economic development goals for employment and expanded tax base within the community. The New Richmond Business and Technical Park has been developed in three phases. Each phase of the New Richmond Business and Technical Park has included the establishment of protective covenants that govern development and land use within the area that are in addition to the standards, requirements, and processes established by the Zoning Ordinance. The development covenants include requirements for review of site and building plans. The site and building plan review is currently undertaken by an Architectural Review Board appointed by the Economic Development Commission. The City is considering establishing the Plan Commission with the responsibility of reviewing site and building plans for consistency with the development covenants. The intent of this action would be to make the development review process more efficient as the oversight of the Plan Commission and Architectural Review Board overlap.

## **ANALYSIS**

The respective development covenants for each phase of the New Richmond Business and Technical Park state that no building improvement, parking area, landscaping, or sign shall be constructed, erected, placed, or subsequently altered on any site until the plans for such improvement has been approved. The development covenants for Phases 1 and 2 of the New Richmond Business and Technical Park delegate this authority to the Economic Development Commission. The development covenants for the Richmond Way Commercial District establish

an Architectural Review Board consisting of members of the Economic Development Commission. Upon development of the majority of the Richmond Way Commercial District, the Economic Development Commission is to turn over the responsibilities of the Architectural Review Board to the owners of the individual lots.

The duties of the Architectural Review Board mirror the development review process established by the Zoning Ordinance where site and building plans are subject to review by the Development Review Committee (City staff) and the Plan Commission. The DRC and Plan Commission review the site and building plans for compliance with the lot requirements, site design, and building exterior finish requirements for the Zoning Ordinance that are equal to or exceed the requirements of the Development Covenants. The need to follow the Zoning Ordinance development review process and have a second review process by the Architectural Review Board is redundant and extends the timeframe that developers must go through for project approvals. In order to make the development review process more efficient for developers, as well as the City. City staff recommends that there be only one review process encompassing both the requirements of the Zoning Ordinance and the Development Covenants.

The Economic Development Commission recently became Forward New Richmond, with a more long-range focus, so this group is no longer ideally suited for role of an architectural review board. The Plan Commission is regularly involved with the technical elements of reviewing site and building plans for development proposals. Therefore, City staff further recommends that the City Council assign responsibilities of the Architectural Review Board for the Development Covenants to the Plan Commission. This will allow for concurrent review for compliance with Zoning Ordinance and Development Covenant standards as a single expedited process. This will save time both for the developer and City staff while ensuring compliance with the established development regulations. Establishing the Plan Commission as the Architectural Review Board will also keep that advisory commission more informed about development activity within the New Richmond Business and Technical Park.

## **CONCLUSION**

City staff has drafted a resolution for consideration by the City Council that would assign the responsibilities for the New Richmond Business and Technical Park Architectural Review Board to the Plan Commission. Having the Plan Commission act as the Architectural Review Board will expedite approvals for proposed business developments and expansions consistent with the City's economic development goals outlined by the Comprehensive Plan. The City Council will discuss the proposed resolution at a future work session prior to formal consideration for adoption.

- c. Michael Darrow, City Administrator  
Nick Vivian, City Attorney

## RESOLUTION

### **A RESOLUTION OF THE COMMON COUNCIL OF THE CITY OF NEW RICHMOND DESIGNATING THE PLAN COMMISSION AS THE ARCHITECTURAL REVIEW BOARD ESTABLISHED BY THE DEVELOPMENT COVENANTS OF THE NEW RICHMOND BUSINESS AND TECHNICAL PARK.**

**WHEREAS**, the City of New Richmond is the developer of the New Richmond Business and Technical Park within the City of New Richmond; and,

**WHEREAS**, the following Development Covenants are recorded for properties within the New Richmond Business and Technical Park:

1. Phase 1 covenants recorded on December 19, 1988, as may be amended.
2. Phase 2 covenants recorded on June 24, 2002, as may be amended.
3. Richmond Way covenants recorded on November 2, 2006, as may be amended.

**WHEREAS**, the Development Covenants establish performance standards site and building plan improvements within the New Richmond Business and Technical Park; and,

**WHEREAS**, Sections A-1 of the Development Covenants state that no building improvement, parking area, landscaping, or sign shall be constructed, erected, placed, or subsequently altered on any site until the plans for such improvement has been approved.

**WHEREAS**, the Development Covenants provide for establishment of an Architectural Review Board appointed by the Economic Development Commission to review and approve proposed improvements to lots within the New Richmond Business and Technical Park; and,

**WHEREAS**, properties within the New Richmond Business and Technical Park and subject to the provisions of the New Richmond Zoning Ordinance adopted within the City Code governing allowed uses, lot requirements, site design, and building construction; and,

**WHEREAS**, improvement of properties within the New Richmond Business and Technical Park under the provisions of the Zoning Ordinance is subject to review and approval by the Development Review Committee or the Plan Commission;

**WHEREAS**, the review of development proposals within the New Richmond Business and Technical Park under both the Development Covenants and Zoning Ordinance could be accomplished more efficiently in terms of time and costs if subject to only a single process; and,

**WHEREAS**, the strategies of the Comprehensive Plan call for the City to encourage business development and retention; and,

**WHEREAS**, an expedited and efficient development review process for project approvals is consistent with the goal of the Comprehensive Plan to encourage business development and retention; and,

**WHEREAS**, the City Council has acted to revise the role of the Economic Development Commission as Forward New Richmond to advise the City Council on long-term economic development goals and opportunities; and;

**WHEREAS**, the Plan Commission is the most appropriate body to review development proposals within the New Richmond Business and Technical Park for compliance with the technical provisions of the Zoning Ordinance and Development Covenants;

**NOW THEREFORE BE IT RESOLVED** by the Common Council of the City of New Richmond that the Plan Commission shall be designated as the Architectural Review Board established by the respective covenants of the New Richmond Business and Technical Park to carry out such duties as established therein.

Passed and adopted:

**CITY OF NEW RICHMOND**

By: \_\_\_\_\_  
Fred Horne, Mayor

ATTEST: \_\_\_\_\_  
Tanya Batchelor, City Clerk



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**TO: Mayor Horne and City Council Members**

**FROM: Beth Thompson, Community Development Director**

**DATE: August 21, 2018**

**RE: Raedeke Project –North Side Development**

**Background**

At the last City Council meeting we discussed moving forward with gathering updated plans on the Raedeke project on the North Side.

The first attachment is the original concept for Willow River Estates and the second attachment is the plans that will be moved forward to the Plan Commission in their Conditional Use Application.

After the last City Council meeting there was a conference call with the Raedeke's and the following items were mutually agreed upon as additional site improvements:

**Building Elevations:**

1. Add awnings over all four French doors (discussion of awnings in metal are a City preference).
2. Add wall mounted goose neck lighting fixtures on the street side elevation.
3. Highlight all eight (8) windows with an edge added on the top and bottom on the west or street facing side of the building.
4. The two divider walls will be eliminated (based on comments from Jeff regarding esthetics).
5. The divider wall will be replaced with the continuation of the metal railings.
6. The sign will be removed from the building and a ground sign will be replace it. The ground sign will be approved at a later date through the sign permit process.
7. French doors will be placed on the west side of the building leading out to the patio for each unit.
8. Two additional windows will be added to both the north side and the south side of the building.
9. Two tone brick will be used on the west side of the building the entire length of the building to distinguish the four different rental units.

10. The brick will be wrapped around the north and south sides of the building at a height of three feet. There will be a top ledge placed above the three feet.

**Landscaping:**

1. Shrubs or perennials will be placed along the south side of the building.
2. All other landscaping will be consistent with the plans dated June 2018 on page C7.
3. Raedeke and the City agree to talk about additional planting(s) on the east side of the property between the parking lot and the trail when the trail is installed.

**Other items to note:**

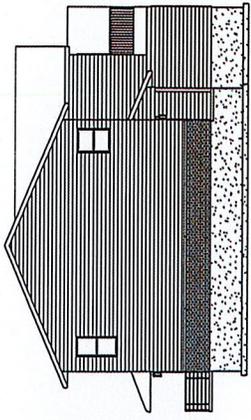
1. The City will undertake the streetscape portion of this project to include sidewalk and street trees.

**Recommendation**

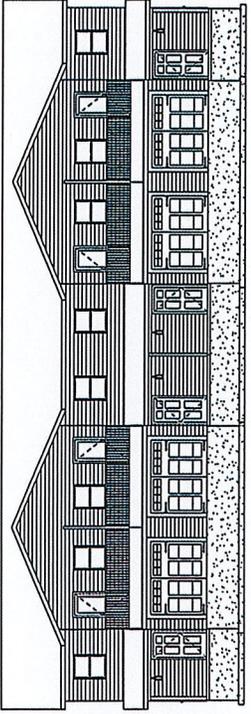
City staff recommends this proposal move forward to the Plan Commission as a Conditional Use Permit.



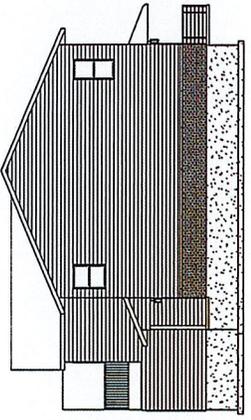
NO.	DATE	DESCRIPTION
A.	INITIAL RELEASE	
B.	AWAITING APPROVAL	
C.	REVISIONS	
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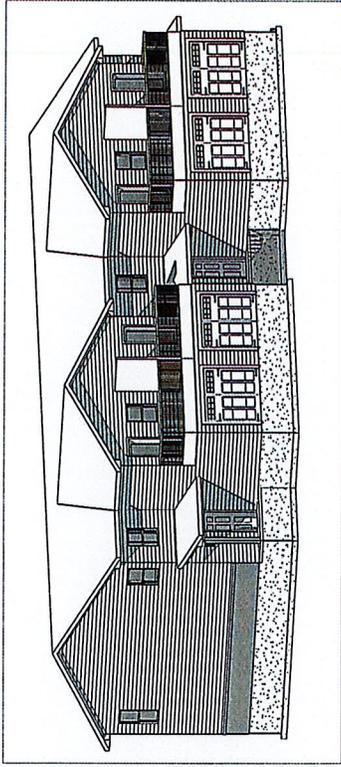
① RIGHT ELEVATION  
1/8" = 1'-0"



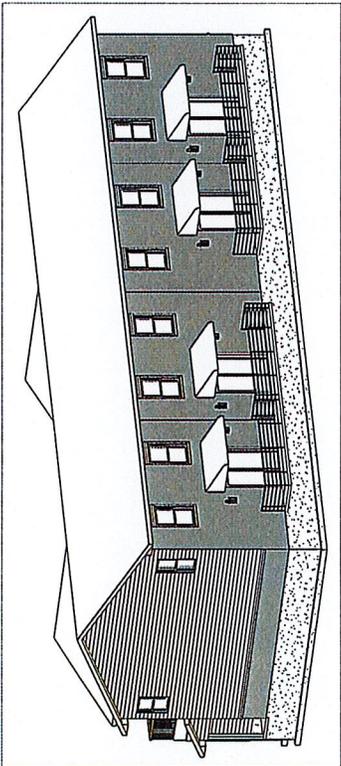
② REAR ELEVATION  
1/8" = 1'-0"



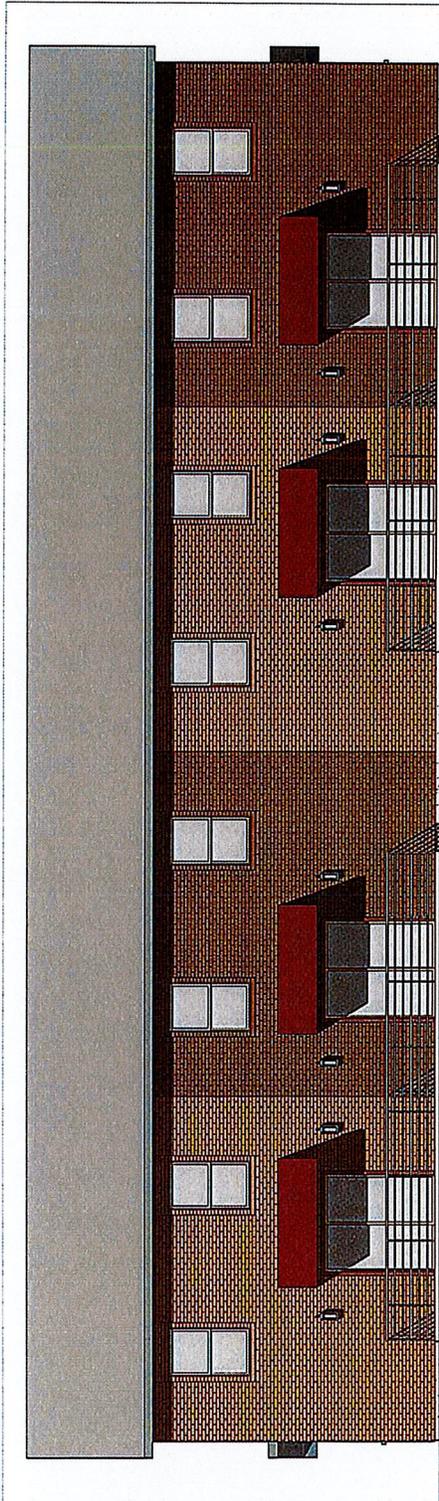
③ LEFT ELEVATION  
1/8" = 1'-0"



④ INSERTED 3D-2



⑤ INSERTED 3D-1

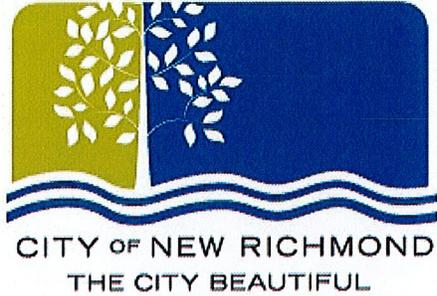


① FRONT ELEVATION  
1/4" = 1'-0"

TWO-TONE BRICK USED TO DISTINGUISH THE FOUR DIFFERENT UNITS. ALL AWNINGS TO BE VERIFIED.

8-0 WIDE AWNINGS INSTALLED ABOVE EACH PATIO DOOR WITH INTERNAL FRAMES, EXTENDING OUT 5-0 FROM FACE OF BUILDING.

271 SQ. FT. GARAGE EACH UNIT  
1326 SQ. FT. FINISHED EACH UNIT



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## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tanya Batchelor, City Clerk  
**DATE:** August 21, 2018  
**SUBJECT:** Food Truck on City Property

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### **BACKGROUND**

Roger Keopple has requested permission to bring his food truck to Freedom Park when there is football practice during the week from now until October 31, 2018. He has a state mobile restaurant permit and will need to get a Direct Seller's Permit from the City as well. He would sell brats, hot dogs, hamburgers, barbeques, French fries and cheese curds. Roger would also like to have the fees waived for the Direct Seller's Permit. Our ordinances do not address food trucks on City property. Staff will develop a policy for food trucks and that will be on the September work session.

### **RECOMMENDATION**

City Council has the authority to approve or deny the request to allow a food truck on City property and to waive the fees for the Direct Seller's Permit.



**TO:** Mayor Fred Horne and City Council

**FROM:** Mike Darrow, City Administrator  
Rae Ann Ailts, Finance Director

**DATE:** August 21, 2018

**RE:** 2019 Budget Review

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The general fund in combination with the Utilities budgets reflect over 18 million dollars in services; ranging from operational needs at the New Richmond Regional Airport, water funding to ensure safe drinking water, library program services, emergency services provided by police, fire and ambulance to maintain safety and security to public work services which allow us to keep our infrastructure safe and community beautiful.

Through the years, the budget process has evolved and continues to evolve into the future. However, the critical value throughout the budget process is collaboration. This collaborative approach is integral in delivering and enhancing services to our community. The budget process begins in late spring with department heads reviewing operations and identifying future needs within their respective departments as well as all City operations. Since that time, we have worked with staff, department heads, council members and stakeholders in issue identification and discussion of general themes for our next fiscal year. It is through collaboration, innovation and partnerships that in 2018 the City has been able to enhance services with the addition of a K9 Officer, School Resource Officer, fire fighting equipment and recreational enhancements with minimal impact to taxpayers.

During the meeting on Monday evening, department heads will present information on budget, general themes and key needs going into the next fiscal year. Outcomes for this meeting include:

- Understanding and approval of key themes
- Overview of department needs
- Overview of next steps within the budget process



**TO:** Mayor Fred Horne and City Council

**FROM:** Rae Ann Ailts, Finance Director  
Mike Darrow, City Administrator

**DATE:** August 21, 2018

**RE:** Capital Improvement Plan 2018-2022

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### **Background**

Over the course of the last several months, staff has presented Council with an overview of critical and very important capital projects within the 2019 and 2020 plan years. Projects identified as critical are in need of immediate replacement or repair and have a direct impact on the safety or health of staff and/or residents. Whereas, very important projects are in need of replacement or repair in the midterm but not immediately.

### **Next Steps**

On Monday evening, staff will provide an overview of “important” projects within the 2019 and 2020 plan years as well as possible sources of funding for these projects. Important projects are defined as a **“Project that would be nice, but does not directly impact the safety or health of the community”**.

Staff will present additional information on the police garage and brush truck replacement, in which Council previously requested additional information be provided.

The Capital Improvement Plan is a complex, multi-step process and over the course of the last several months, Council has worked through project identification and have assigned preliminary priority to each project. Over the next thirty days, we will work to formalize project priority so the financial planning phase can align financial resources to projects based upon priority.

### **Timeline**

Below is the proposed timeline for completion of the CIP project:

- September Work session – Formalization of project priority, discussion on preliminary financial plan and impacts
- October Work session – Formalization of financial plan
- November regular meeting - Adoption of Capital Improvement Plan 2018-2022



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## MEMORANDUM

**TO:** Mayor Horne and City Council

**FROM:** Noah Wiedenfeld, Management Analyst

**DATE:** August 22, 2018

**SUBJECT:** Fundraising Policy

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### **BACKGROUND**

At the City Council Work Session meeting in June, City staff provided an overview of a fundraising policy that would be developed by staff over the summer. Consistent fundraising policies and procedures can support the following objectives:

- Ensure that fundraising activities are carried out in an ethical manner
- Provide clear communication between City staff, elected officials, boards and commissions, and the general public
- Ensure gifts are properly recorded and acknowledged
- Limit donor fatigue to the extent possible
- Comply with local ordinances and state statutes
- Ensure that the City of New Richmond meets all legal and fiduciary responsibilities

A draft fundraising policy document and authorization form are included in the agenda packet for review and feedback.

### **ACTION REQUESTED**

No formal action is requested at this time. City Council members should review the document over the next two weeks and suggest any edits or feedback to City staff. Depending on the feedback that is received, City staff would tentatively plan to have this item included on the City Council agenda in September for formal consideration.



# CITY OF NEW RICHMOND FUNDRAISING POLICY

## **OVERVIEW**

New Richmond is a very giving community. Time and time again, local businesses, non-profit organizations, and citizens have stepped forward to help worthwhile causes and projects. This generosity of time, talent, and resources is a testament to the character of our community.

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community in recent years, and have resulted in the establishment of the K9 program, several improvements to the parks and trails system, downtown beautification, and equipment for the fire department, among others.

## **PURPOSE**

It's important to establish consistent fundraising policies and procedures for the City of New Richmond in support of the following objectives:

- Ensure that fundraising solicitations support only activities that are consistent with the City of New Richmond's mission and are carried out in an ethical manner
- Provide clear communication between City departments, elected officials, boards and commissions, and the general public
- Ensure gifts are properly recorded and acknowledged
- Limit "donor fatigue" in the community to the extent possible
- Comply with all local ordinances and state statutes
- Ensure that the City of New Richmond meets all legal and fiduciary responsibilities

The policies and procedures outlined in this document are not intended to be burdensome or to prevent or discourage fundraising, but instead provide greater clarity and guidance that can help make a fundraiser more successful and a better experience overall for everyone involved. Today's donors have more outlets for their philanthropic desires than ever before. The City of New Richmond can be at the forefront of a donor's choice if we are clear in our intent, focused on the City's highest priorities, and present exciting opportunities for their involvement.

## **FUNDRAISING POLICY**

This Policy shall apply to any and all employees of the City of New Richmond, as well as any individuals or organizations who may be acting on behalf of the City of New Richmond.

### ***Standards***

- All monies raised via fundraising activities **will be for the stated purpose of the appeal.**
- All personal information collected by the City of New Richmond is confidential and is not for sale or to be given away or disclosed to any third party without consent.
- Nobody directly or indirectly employed by or volunteered for the City of New Richmond shall accept commissions, bonuses, payments, or non-monetary gifts for fundraising activities on behalf of the organization.
- Funds shall be managed by the City of New Richmond Finance Department, except in the case of long-term fundraising appeals or when the administration of such funds might be overburdening as determined by the City Administrator, in which case the New Richmond Area Community Foundation may be better suited to manage the funds. Any decision to use an outside organization as a fiscal agent (such as the New Richmond Area Community Foundation) must be approved in advance by the City Administrator and the City of New Richmond Finance Department.
- The number and frequency of all fundraisers shall be limited to avoid excessive and frequent donation requests from specific donors or the community at-large.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Likewise, potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect. The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement. Donor recognition, including but not limited to signage or naming rights, must be clearly identified in the application form and follow all other City policies, such as the naming rights policy for parks and recreational facilities.

- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements should not be relied upon; the use of a written donation agreement shall be considered best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

### ***Application Process***

All fundraising activities, including financial or non-monetary donation requests, one-time or recurring events, or fundraising campaigns shall complete an application form. Recurring events shall complete an application form each year. Applications should be submitted to the City Administrator as early as possible, prior to the start of any advertising or donation requests are made, and at least one month before the fundraising event date (if applicable). Applications will be reviewed by a fundraising review committee that consists of representatives from each city department within one week after the application is received.

If there are no concerns from the committee, the application will be approved and signed by the City Administrator and a copy of the application will be kept on file. The City Council will be made aware of all fundraising activities by the City Administrator on a regular basis. The City Administrator and fundraising review committee may ask that a proposed fundraising activity be delayed until a time when either the suggested donor(s) will be more receptive to a gift request, or the proposed activity would not jeopardize funding for a higher priority of the City.



## City of New Richmond Fundraising Authorization Form

Primary Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Fundraising Activity Description: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will the proposed fundraising activity benefit the City of New Richmond and its mission?

\_\_\_\_\_

\_\_\_\_\_

To which account or to what project will the funds raised go towards? \_\_\_\_\_

\_\_\_\_\_

Describe the timeline and important date(s) for the fundraising activity, including when you will be seeking donations or sponsorships, advertising, fundraiser event date, etc.

\_\_\_\_\_

\_\_\_\_\_

How do you intend to advertise or otherwise promote the fundraising activity?

\_\_\_\_\_

\_\_\_\_\_

Has the fundraising activity been approved by a City board or commission? Please specify.

\_\_\_\_\_

\_\_\_\_\_

Which businesses, civic organizations, foundations, or individuals will you approach to support this fundraising activity? This includes monetary donations, in-kind donations, products, etc.

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How do you propose recognizing supporters of the fundraising activity? (E.g. name and logo printed on banner or other marketing materials) \_\_\_\_\_

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Are you proposing the use of a friends group, New Richmond Area Community Foundation, etc. instead of the City of New Richmond Finance Department? Please specify. \_\_\_\_\_

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Beyond the fundraising activity, fiscal sustainability must be considered for all projects. Please describe the long-term costs, maintenance needs, etc. associated with this fundraising activity.

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Please check the boxes that are applicable to your fundraising activity to indicate that you have obtained all necessary licenses or permits.

- Direct Seller Permit*
- Processions, Parades, Runs, Walks, Bicycle Races, and Marathons*
- Street Use Permit*
- Extension of Premises Permit*
- Use of Amplifying Devices Permit*
- Exemption from Sec. 50-87 – Loud and unnecessary noise*
- Temporary Class "B"/"Class B" Retailer's License*
- Sign Permit*
- State of Wisconsin raffle license*

Approval from City Administrator

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Signature

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Date



**TO:** Mayor Fred Horne and City Council

**FROM:** Rae Ann Ailts, Finance Director

**DATE:** August 22, 2018

**RE:** Assessor Services – Request for Proposals

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During the July regular Council meeting, the Council approved the issuance of a request for proposals for assessor services. Proposals were due on August 21, 2018 of which two proposals were received.

During Monday's work session staff will provide an update regarding next steps in the review and interview process.