



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

**April 17, 2019**

**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, April 22, 2019 at 4:30 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. Library Update**
- 6. Strategic Plan**
- 7. Event Plan**
- 8. Financial Management Policy**
- 9. Flex Time Policy**
- 10. Bereavement Leave Policy**
- 11. Birth and Adoption Leave Policy**
- 12. Building Permit Fees**
- 13. Municipal code Self-Publishing Software**
- 14. Police Department Siding Bids**
- 15. Resolution #041903 – Sports Center Repairs**
- 16. Proclamation for Small Business Week**
- 17. Communications and Miscellaneous**
- 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:** April 22, 2019

**SUBJECT:** Library Update

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Staff will provide an update on the Library project at the meeting on April 22, 2019.



TO: Mayor Horne and City Council Members

FROM: Tanya Batchelor, City Clerk

DATE: April 22, 2019

RE: Strategic Plan

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Staff will provide an overview of the Strategic Plan at the meeting on April 22, 2019.



TO: Mayor Horne and City Council Members

FROM: Tanya Batchelor, City Clerk

DATE: April 22, 2019

RE: Event Plan

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Staff will provide additional information about the event plan at the meeting on April 22, 2019.



**TO:** Mayor Fred Horne and City Council  
**FROM:** Rae Ann Ailts, Finance Director  
**DATE:** April 22, 2019  
**RE:** Financial Management Policy

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### **Background**

Financial management policies are essential in providing a long-term, strategic roadmap for sustainable financial management. While the City has developed and implemented various financial policies over the years, these policies have been stand-alone in nature. Additionally, there are processes and policies, which have not been formally memorialized.

Therefore, the Finance Department is working to develop a Comprehensive Financial Management Policy. This policy will provide clarity to residents and stakeholders on how resources are managed, how risk is mitigated, how the City seeks to preserve and/or improve its credit rating and promote overall long-term and strategic planning.

Policies that will be included in the Comprehensive Financial Management Policy are: budget, capital improvement planning, fund balance, debt, investment, treasury management, procurement, accounting and financial reporting, risk management, grant administration and long-term financial reporting.

Staff anticipates review of the draft Comprehensive Financial Management Policy during the Council's June work session. The city's legal counsel, financial consultant and investment consultant will be engaged throughout the process to ensure the policies are in alignment with legal requirements.

### **Recommendation**

Staff is not seeking a formal recommendation at this time but consensus to move forward with drafting of the policy.



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## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Tanya Batchelor, City Clerk

**DATE:** April 22, 2019

**SUBJECT:** Family & Wellness Policies

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Staff will provide updates on the following policies at the meeting on April 22, 2019:

Flex Scheduling Policy  
Bereavement Leave Policy  
Birth & Adoption Leave Policy



## **FLEXIBLE AND ALTERNATIVE SCHEDULE POLICY**

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### **PURPOSE:**

The City of New Richmond recognizes the difficulties employees face in managing the demands of work, family and life-related issues. In order to minimize such conflicts for its employees, the City may approve alternative and flexible work schedules which provide employees with increased flexibility with their work schedule while allowing the City to maintain a progressive and productive work environment. Alternative and flexible work scheduling is an opportunity to maintain employee productivity through various forms of creative work scheduling.

### **DEFINITIONS**

**Flexible Work Schedule (FWS):** Flexible work schedules are changes made to the starting and ending times of an employee's work day.

**Alternative Work Schedule (AWS):** An alternative work schedule is a pre-scheduled, fixed, continuous schedule of hours that deviates from the standard schedule of a Department. Examples include:

- Four, ten-hour days;
- Four, nine-hour days and one, four-hour day (typically Friday as the half-day).

### **POLICY:**

All non-represented City of New Richmond employees may request an FWS or AWS on a case-by-case basis.

The City will consider the request giving consideration to the following factors:

- Budget impact
- FLSA Impact
- Impact on Department operations and production
- Safety concerns
- Liability issues
- Customer service requirements

- Communication with co-workers
- Equipment availability
- Access to support staff
- Administrative burden
- Need for supervision

Not all jobs may be suitable for AWS or FWS. The work habits, skills and abilities of employees may impact the decision whether to approve a request for AWS or FWS. AWS and FWS are a privilege rather than a right of employment. Organizational and operations requirements will supersede any and all requests. No requests will be approved if there are additional costs i.e. overtime. It remains the expectation that an employee with an AWS or FWS will work a forty (40) hour work week.

### **PROCESS:**

An employee must file a written request for an AWS or FWS with the employee's Department Head. The Department Head shall consider the request giving consideration to the factors listed above and whether the request is workable within the Department. This may include determining if the entire Department or an entire shift must convert to an AWS or FWS.

In addition, the following conditions must be met for an FWS or AWS to be approved: the employee must have a satisfactory attendance record; the employee must meet all performance expectations in their current role; the employee must consistently demonstrate the ability to complete tasks and assignments on a timely basis; and the nature of the employee's work and responsibilities must be conducive to a flexible work arrangement without causing significant disruption to performance and/or service delivery.

If the Department Head determines that the AWS or FWS request is appropriate, the Department Head will forward the request and their recommendation for approval and the basis for it to the City Administrator and Human Resources for final approval. Human Resources shall at its absolute discretion approve all requests for AWS or FWS.

Any approved AWS or FWS is subject to a six-month trial period to assess the impact of the AWS or FWS and thereafter on annual basis.

The arrangement may be canceled for any reason by the Department Head or the City Administrator or Human Resources. An employee wishing to change or cancel an alternative work arrangement must obtain written approval from the Department Head with consent from Human Resources.



## **BEREAVEMENT LEAVE**

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### **POLICY:**

The City of New Richmond provides time off for employees in the event of a death in the family.

### **DEFINITIONS:**

Immediate family member: an employee's spouse, child, parent, stepchild, domestic partner (a person with whom the employee's life is interdependent and who shares a common residence), and child of an employee's domestic partner.

Extended family member: an employee's sibling, grandparent, grandchild, parent-in-law and sibling-in-law.

Extended relative: an employee's aunt, uncle, niece, nephew and first cousin.

### **PROCESS:**

Bereavement leave with pay may be taken for non-represented, regular full-time employees in connection with a death according to the following schedule: five (5) days for an immediate family member; three (3) days for an extended family member; and one (1) days for an extended relative.

Bereavement leave is not available to employees who are on an unpaid leave of absence or Worker's Compensation leave. If an employee is on vacation at the time of a death of a family member covered by this policy, the employee may substitute bereavement leave for vacation time.

If an employee needs additional time off from scheduled work, the employee may request the use of PTO or unpaid leave. This request must be made to the Department Head with additional approval from Human Resources. In approving a request for bereavement leave, the City may request an appropriate form of confirmation of death.

An employee may request leave using PTO or an unpaid leave for the death of any person not covered by this policy. This request must be made to the Department Head with additional approval from Human Resources.

Bereavement leave will not count as hours worked for calculating overtime.

The leave must begin within seven (7) calendar days of the death.



## **BIRTH and ADOPTION LEAVE**

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### **PURPOSE:**

The City of New Richmond adopts this policy to enable employees to take paid time off at the time of birth or adoption.

### **POLICY:**

Regular full-time non-represented employees may take up to ten (10) days of 100% paid leave from regularly scheduled work directly following the birth or adoption of an employee's own child or the placement of a child with the employee in connection with adoption. Prior to the leave or while on leave, employees may request an additional ten (10) days paid leave from regularly scheduled work at 40% of their compensation rate. Employees are also eligible to request an additional ten (10) days of paid leave from regularly scheduled work at 20% of their compensation rate.

If the birth or adoption involves two City employees, only one may receive paid leave under this policy.

The leave must begin on the date of the birth or adoption.

This leave is separate from any leave under the state and federal Family and Medical Leave Acts (FMLA) and runs concurrently with any such leave.

For birth or adoption not covered by this policy or the FMLA, employees may request an unpaid leave of absence or utilize PTO leave upon written request and approval from Human Resources.

### **PROCESS:**

The employee must file forms provided by Human Resources with the employee's Department Head and Human Resources (thirty) 30 days prior to the requested leave (or as soon as practicable if the leave is not foreseeable). Human Resources will review and approve the request if covered by this policy.



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## MEMORANDUM

**TO:** Mayor and City Council

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

**DATE:** April 17, 2019

**SUBJECT:** Building Permit Fees

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### Background

Over the past three months, building and zoning office staff have been working on preparing a fee comparison from five surrounding communities, with similar population; these communities were River Falls, Hudson, Menomonie, Rice Lake and Altoona. City staff would like to formally update our inspection fee schedule along with our miscellaneous inspection charges. We have been using our current fee schedule since 2002. During the interviewing process, Altoona stated they are going to be updating their building inspection fees within the next year. The other communities stated they would not be updating their fees in 2019.

Attached to this memo please find the following for your review and discussion at the work session:

1. Current Schedule of Fees – Attachment A
2. Proposed Miscellaneous Fees – Attachment B
3. Work sheet with examples and staff recommendations – Attachment C

### Recommendation

City staff is recommending review and discussion of the building inspection fee changes and/or additions; with final approval at the next full City Council meeting.

# BUILDING PERMIT FEES

## CITY OF NEW RICHMOND

Attachment A

Approved 1/14/02

VALUATION	FEE
\$1-\$500	\$22.50
\$600	\$25.50
\$700	\$28.50
\$800	\$31.50
\$900	\$34.50
\$1,000	\$37.50
\$1,100	\$40.50
\$1,200	\$43.50
\$1,300	\$46.50
\$1,400	\$49.50
\$1,500	\$52.50
\$1,600	\$55.50
\$1,700	\$58.50
\$1,800	\$61.50
\$1,900	\$64.50
\$2,000	\$67.50
\$3,000	\$81.00
\$4,000	\$94.50
\$5,000	\$108.00
\$6,000	\$121.50
\$7,000	\$135.00
\$8,000	\$148.50
\$9,000	\$162.00
\$10,000	\$175.50
\$11,000	\$189.00
\$12,000	\$202.50
\$13,000	\$216.00
\$14,000	\$229.50
\$15,000	\$243.00
\$16,000	\$256.50
\$17,000	\$270.00
\$18,000	\$283.50
\$19,000	\$297.00
\$20,000	\$310.50
\$21,000	\$324.00
\$22,000	\$337.50
\$23,000	\$351.00
\$24,000	\$364.50
\$25,000	\$378.00
\$26,000	\$387.75
\$27,000	\$397.50
\$28,000	\$407.25
\$29,000	\$417.00
\$30,000	\$426.75
\$31,000	\$438.50
\$32,000	\$446.25
\$33,000	\$456.00
\$34,000	\$465.75

VALUATION	FEE
\$35,000	\$475.50
\$36,000	\$485.25
\$37,000	\$495.00
\$38,000	\$504.75
\$39,000	\$514.50
\$40,000	\$524.25
\$41,000	\$534.00
\$42,000	\$543.75
\$43,000	\$553.50
\$44,000	\$563.25
\$45,000	\$573.00
\$46,000	\$582.75
\$47,000	\$592.50
\$48,000	\$602.25
\$49,000	\$612.00
\$50,000	\$621.75
\$51,000	\$628.50
\$52,000	\$635.25
\$53,000	\$642.00
\$54,000	\$648.75
\$55,000	\$655.50
\$56,000	\$662.25
\$57,000	\$669.00
\$58,000	\$675.75
\$59,000	\$682.50
\$60,000	\$689.25
\$61,000	\$696.00
\$62,000	\$702.75
\$63,000	\$709.50
\$64,000	\$716.25
\$65,000	\$723.00
\$66,000	\$729.75
\$67,000	\$736.50
\$68,000	\$743.25
\$69,000	\$750.00
\$70,000	\$756.75
\$71,000	\$763.50
\$72,000	\$770.25
\$73,000	\$777.00
\$74,000	\$783.75
\$75,000	\$790.50
\$76,000	\$797.25
\$77,000	\$804.00
\$78,000	\$810.75
\$79,000	\$817.50
\$80,000	\$824.25
\$81,000	\$831.00
\$82,000	\$837.75

VALUATION	FEE
\$83,000	\$844.50
\$84,000	\$851.25
\$85,000	\$858.00
\$86,000	\$864.75
\$87,000	\$871.50
\$88,000	\$878.25
\$89,000	\$885.00
\$90,000	\$891.75
\$91,000	\$898.50
\$92,000	\$905.25
\$93,000	\$912.00
\$94,000	\$918.75
\$95,000	\$925.50
\$96,000	\$932.25
\$97,000	\$939.00
\$98,000	\$945.75
\$99,000	\$952.50
\$100,000	\$959.25
\$101,000	\$964.50
\$102,000	\$969.75
\$103,000	\$975.00
\$104,000	\$980.25
\$105,000	\$985.50
\$106,000	\$990.75
\$107,000	\$996.00
\$108,000	\$1,001.25
\$109,000	\$1,006.50
\$110,000	\$1,011.75
\$111,000	\$1,017.00
\$112,000	\$1,022.25
\$113,000	\$1,027.50
\$114,000	\$1,032.75
\$115,000	\$1,038.00
\$116,000	\$1,043.25
\$117,000	\$1,048.50
\$118,000	\$1,053.75
\$119,000	\$1,059.00
\$120,000	\$1,064.25
\$121,000	\$1,069.50
\$122,000	\$1,074.75
\$123,000	\$1,080.00
\$124,000	\$1,085.25
\$125,000	\$1,090.50
\$126,000	\$1,095.75
\$127,000	\$1,101.00
\$128,000	\$1,106.25
\$129,000	\$1,111.50
\$130,000	\$1,116.75

VALUATION	FEE
\$131,000	\$1,122.00
\$132,000	\$1,127.25
\$133,000	\$1,132.50
\$134,000	\$1,137.75
\$135,000	\$1,143.00
\$136,000	\$1,148.25
\$137,000	\$1,153.50
\$138,000	\$1,158.75
\$139,000	\$1,164.00
\$140,000	\$1,169.25
\$141,000	\$1,174.50
\$142,000	\$1,179.75
\$143,000	\$1,185.00
\$144,000	\$1,190.25
\$145,000	\$1,195.50
\$146,000	\$1,200.75
\$147,000	\$1,206.00
\$148,000	\$1,211.25
\$149,000	\$1,216.50
\$150,000	\$1,221.75
\$151,000	\$1,227.00
\$152,000	\$1,232.25
\$153,000	\$1,237.50
\$154,000	\$1,242.75
\$155,000	\$1,248.00
\$156,000	\$1,253.25
\$157,000	\$1,258.50
\$158,000	\$1,263.75
\$159,000	\$1,269.00
\$160,000	\$1,274.25
\$161,000	\$1,279.50
\$162,000	\$1,284.75
\$163,000	\$1,290.00
\$164,000	\$1,295.25
\$165,000	\$1,300.50
\$166,000	\$1,305.75
\$167,000	\$1,311.00
\$168,000	\$1,316.25
\$169,000	\$1,321.50
\$170,000	\$1,326.75
\$171,000	\$1,332.00
\$172,000	\$1,337.25
\$173,000	\$1,342.50
\$174,000	\$1,347.75
\$175,000	\$1,353.00
\$176,000	\$1,358.25
\$177,000	\$1,363.50
\$178,000	\$1,368.75
\$179,000	\$1,374.00

VALUATION	FEE
\$180,000	\$1,379.25
\$181,000	\$1,384.50
\$182,000	\$1,389.75
\$183,000	\$1,395.00
\$184,000	\$1,400.25
\$185,000	\$1,405.50
\$186,000	\$1,410.75
\$187,000	\$1,416.00
\$188,000	\$1,421.25
\$189,000	\$1,426.50
\$190,000	\$1,431.75
\$191,000	\$1,437.00
\$192,000	\$1,442.25
\$193,000	\$1,447.50
\$194,000	\$1,452.75
\$195,000	\$1,458.00
\$196,000	\$1,463.25
\$197,000	\$1,468.50
\$198,000	\$1,473.75
\$199,000	\$1,479.00
\$200,000	\$1,484.25

\$200,001 to \$500,000 - \$1,484.25 for the first \$200,000 plus \$5.25 for each additional \$1,000, or fraction thereof, to and including \$500,000

\$500,001 to \$1,000,000 - \$3,059.25 for the first \$500,000 plus \$4.50 for each additional \$1,000, or fraction thereof, to and including \$1,000,000

\*All valuations between dollar amounts are to be rounded upward.

## Building Permit Fees

## Attachment B

### Permit Type

Doors – Same Size Opening	No Permit Required
Windows – Same Size Opening	No Permit Required
Replace Floor Coverings	No Permit Required
Accessory Structure	Flat \$100 Minimum (if over 150 sq. ft.)
Reside	Flat \$150 Per Building (residential and/or commercial)
Reroof	Flat \$150 Per Building (residential and/or commercial)
Signs – Permanent	Flat \$75 (regardless of size) plus \$10 per each additional sign
Signs – Temporary	Flat \$25 per year
Raze	Flat \$125
Moving	Flat \$250
State Permit Seal (1 & 2 Family)	Current State seal rate plus \$2 per seal
Re-inspection	Flat \$75 per trip
Site Stabilization/Erosion Control	Flat \$1,000 SSD per 1 & 2 SF Detached Homes & Duplex Flat \$1,000 SSD for ½ Twin Home
Plan Review Fees	Flat \$100 per Dwelling Unit Flat \$50 Residential Additions Flat \$50 Residential Alterations Flat \$25 Decks Flat \$200 Commercial Buildings Flat \$100 Commercial Additions Flat \$100 Commercial Alterations Flat \$150 Hangar



How do you calculate Permit Fees?	NEW RICHMOND	RIVER FALLS	HUDSON	MENOMONIE	RICE LAKE	ALTOONA	RECOMMENDATIONS FOR 2019
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<b>Accessory Structure</b>	Based on construction value if over 150 sq. ft.	Based on construction value if over 150 sq. ft.	Based on construction value if over 120 sq. ft.	Under 64 sq. ft. n/c; Flat \$25 - 64 to 240 sq. ft. (storage shed)	Under 192 sq. ft. n/c; Larger than 192 sq. ft. same as new home; Flat \$50 minimum	Up to 150 sq. ft. - \$50; 150 - 600 sq. ft. - \$75; 600 sq. ft. plus - Same as new home	<b>NO CHANGE: Based on construction value if over 150 sq. ft. CHANGE: \$100 Minimum</b>
<b>Garage</b>	Based on Construction Value	Based on Construction Value	Based on Construction Value	Flat \$50 for all detached structures larger than 240 sq. ft. must have permanent fondation	Same as new home Flat \$50 minimum	Same as new home	<b>NO CHANGE</b>
<b>Example: \$16,140 720 Sq. Ft. Garage</b>	<b>\$270.00</b>	<b>\$258.00</b>	<b>\$170</b>	<b>\$50</b>	<b>\$122</b>	<b>\$152</b>	
<b>Decks</b>	Based on construction value	Based on construction value	Based on construction value	Flat \$25	Flat \$25	Flat \$50	<b>NO CHANGE</b>
<b>Example: \$5,000 216 Sq. Ft. Deck</b>	<b>\$108.00</b>	<b>\$108.00</b>	<b>\$60</b>	<b>\$25</b>	<b>\$25</b>	<b>\$50</b>	
<b>Miscellaneous</b>							
Doors - same size opening	Based on construction value	No permit required	No permit required	No permit required	No permit required	No permit required	<b>CHANGE: No Permit required</b>
Windows - same size opening	Based on construction value	No permit required	No permit required	No permit required	No permit required	No permit required	<b>CHANGE: No Permit required</b>
Doors - change opening	Based on construction value	Based on construction value	Based on construction value	Flat \$25	Flat \$50	Flat \$50	<b>NO CHANGE</b>
Windows - change opening	Based on construction value	Based on construction value	Based on construction value	Flat \$25	Flat \$50	Flat \$50	<b>NO CHANGE</b>
Reside	Based on construction value	No permit required	No permit required	Flat \$25	No permit required	Flat \$30	<b>CHANGE: Flat \$150 per building; residential &amp; commercial</b>

How do you calculate Permit Fees?	NEW RICHMOND	RIVER FALLS	HUDSON	MENOMONIE	RICE LAKE	ALTOONA	RECOMMENDATIONS FOR 2019
Reroof	Based on construction value	No permit required	No permit required	No permit required	No permit required	Flat \$30	<b>CHANGE: Flat \$150 per building; residential &amp; commercial</b>
<b>Example: \$8,000 Reroof Valuation</b>	148.50	No permit required	No permit required	No permit required	No permit required	Flat \$30	
<b>Example: \$15,000 Reroof Valuation</b>	243.00	No permit required	No permit required	No permit required	No permit required	Flat \$30	
Signs - Permanent	Based on sign value	Flat \$62 for first sign Flat \$25 for each additional Sign	Flat \$30 per sign	\$1 per sq. ft. Flat \$25 Minimum	Flat \$50 N/C if no change in cabinet size	Flat \$75 Planner processes permits	<b>CHANGE: Flat \$75 (regardless of size) plus \$10 per additional sign</b>
Signs - Temporary	Permit required No Fees	Flat \$25 per sign	Flat \$30 per sign, maximum of six	No permit required Specific rules on location & timeframe	No Permit Required 45 days maximum	No permit required	<b>CHANGE: Flat \$25 per year</b>
Raze	Based on construction value	Flat \$135	Flat \$100	Flat \$25 - \$100 (varies with or w/o utilities)	Flat \$50	W/O utilities \$50 for 1st 2000 sq. ft. of floor area plus \$25/1000 sq. ft. thereafter; With utilities \$150 for 1st 2000 sq. ft. plus \$75/1000 sq. ft. thereafter	<b>CHANGE: Flat \$125</b>
Moving	Based on construction value plus \$250 for Street Privilege Permit	Flat \$435	Determined by the cost to establish the foundation, plmb., elec., utilities, etc. at the new lot	Flat \$250 for accessory bldg. under 14' in ht. Flat \$500 for moving bldg., other than accessory bldg., under 14' in ht.	Flat \$75	N/A	<b>CHANGE: Flat \$250 NO CHANGE: Flat \$250- Street Privilege Permit</b>



How do you calculate Permit Fees?	NEW RICHMOND	RIVER FALLS	HUDSON	MENOMONIE	RICE LAKE	ALTOONA	RECOMMENDATIONS FOR 2019
<b>Commercial Addition</b>	Based on construction value	Based on construction value	Based on construction value	Varies by type of commercial project. Then follows the fee schedule based on sq. footage (.08 - .25 per sq. ft.)	.15/sq. ft. , \$5 per plmb. fixture (\$50 minimum), \$25/lateral, \$50 new elec. Serv., \$50 int. elec., \$50 HVAC, \$50 ea. fire sprinklers, erosion control, storm water & Zoning review \$50 Minimum	\$150 minimum for first 600 sq. ft. then .18 per sq. ft.	<b>NO CHANGE</b>
<b>Example: \$100,000 1,067 sq. ft. (no plmb.)</b>	<b>\$959</b>	<b>\$959</b>	<b>\$1,000</b>	<b>\$467</b>	<b>\$260</b>	<b>\$294</b>	
<b>Example: \$600,000 5,500 sq. ft. (no plumbing)</b>	<b>\$3,509</b>	<b>\$3,509</b>	<b>\$3,500</b>	<b>\$1,575</b>	<b>\$925</b>	<b>\$3,060</b>	
<b>When is a permit not required?</b>	Under \$500 valuation	Reroof, reside, furnace, A/C, hot water heater, windows & doors (within same opening)	New and/or replacement of roofing & siding; windows & doors (within same opening); projects under \$500 valuation, hot water heater replacements	Reroof, fence, windows & doors (within same opening), floor coverings, gutters, soffit, fascia	Reroof (unless resheathing), reside, windows & doors (within same opening), furnace/AC, minor framing (inspector discretion)	Deck repairs if less than 50% replacement (w/o railings), windows & doors (within same opening), floor coverings, rain gutter replacement, soffit, fascia	<b>NO CHANGE: Under \$500 valuation CHANGE: No permit for windows &amp; doors (within same openings) or replacement floor coverings</b>
<b>Are there any exemptions from the permit process?</b>	Under \$500 valuation; accessory bldg. under 150 sq. ft.	No	Under \$500 valuation	Do not permit any projects for UW Stout	Accessory bldg. under 192 sq. ft.; minor structural repairs (inspector discretion)	No	<b>NO CHANGE</b>

How do you calculate Permit Fees?	NEW RICHMOND	RIVER FALLS	HUDSON	MENOMONIE	RICE LAKE	ALTOONA	RECOMMENDATIONS FOR 2019
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<b>PLAN REVIEWS FEES</b>							
Single Family Home, Twin Home, Duplex	No	No	No	No	Flat \$100	Flat \$100	<b>CHANGE: Flat \$100 per dwelling unit</b>
Additions	No	No	No	No	No	Flat \$50 - may vary (3 season porch is treated like new home)	<b>CHANGE: Flat \$50</b>
Alterations	No	No	No	No	No	Varies	<b>CHANGE: Flat \$50</b>
Decks	No	No	No	No	No	No	<b>CHANGE: Flat \$25</b>
All Commercial - new, additions & alterations (not applicable if State plan review)	No	No	No	No	\$100	No	<b>CHANGE: Flat \$200 - New Flat \$100 - Addn./Alterations</b>
Hangars (not applicable if State Plan review)	No	No	No	No	\$100	No	<b>CHANGE: Flat \$150</b>



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

## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Tanya Batchelor, City Clerk

**DATE:** April 22, 2019

**SUBJECT:** Self-Publishing Software from Municipal Code

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### **Background**

We currently have several ordinances waiting to codify and the cost will be approximately \$5,356 to update them into the existing format.

Municipal Code now offers a self-publishing software that would allow us to do all of our own updating. The ordinances waiting to be codified, could be put into the self-publishing format for approximately \$1,260 plus the \$6,000 annual cost for the software. I talked to three municipalities using the new software and they like it. I also sent a link to supervisors to search in the new format in another municipality. City supervisors and our City Attorney do not have any issues with the new format.

The new software would allow us to do all of our own updating. As soon as an ordinance is approved, we can get it updated and in our code online. That is what the other municipalities like the best. We would no longer pay a fee per page to update our ordinances. Staff would look at locking the annual fee at \$6,000 for three to five years.

### **Recommendation**

Staff recommends Council consideration to purchase Municipal Code Self-Publishing software for an annual cost of \$6,000 plus the one-time cost of approximately \$1,260 to transfer the current ordinances waiting for codification into the self-publishing format.



TO: Mayor Horne and City Council Members

FROM: Mark Evans, Building Maintenance

DATE: April 12, 2019

RE: Police Department Siding Replacement

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### **Background**

During the March 11, 2019 Council meeting, staff presented the bids received for replacement of siding at the Police Department. Only one bid was received for \$43,850, which significantly exceeded the amount of insurance proceeds received. Staff felt more bids could be received if the timeframe to complete the repairs could be extended. Council authorized staff to seed an extension for the repairs and rebid the project if insurance granted the extension. The City's insurance provider did grant an extension to September 1, 2019 and subsequently the project was rebid.

The following bids were received for siding replacement to repair the hail damage at the Police Department:

All Exteriors	\$35,379.00
Krumm Siding & Roofing	\$26,883.68

The low bid of \$26,883.68 is still slightly more than the insurance proceeds by \$2,941.07. However, staff requested approval from insurance to cover the increase in costs related to repairs. The insurance company has agreed to cover the increase in cost.

### **Recommendation**

Staff recommends acceptance of the low bid from Krumm Siding and Roofing for \$26,883.68 with repairs to be completed no later than September 1, 2019.



TO: Mayor Horne and City Council Members

FROM: Mark Evans, Building Maintenance

DATE: April 22, 2019

RE: Resolution No. 041903 - Sports Center Repairs

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### **Background**

On March 13, 2019, damage occurred at the Sports Center due to heavy snow accumulation. The southwest side of the building sustained damage to the gutters, fascia and some siding. While, the northeast side sustained some siding damage. The insurance company was notified and the damage reviewed by the claims adjuster. Staff contacted three contractors to provide a quote to complete the repairs. Two firms submitted quotes as follows:

JG Hause	\$9,616.37
Krumm Siding & Roofing	\$9,752.06

Both quotes received were of the same like, kind and quality materials with JG Hause submitting the low quote of \$9,616.37. JG Hause has previously performed work for the City as they were awarded the bid for the Sports Center Roof replacement this past year.

In accordance with local ordinance and state statute, the City is not required to issue a request for proposals to competitively bid the repairs since the cost is less than \$25,000. However, since the repair costs exceed \$5,000 the City must give a class 1 notice under Wisconsin Statutes Chapter 985 of the proposed public construction repairs prior to award. A copy of the class 1 notice is attached to this memo.

### **Recommendation**

Staff recommends the following:

- Approval of resolution 041903, notifying public of intent to execute contract.
- Acceptance of the low bid from JG Hause in the amount of \$9,616.37 for repairs to the Sports Center.

**RESOLUTION NO. 041903**

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

**A RESOLUTION AWARDING A PUBLIC CONTRACT FOR  
REPAIRS TO THE SPORTS CENTER**

**WHEREAS**, the City of New Richmond owns the Sports Center building at 450 Sports Center Road, New Richmond; and

**WHEREAS**, this building sustained damage due to the excessive snowfall in February; and

**WHEREAS**, the City of New Richmond has filed an insurance claim for the damage to the Sports Center Building and received quotes for the repairs; and

**WHEREAS**, the City Council of the City of New Richmond, St. Croix County, Wisconsin, by this resolution, adopted by a majority of the council on a roll call vote with a quorum present and voting and proper notice having been given, resolves and orders as follows:

The City Council is authorized to enter into a public contract, as defined under Section 60.47 (1), Wisconsin Statutes, with an estimated cost of the public contract to the City of more than \$5,000, but not more than \$25,000, to be executed by the City Council or its agents after May 13, 2019.

Due to the estimated cost of the public contract to the City of New Richmond, the City Clerk shall publish this resolution as a class I notice under Section 985.07, Wisconsin Statutes, before the above-noted public contract execution date as required under Section 60.47 (2) (a) Wisconsin Statutes.

Any person interested in the proposed public contract to be executed shall contact Rae Ann Ailts at 715-246-4268 by May 13, 2019.

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

Passed and adopted by the City Council for the City of New Richmond this 22nd day of April, 2019.

\_\_\_\_\_  
Fred Horne, Mayor

ATTEST:

\_\_\_\_\_  
Tanya Batchelor, City Clerk

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Client: City of New Richmond  
Property: 416 Sports Center Rd  
New Richmond, WI 54017

Business: (715) 246-4268

Operator: JGHAUSE

Estimator: Tom Parent  
Position: Project Manager  
Company: JG Hause Construction

Business: (651) 249-8644  
E-mail: [tommy@jghause.com](mailto:tommy@jghause.com)

Type of Estimate: Weight of Ice & Snow  
Date Entered: 3/19/2019                      Date Assigned:  
Date Est. Completed: 3/20/2019              Date Job Completed:

Price List: WIEC8X\_SEP18  
Labor Efficiency: Restoration/Service/Remodel  
Estimate: 2019-03-20-1022

**2019-03-20-1022**

**2019-03-20-1022**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>REMOVE</b>	<b>REPLACE</b>	<b>TAX</b>	<b>O&amp;P</b>	<b>TOTAL</b>
1a. Remove Gutter / downspout - aluminum - up to 5"	105.00 LF	0.40	0.00	0.00	8.40	50.40
1b. Replace Gutter / downspout - aluminum - up to 5"	105.00 LF	0.00	5.51	15.07	118.74	712.36
2. Replace Siding - steel (29 gauge)	1,050.00 SF	0.00	5.67	203.28	1,231.36	7,388.14
3a. Remove Metal roofing - ribbed - 26 gauge - up to 1"	60.00 SF	0.40	0.00	0.00	4.80	28.80
3b. Replace Metal roofing - ribbed - 26 gauge - up to 1"	60.00 SF	0.00	5.43	4.52	66.06	396.38
4. Dumpster load - Approx. 12 yards, 1-3 tons of debris	1.00 EA	499.19	0.00	0.00	99.84	599.03
5a. Remove Eave trim for metal roofing - 26 gauge	50.00 LF	0.67	0.00	0.00	6.70	40.20
5b. Replace Eave trim for metal roofing - 26 gauge	50.00 LF	0.00	5.40	5.94	55.18	331.12
<b>Total: 2019-03-20-1022</b>				<b>228.81</b>	<b>1,591.08</b>	<b>9,546.43</b>

**Labor Minimums Applied**

<b>DESCRIPTION</b>	<b>QTY</b>	<b>REMOVE</b>	<b>REPLACE</b>	<b>TAX</b>	<b>O&amp;P</b>	<b>TOTAL</b>
6. Roofing labor minimum	1.00 EA	0.00	58.28	0.00	11.66	69.94
<b>Totals: Labor Minimums Applied</b>				<b>0.00</b>	<b>11.66</b>	<b>69.94</b>
<b>Line Item Totals: 2019-03-20-1022</b>				<b>228.81</b>	<b>1,602.74</b>	<b>9,616.37</b>

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**Summary**

Line Item Total	7,784.82
Material Sales Tax	228.81
	<hr/>
Subtotal	8,013.63
Overhead	801.37
Profit	801.37
	<hr/>
<b>Replacement Cost Value</b>	<b>\$9,616.37</b>
<b>Net Claim</b>	<b>\$9,616.37</b>
	<hr/> <hr/>

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Tom Parent  
Project Manager

**Recap of Taxes, Overhead and Profit**

	<b>Overhead (10%)</b>	<b>Profit (10%)</b>	<b>Material Sales Tax (5.5%)</b>	<b>Services Mat'l Tax (5.5%)</b>	<b>Service Sales Tax (5.5%)</b>	<b>Manuf. Home Tax (5.5%)</b>	<b>Storage Tax (5.5%)</b>
<b>Line Items</b>	801.37	801.37	228.81	0.00	0.00	0.00	0.00
<b>Total</b>	<b>801.37</b>	<b>801.37</b>	<b>228.81</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

---

**Recap by Room**

<b>Estimate: 2019-03-20-1022</b>	<b>7,726.54</b>	<b>99.25%</b>
<b>Labor Minimums Applied</b>	<b>58.28</b>	<b>0.75%</b>
<hr/>	<hr/>	<hr/>
<b>Subtotal of Areas</b>	<b>7,784.82</b>	<b>100.00%</b>
<hr/>	<hr/>	<hr/>
<b>Total</b>	<b>7,784.82</b>	<b>100.00%</b>

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**Recap by Category**

<b>O&amp;P Items</b>	<b>Total</b>	<b>%</b>
<b>GENERAL DEMOLITION</b>	<b>598.69</b>	<b>6.23%</b>
<b>ROOFING</b>	<b>654.08</b>	<b>6.80%</b>
<b>SIDING</b>	<b>5,953.50</b>	<b>61.91%</b>
<b>SOFFIT, FASCIA, &amp; GUTTER</b>	<b>578.55</b>	<b>6.02%</b>
<b>O&amp;P Items Subtotal</b>	<b>7,784.82</b>	<b>80.95%</b>
<b>Material Sales Tax</b>	<b>228.81</b>	<b>2.38%</b>
<b>Overhead</b>	<b>801.37</b>	<b>8.33%</b>
<b>Profit</b>	<b>801.37</b>	<b>8.33%</b>
<b>Total</b>	<b>9,616.37</b>	<b>100.00%</b>

company: JG Hause Construction, Inc. report group: Quick Reports  
title: New Richmond SportsCenter Damage  
created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:42 AM  
item count: 13

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(1)  created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:32 AM  
taken by app: No  
description: North Elevation siding damage

(2)  created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:32 AM  
taken by app: No  
description: North elevation siding damage

(3)  created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:33 AM  
taken by app: No  
description: North elevation Damaged siding and damaged downspout

(4)  created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:33 AM  
taken by app: No  
description: North elevation damaged downspout

company: JG Hause Construction, Inc.

report group: Quick Reports

title: New Richmond SportsCenter Damage

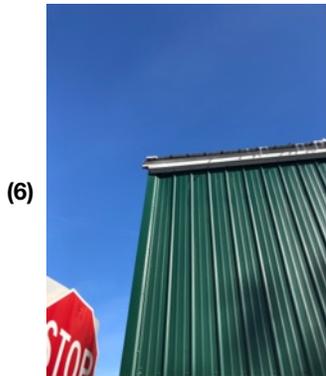
created: 3/19/19, 10:30 AM

modified: 3/19/19, 10:42 AM

item count: 13



created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:37 AM  
taken by app: No  
description: North elevation wall, damaged area



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:37 AM  
taken by app: No  
description: South Elevation, eave where gutter was



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:37 AM  
taken by app: No  
description: South elevation. Damaged area where gutter was located



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:39 AM  
taken by app: No  
description: South elevation, area where gutter failed. Damaged to roof section below



company: JG Hause Construction, Inc.

report group: Quick Reports

title: New Richmond SportsCenter Damage

created: 3/19/19, 10:30 AM

modified: 3/19/19, 10:42 AM

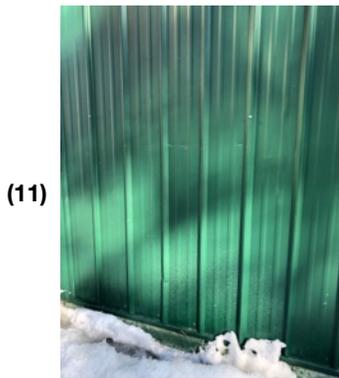
item count: 13



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:39 AM  
taken by app: No  
description: South elevation damaged area



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:40 AM  
taken by app: No  
description: South elevation damaged area



created: 3/19/19, 10:31 AM  
modified: 3/19/19, 10:39 AM  
taken by app: No  
description: South elevation wall damaged



created: 3/19/19, 10:40 AM  
modified: 3/19/19, 10:40 AM  
taken by app: No  
description: South elevation roof damage

company: JG Hause Construction, Inc. report group: Quick Reports  
title: New Richmond SportsCenter Damage  
created: 3/19/19, 10:30 AM  
modified: 3/19/19, 10:42 AM  
item count: 13

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(13)



created: 3/19/19, 10:40 AM  
modified: 3/19/19, 10:41 AM  
taken by app: No  
description: South elevation



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[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

TO: City Council  
FROM: Tanya Batchelor, City Clerk  
DATE: April 17, 2019  
RE: Small Business Week Proclamation

**Background**

The Forward New Richmond Committee met on April 17, 2019 and requested approval of the attached proclamation.

**Recommendation**

The Forward New Richmond Committee recommends approval of this proclamation



156 East First Street  
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**City of New Richmond  
Small Business Week Proclamation**

**WHEREAS, the City of New Richmond's progress has been driven by pioneers who think big, take risks and work hard; and**

**WHEREAS, from the storefront shops that anchor our main street to the high-tech startups that keep America on the cutting edge, small businesses are the backbone of our economy and the cornerstones of our nation's promise; and**

**WHEREAS, small business owners and our main street businesses have energy and a passion for what they do; and**

**WHEREAS, when we support our small businesses, jobs are created and our local community preserves our unique culture; and**

**WHEREAS, the President of the United States has proclaimed National Small Business Week every year since 1963 to highlight the programs and services available to entrepreneurs through the U.S. Small Business Administration and other government agencies; and**

**WHEREAS, the City of New Richmond supports and joins in this national effort to help America's small businesses do what they do best – grow their business, create jobs, and ensure that our communities remain as vibrant tomorrow as they are today.**

**NOW, THEREFORE, I, Fred Horne, Mayor of the City of New Richmond, do hereby proclaim May 5 through May 11, 2019 as SMALL BUSINESS WEEK in the City of New Richmond.**

**Dated April 22, 2019**

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**Fred Horne, Mayor**