

AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

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

AGENDA:

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

PUBLIC COMMENT

CONSENT AGENDA:

1. Approval of the Minutes from the Previous Regular Council Meeting, January 8, 2017 and Special Council Meeting, January 13, 2018
2. Application for License to Serve from Brett M. Johnson, Osceola; Charlotte N. Gillen, Osceola; and Thomas L. Dickson, New Richmond
3. Application for Temporary Class B License from the New Richmond Fire Department for Saturday, April 14, 2018 at 106 South Arch Avenue for the Annual Chili Feed
4. Application for Temporary Class B License from the Knights of Columbus at 155 East Fourth Street on March 4, 9, 11, 18, 23, 25, 30, April 8, 15, 22, 27, 29, May 6, 13, 20, and July 13-14, 2018
5. Application for Street Use Permit for April 14, 2018 on Arch Avenue from First Street to Second Street from 3:00 p.m. to 9:00 p.m. for the Annual Chili Feed
6. Application for a Run/Walk Permit from the New Richmond Area Centre for May 5 & 18, 2018 at 8:00 a.m.
7. Payment of VO#61604 through VO#61761 totaling \$2,702,438.32 plus electronic fund transfers totaling \$9,368,299.31 for a grand total of \$12,070,737.63

Recognition/Appreciation – Comprehensive Plan Committee

DEPARTMENT REPORTS:

Administration
Finance
Community Development
Public Works
Library
Police
Fire
Airport
City Clerk

UNFINISHED BUSINESS:

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

NEW BUSINESS:

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

1. Mayor's Appointments – Patricia Van Nevel and Jarell Kuney to the Library Board
2. **Plan Commission Recommendations:**
 - a) James Place PUD - Certified Survey Map and Ordinance Amendment
 - b) Woodland Creek PUD - Certified Survey Map and Ordinance Amendment
 - c) Ordinance #508 - Goats
 - d) Certified Survey Map from Robin Haffner
3. **Public Works Committee Recommendations:**
 - a) Street Name Change
 - b) Bicycle & Pedestrian Master Plan Update
 - c) County Highway A Trail Project Phasing
4. Ordinance # 509 - Alleys
5. Resolution #021801 – Accepting Improvements in James Place
6. Resolution #021802 – TAP Grant Application for County Road A Trail
7. Resolution #021803 - Loyalty Day Proclamation
8. Authorization to Solicit Bids for Roof Repairs from Hail Damage
9. Approval for TID #6 100% Expenditure Audit
10. Economic Development Commission Proposal
11. No work Session in February
12. Communications & Miscellaneous
13. Closed Session per State Statute 19.85(1)(e)(f) –
 - a) TID #9
 - b) TID #6
 - c) Personal Property Tax Collection Matters
14. Open Session – Action on Closed Session Agenda
15. Adjournment

Frederick Horne, Mayor

(THE ABOVE AGENDA IS NOT NECESSARILY IN ORDER OF PRESENTATION)

****Late Changes and Additions**

Posted: Civic Center and City Website

If you need a sign language interpreter or other special accommodations, please contact the City Clerk at 246-4268 or Telecommunications Device for the Deaf (TDD) at 243-0453 at least 48 hours prior to the meeting so arrangements can be made.

REGULAR COUNCIL MEETING JANUARY 8, 2018 7:00 P.M.

The meeting was opened by announcing this was an open meeting of the Common Council. Notice of this meeting was given to the public at least 24 hours in advance of the meeting by forwarding the complete agenda to the official City newspaper, The New Richmond News, and to all news media who have requested the same as well as posting. Copies of the complete agenda were available for inspection at the City Clerk's office and on the City's website at www.newrichmondwi.gov. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

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

The Pledge of Allegiance was recited.

Alderman Montello moved to adopt the agenda as presented, seconded by Alderman Zajkowski and carried.

Public Comment

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, December 11, 2017
2. Applications for Parade Permit:
 - a. St. Patrick's Day Parade on March 17, 2018 at 2:00 p.m.
 - b. Fun Fest Parade on July 15, 2018 at 12:30 p.m.
 - c. Holiday Parade on November 29, 2018 at 6:00 p.m.
3. Application for Temporary Class B License from the WITC Foundation for Thursday, January 25, 2018 at 1019 South Knowles Avenue
4. Payment of VO#61475 through VO#61603 totaling \$747,121.21 plus electronic fund transfers totaling \$940,212.85 for a grand total of \$1,687,334.06

General Fund	\$737,759.90
Impact Fees Fund	77,280.39
Cemetery Fund	1,711.89
CDBG – Housing	693.00
Debt Service Fund	330,169.19
Capital Projects	337,368.17
Capital Replacement Fund	12,379.71
Landfill Cleanup Fund	11,546.75
TID District #10	126,731.89
TID District #6	10,500.00
TID District #9	1,430.00
Storm Water Utility	14,516.36
Park land Trust Fund	865.82
Library Trust Fund	8,600.00
Tax Agency Fund	15,780.99
5. K-9 Donation \$100 Diedra March

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

Department Reports

Administration – Mike Darrow will be providing the list of projects within the Capital Improvement Plan to the public in the next two weeks. The Council and Utility Commission will be prioritizing projects for the next five years. There will be a special work session on January 13, 2018 at 8:30 a.m. Mike congratulated Noah Wiedenfeld for 26 hours of bell ringing. Great job supporting our community.

Finance – Rae Ann Ailts reported that the 2017 budget book will be distributed this week and will be posted to the website on Friday. The auditors will be here on January 15, 2018 for preliminary work on the audit. The audit will be performed March 19-23 and the audit opinion and audited financial statement report will be completed in June.

Community Development – Beth Thompson stated there will be a special election on January 16, 2018. Polls will be open from 7:00 a.m. to 8:00 p.m. Absentee voting can be done at the Clerk's office until January 12, 2018 at 5:00 p.m. A summary was sent out to the Council regarding building permits for 2017. The total for 2017 was 1,073 with 742 being storm related and 331 non-storm related. There were 102 dwelling units in 2017 compared to 57 in 2016.

Public Works – Jeremiah Wendt reminded everyone about Christmas tree pickup starting today. Please have your tree on the curb. The Public Works Department welcomed Andrew Miller today. There will be an open house on February 12 from 4:30 to 6:30 p.m. for County Road A bike and pedestrian safety issues. The City of New Richmond welcome signs will be removed and repaired. The Park Board has discussed locating the signs closer to the City limits.

Library - Noah Wiedenfeld explained the Library Director position has been posted and applications will be accepted through January 31, 2018. There is no school on January 15th so they will be showing the movie LEGO Ninjago at 1:00 that afternoon at the library. The library received a grant from the Community Foundation for Park Packs. This will allow kids to get into a State Parks for free for hands-on outdoor learning.

Police – Craig Yehlik stated the final five police officers are going through crisis intervention training. He now has some instructors on staff as well. The first round of interviews will be coming up for the new police officer position. The process for naming the K-9 is moving ahead. Fourth graders from all of the schools will be deciding between Iris, Storm and Frost. New radios are in and will be programmed soon. The new firearms are also in.

Fire – Mayor Horne reported that the Fire Department has been doing ice water rescue training. If you don't have a carbon monoxide detector, it is highly recommended that you purchase one. Also, be sure to replace the batteries in smoke detectors. The total fire calls in 2017 were 248 and the average has been 215. The 2017 Annual Report will be available by February.

Airport – MaryKay Rice stated the airport is gearing up for the Super Bowl. Fifteen to twenty volunteers are needed between Thursday and Sunday that weekend. If you are interested, please call the airport to sign up. Lots of charter companies have been calling. Our airport can handle 35 aircraft. They are taking reservations starting January 21, 2018. Each aircraft will need a half hour to land, disembark and then move the aircraft.

VFW Building Request

Ken House discussed the commitment from the VFW to construct a building in Freedom Park. Considerable discussion followed. Alderman Ard moved to have the question be placed on the ballot for the April election for referendum, seconded by Alderman Jackson. Motion failed with Alderman Zajkowski, Volkert, Kittel and Montello voting no and Alderman Ard and Jackson voting yes. Alderman Zajkowski moved to approve up to a five acre site as outlined by the Park Board within Freedom Park for the purposes of a VFW facility, subject to a signed MOU. The City Council shall consider the possible allocation of funds for this project after public comment as well as a review of all Capital Improvement Projects in the spring of 2018. Motion seconded by Alderman Volkert. Alderman Montello moved to remove the last sentence from the original motion. Motion failed for lack of a second. Main motion carried with Alderman Zajkowski, Volkert and Kittel voting yes and Alderman Ard, Jackson, and Montello voting no. Mayor Horne broke the tie by voting yes. Motion carried.

Resolutions for Designation of Depository

Alderman Montello offered the following resolutions and moved for their adoption:

RESOLUTION #011801

RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR SCHOOL DISTRICT MONEYS

(Complete copy on file in the Clerk's office)

RESOLUTION #011802

RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR MISCELLANEOUS PUBLIC ACCOUNTS AND AUTHORIZING WITHDRAWAL OF PUBLIC MONEYS

CITY OF NEW RICHMOND, WISCONSIN

(Complete copy on file in the Clerk's office)

Motion was seconded by Alderman Kittel and carried.

Resolution #011803 Schedule of Fees

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

RESOLUTION #011803

AMENDING THE SCHEDULE OF FEES

WHEREAS, the City of New Richmond hereby adopts the following Schedule of Fees:

Section	License/Fee Type	Fee
2-183	Statement of Real Property Status	\$35.00 per parcel
70-4	Street Excavation Permit	\$400.00 per event
70-38	Driveway Permit	\$10.00 per application
10-4	Dogs – Spayed or Neutered	\$5.00 annually
	Dogs – Unspayed or Unneutered	\$12.00 annually
10-4	Kennel License	\$100.00 Plus
10-4	Kennel License	\$3 per each dog over 12
	Lost License Fee	\$5.00 each
6-27	Retail “Class A” Intoxicating Liquor	\$500.00 Annually
	Retail Class “A” Fermented Malt Bev	\$500.00 Annually
	Retail “Class B” Intoxicating Liquor	\$500.00 Annually
	Retail Class “B” Fermented Malt Bev	\$100.00 Annually
	Reserve “Class B” Intoxicating Liquor	\$10,000.00 Initial Issuance Fee
6-36	Temporary “Class B” Fermented Malt Beverage	\$10.00 per event
	Wholesaler’s License	\$25.00 annually
	“Class C” Wine License	\$100.00 annually
	Publication Fee	\$50.00 each

6-63	Operator's License		\$30.00 for 2 years
	Provisional Operator's License		\$15.00 for up to 60 days
	Police Investigation Fee		\$7.00 each
10-33	Chicken Permit		\$75.00 Initial Fee, \$15 renewal
46-2	Cigarette License		\$100.00 annually
46-141	Direct Seller's License	\$30.00 per person/per day	\$125.00 per person/per month
46-47	Mobile Home Park Operator		\$200.00 annually
50-107	Fireworks Sales Permit		\$125.00 per year
50-153	Fireworks Possession Permit		\$3.00 annually
50-154	Fireworks Users Permit		\$50.00 per event
70-1	Street Use Permit		\$25.00 per event
109-321	Nonmetallic Mining		\$50.00 annually
	Blasting (quarries)		\$100.00 per blasting period
	Gravel Crushing Operation		\$125.00 annually
109-327	Amusement Arcade Application Fee		\$5.00 annually
46-25	Annual Amusement Device License		\$15.00 per machine
46-68	Pawnbroker's License		\$210.00 annually
	Secondhand Article Dealer's License		\$27.50 annually
	Secondhand Jewelry Dealer's License		\$30.00 annually
	Secondhand Article Dealer Mall/Flea Market		\$165.00 annually
70-67	Processions, Parades, Runs, Bicycle Races		\$35.00 per event
70-8	Snow & Ice Removal		\$50.00 First Offense
70-8	Snow & Ice Removal		\$100 Second or Third Offense
46-110	Taxicab License		\$50.00 annually
46-110	Taxicab License		\$5.00 for each additional cab
46-3	Roller Skating Rinks		\$50.00 annually
66-22	Refuse Collector		\$100.00 annually
66-23	Recycling Fee		\$2.00 per utility billing period
	Holding Tank Fee		\$50.00 annually
	Private Well Operation Permits		\$50.00 for 5 year period
82-97	Truck Parking Permit		\$25.00 annually
90-1	Weed Mowing	\$100 per hour (\$100 minimum) per parcel, first offense	
90-1	Weed Mowing	\$200 per hour (\$200 minimum) per parcel, second offense	
90-1	Weed Mowing	\$300 per hour (\$300 minimum) per parcel, third+ offense	
117-17	Concept Plan		\$150.00 per application
117-18	Preliminary Plat		\$400.00 plus \$5 per lot over 6
	Preliminary Plat – Amended or Revised		\$400.00 plus \$5 per lot over 6
117-19	Final Plat		\$250.00 plus \$2 per lot over 6
	Final Plat – Amended or Revised		\$250.00
117-20	Certified Survey Map		\$200.00
	Amended or Revised CSM		\$200.00
121-31	Site Plan/Storm Water Review		\$250.00
121-32	Conditional Use Permit		\$250.00 per application
121-29	Rezoning Application		\$250.00 per application
121-33	Variance/Appeals Application		\$250.00 first request
121-33	Variance/Appeals Application		\$300.00 second request
121-35	Extra-Territorial Items		\$200.00 per application

Miscellaneous Fees

Copies – BW 8 ½ x 11	\$0.25
Copies – Color 8 ½ x 11	\$0.50
Copies – BW 11 x 17	\$0.50
Copies – Color 11 x 17	\$0.75

Rental of Civic Center	\$20.00 per hour/ \$50.00 per day
Zoning Map (Color)	\$10.00
City Base Map	\$5.00
Faxing Fee	\$2.00
Copy of Audio for Meeting (Burned to a CD)	\$10.00
Assessor Fees - Additions	\$25.00
Assessor Fees -- New Homes	\$50.00
Assessor Fees -- Commercial/Manufacturing	\$100.00
Elevation Benchmarks Map -- Whole City	\$200.00
Engineering Deposit -- Extra-Territorial Items	\$500.00
Engineering Deposit -- City CSM & Plats	\$1,500.00
Assessor Fees -- Residential Additions/Alterations	\$25.00
Assessor Fees -- Commercial/Manufacturing	\$25.00 -- 100.00
Assessor Fees - Residential Additions/Alterations	\$25.00
Assessor Fees -- Commercial/Manufacturing	\$25.00 - 100.00
Weed Mowing Fee	\$100.00 per hour/Min per lot
Annexation Fee	\$250.00
Landscape Deposit in Business & Tech Park	\$1,500.00
Printing/Plotting Larger Than 11 x 17	\$5.00 per page
Scan & Email Larger Than 11 x 17	\$2.50 per page

Miscellaneous Police Department Fees

Fingerprint per card	\$6.00
Civic Process per person	\$30.00
Preliminary Breath Test (PBT)	\$10.00
Parking Citation *	\$20.00
Parking in Handicap spot	\$50.00
Bicycle Registration for bike/life	\$2.00
Open Records	Per Statute
Copy service black & white	\$0.25 per page/side
Copy of service Color page	\$0.30 per page/side
Copy of DVD/Disk	\$3.00
Photographs	\$1.50/picture

*If citation is not paid within ten days, the first notice parking penalty = \$30.00

If not paid within seven more days, the second notice penalty = \$20.00

If not paid within seven more days, a suspension request is sent to the state with a total fine amount increasing to \$100

IMPACT FEES

<u>Water Meter Size</u>	<u>REU Calcs</u>	<u>Impact Fee</u>
3/4" or 5/8"	1	\$4,400
1"	2.5	\$11,000
1.25"	4	\$17,600
1.5"	5	\$22,000
2"	8	\$35,200
3"	15	\$66,000
4"	25	\$110,000
6"	50	\$220,000
8" or larger	80	\$352,000

Motion was seconded by Alderman Kittel and carried.

Comprehensive Plan Existing Conditions Report

Alderman Ard moved to approve the Comprehensive Plan Existing Conditions Report, seconded by Alderman Kittel and carried.

Ordinance #505 Tree Ordinance

Noah Wiedenfeld explained the revisions made to this ordinance after the last meeting. Changes include allowing tree plantings in the right-of-way with an administrative permit from the City Forester and clarifying that trees located directly on the right-of-way line shall be deemed to be public trees unless otherwise agreed upon in writing between the property owner and the City. Alderman Montello moved to suspend the rules and adopt Ordinance #505, seconded by Alderman Ard and carried.

Resolution #011804 – Designating City Forester

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

RESOLUTION #011804

APPOINTMENT OF CITY FORESTER FOR THE CITY OF NEW RICHMOND

WHEREAS, the City Council may designate a City employee to serve as City Forester, and

WHEREAS, the duties and responsibilities of the City Forester are provided in the City Code of Ordinances, and

NOW, THEREFORE, BE IT RESOLVED that the Common Council of the City of New Richmond does hereby approve of the following person to serve as City Forester for the City of New Richmond until a successor is appointed and approved by the Common Council:

Michael Mroz

Motion was seconded by Alderman Montello and carried.

Recreation Plan Update and Presentation

Michael Mroz gave a presentation on the new website that will be live the end of January. This was a collaborative effort between the School District of New Richmond, City, New Richmond Area Centre and the New Richmond Area Community Foundation. The website offers one place to reserve park shelters and sign up for all youth sports in New Richmond. Mike Darrow thanked Michael Mroz for his work on this project. There will be a tab on the City website to this new website as soon as it is live.

Request to Bid Farm Leases

Jeremiah Wendt requested permission to bid the farm leases for a two-year period. The leases include the Business & Technical Park, GG and 140th Street area and Freedom Park. Staff also recommends allowing crop rotation at the Freedom Park and GG properties. Alderman Montello moved to solicit bids for the farm leases for a two-year period and allow crop rotation at Freedom Park and GG properties, seconded by Alderman Kittel and carried. Bids will be awarded on February 12, 2018.

Work Session on January 13, 2018 at 8:30 a.m.

The work session will be on January 13, 2018 at 8:30 a.m. in the Council Chambers of the Civic Center.

Communications and Miscellaneous

The VFW is sponsoring a Candidate Forum on January 9, 2018 at 6:30 p.m. in the Council Chambers of the Civic Center for the candidates running for Senate District 10.

Closed Session

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

Open Session

No action was taken

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

Meeting adjourned at 8:50 p.m.

Tanya Batchelor
City Clerk

SPECIAL COUNCIL MEETING
JANUARY 13, 2018 8:30 A.M.

The meeting was opened by announcing that 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. Anyone desiring information as to forthcoming meetings should contact the City Clerk's office.

Roll call was taken.

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

Members Absent: Alderman Jackson and Volkert

The Pledge of Allegiance was recited.

Alderman Zajkowski moved to adopt the agenda as presented, seconded by Alderman Kittel and carried.

Comprehensive Plan Update

Jeff McMenimen, from Hoisington Koegler Group, helped facilitate the presentation made the analogy of how all the committee work will get incorporated into the Comprehensive Plan document. McKenzie Campbell read the vision statement formed by the entire CAP group. Jeremy Poole discussed the guiding principles for growth. Blair Williams discussed Creating Community, which dealt with land use and housing. Todd Loehr discussed Economic Development. Michelle Scanlan discussed Downtown Revitalization. Katie Wendt discussed Quality of Life, which included parks, trails and recreation. Ben Kurth discussed Community Connectivity, which included transportation and mobility. Kevin Morris discussed Community Pride, which includes public facilities, safety and services. Mayor Horne, along with the Council, was extremely impressed by all the work the entire committee did on this project. Council members would like to see this presentation given to other groups in the community. Everyone was impressed with the ideas and the energy from this group.

Economic Development Presentation

Seth Hudson, from Cedar Corporation, gave a presentation on Economic Development and the items site selectors are looking for in a location. Seth will come back to a work session to present this to a larger group.

Communications & Miscellaneous

None.

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

Meeting Adjourned at 11:10 a.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL FEBRUARY 12, 2018

VO #	PAYMENT TO:	AMOUNT
61604	CLERK OF COURT - ST CROIX CO	150.00
61605	BENEFIT EXTRAS, INC	1,182.75
61606	CITY UTILITIES - 1ST BILLING	72.29
61607	CITY UTILITIES - SALES TAX	45.65
61608	CLERK OF COURT - ST CROIX CO	180.00
61609	HOISINGTON KOEGLER GROUP, INC	11,487.42
61610	MAIL FINANCE	760.35
61611	MSA PROFESSIONAL SERVICES INC (WI)	1,271.15
61612	NORTHERN BUSINESS PRODUCTS	119.04
61613	ST CROIX COUNTY HIGHWAY DEPT	160.65
61614	WI DEPT OF TRANS - TV & RP UNIT	10.00
61615	WILLIAMSON & SILER S.C.	1,077.69
61616	VOID (CBRE INC)	-
61617	CBRE, INC	2,000.00
61618	SCHOOL DISTRICT OF NR - TAX LEVY	1,498,501.99
61619	ST CROIX COUNTY TREASURER - TAXES	504,822.66
61620	WI INDIANHEAD TECH COLLEGE - TAX LEVY	53,771.83
61621	BERNARD'S NORTH TOWN INC	30,204.50
61622	BOARDMAN & CLARK LLP	520.00
61623	FRONTIER COMMUNICATIONS	1,013.72
61624	HURTGEN, RUTH	60.00
61625	KIWANIS CLUB OF NEW RICHMOND	90.00
61626	NEO ELECTRICAL SOLUTIONS, LLC	5,000.00
61627	PENNY MAC LOAN SERVICES, LLC	2,345.67
61628	WI DEPT OF TRANS - TV & RP UNIT	5.00
61629	1ST NATIONAL COMMUNITY BANK	106.49
61630	FLEX-O-SWEEP	434.40
61631	MOTOROLA SOLUTIONS, INC	80,359.29
61632	ROTARY CLUB OF NEW RICHMOND	140.00
61633	ROYAL CREDIT UNION	3,582.61
61634	SHORT-ELLIOTT-HENRICKSON	1,294.99
61635	ST CROIX COUNTY HIGHWAY DEPT	66.15
61636	VILLAGE OF STAR PRAIRIE	46.30
61637	BIBEAU, BEVERLY	112.00
61638	BRIDGE, MARY JANE	112.00
61639	DODGE, GLORIA	112.00
61640	HEINBUCH, ALICE	119.00
61641	KLOPP, BONNIE	112.00
61642	LAMOTTE, JOANN	112.00
61643	OLSON, HENDRENA	119.00
61644	OLSON, ROBERT	119.00
61645	PELLEGRINO, JEAN	119.00
61646	UTECHT, INEZ	112.00
61647	UTECHT, JAMES	112.00
61648	CHRISTENSEN, TYLER	4.80
61649	ECKBERG LAMMERS P.C.	5,795.78
61650	FRONTIER COMMUNICATIONS (2)	50.38
61651	REGISTER OF DEEDS	5.00
61652	STEPHENS SANITATION - REFUSE	487.15
61653	WI DEPT OF TRANS - TV & RP UNIT	30.00
61654	ANDERSON, AARON	680.17
61655	BALOW, ADAM	680.17
61656	CHEVRIER, KATIE	680.17
61657	CRAMLET, NICOLAS	680.17
61658	CRUBAUGH, MICHAEL	680.17
	SUB-TOTAL	2,211,916.55

	SUB-TOTAL CARRIED FORWARD	2,211,916.55
61659	DE LA CRUZ, CARLOS	680.17
61660	KASTENS, JOSEPH	680.17
61661	KOEHLER, VERONICA	680.17
61662	MCLAIN, JARRED	680.17
61663	NOEL, JASON	680.17
61664	RADTKE, KATERINA	680.17
61665	SATHER, JACOB	680.17
61666	SHAFER, TODD	680.17
61667	THOMPSON, BRADLEY	680.17
61668	WESTMORELAND, ANDY	680.17
61669	YEHLIK, CRAIG	974.40
61670	CITY UTILITIES - 2ND BILLING	28,320.43
61671	CITY UTILITIES - INVOICES	11,952.42
61672	GHD SERVICES INC	8,840.44
61673	MELSTROM INSPECTIONS, LLC	1,875.00
61674	MICHAEL BEST & FRIEDRICH LLP	405.00
61675	MUNICIPAL PROPERTY INSURANCE COMPANY	57,801.00
61676	PEDERSON, JOEL	325.00
61677	ST CROIX VALLEY SART, INC	200.00
61678	WELLS FARGO	1,957.59
61679	WI CITY/COUNTY MANAGEMENT ASSN	243.50
61680	WSFA	115.00
61681	XCEL ENERGY (2)	25.39
61682	BOARDMAN & CLARK LLP	212.50
61683	CITY OF NEW RICHMOND	4,383.74
61684	CORELOGIC INC	5,953.91
61685	HINTZ, DAVID & ANN	29.91
61686	JOHNSON FORD	66,456.25
61687	LINCOLN BENEFIT LIFE	13,260.00
61688	VFIS	1,010.00
61689	BREMER BANK	1,367.72
61690	KWIK TRIP	27.89
61691	JOHNSON FORD OF NEW RICHMOND	36,579.50
61692	MARSDEN BLDG MAINTENANCE, LLC	295.66
61693	SOLID ROCK FELLOWSHIP OF NR	1,956.09
61694	STANDARD INSURANCE COMPANY	2,608.61
61695	XCEL ENERGY	8,001.43
61696	WI DEPT OF TRANS - TV & RP UNIT	25.00
61697	BALDWIN TELECOM, INC	725.96
61698	COMMUNITY COLLABORATION	1,533.30
61699	XCEL ENERGY (3)	400.00
61700	AMAZON (CITY)	1,412.01
61701	AMAZON (LIBRARY)	1,467.85
61702	BAKER TILLY VIRCHOW KRAUSE, LLP	1,977.00
61703	BAKKE NORMAN S.C.	129.50
61704	BENEFIT EXTRAS, INC	348.75
61705	BOND TRUST SERVICES CORPORATION	700.00
61706	CEDAR CORPORATION	700.00
61707	CITY UTILITIES - 1ST BILLING	2,253.99
61708	CITY UTILITIES - INVOICES	2,243.54
61709	CITY UTILITIES - LANDFILL	317.68
61710	CITY UTILITIES - OTHER	522.94
61711	CITY UTILITIES - SAC CHARGES	978.00
61712	CITY UTILITIES - SALES TAX	140.14
61713	CITY UTILITIES - WATER IMPACT FEES	978.00
61714	CJ HAULING	253.75
61715	CONFIDENTIAL RECORDS, INC	47.25
	SUB-TOTAL	2,491,051.29

	SUB - TOTAL CARRIED FORWARD	2,491,051.29
61716	CORE & MAIN	1,100.25
61717	DWD - UNEMPLOYMENT INSURANCE	1,755.00
61718	E O JOHNSON COMPANY	3,333.56
61719	EAU CLAIRE PUBLIC LIBRARY	19.99
61720	EMERGENCY AUTOMOTIVE TECHNOLOGIES INC	2,872.14
61721	FOREMAN FIRE SERVICE 7 REPAIR	4,668.19
61722	FORUM COMMUNICATIONS COMPANY	1,280.65
61723	GALE/CENGAGE LEARNING	219.65
61724	HUDSON PHYSICIANS S.C.	268.00
61725	INDIANHEAD FEDERATED LIBRARY	32,418.00
61726	INDUSTRIAL SAFETY	1,088.17
61727	INTERACTIVE HEALTH, INC	11,512.50
61728	IWORQ SYSTEMS INC	2,792.00
61729	KROLL'S EXCAVATING INC	2,749.50
61730	KWIK TRIP/KWIK STAR STORES	7,288.74
61731	LEXIPOL LLC	4,984.00
61732	MELSTROM INSPECTIONS, LLC	1,875.00
61733	MIDWEST TAPE	9.99
61734	MSA PROFESSIONAL SERVICES INC (WI)	2,310.00
61735	NEW RICHMOND CHAMBER OF COMMERCE	440.00
61736	NORTHERN BUSINESS PRODUCTS	696.90
61737	NR AMBULANCE SERVICE	99,503.29
61738	NWBIA	25.00
61739	OTIS ELEVATOR COMPANY	3,070.32
61740	OWEN ASSESSING LLC	6,200.00
61741	PEDERSON, JOEL	325.00
61742	PELNAR, KATHLEEN	96.19
61743	REGISTER OF DEEDS	14.00
61744	RIVER FALLS PUBLIC LIBRARY	4.99
61745	ROBERTS PUBLIC LIBRARY	25.00
61746	RUNNING, INC	8,395.12
61747	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	174.18
61748	SECURIAN FINANCIAL GROUP, INC	2,125.36
61749	SNAKE DISCOVERY LLC	127.00
61750	ST CROIX COUNTY ABSTRACT & TITLE	521.00
61751	ST CROIX COUNTY FIRE OFFICER'S ASSN INC	100.00
61752	ST CROIX COUNTY HIGHWAY DEPT	1,020.60
61753	ST CROIX COUNTY SHERIFF'S DEPT - JAIL	360.00
61754	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	722.18
61755	STATE OF WI - COURT FINES & ASSESSMENTS	1,558.43
61756	THE PLANNING COMPANY LLC	1,709.40
61757	VERIZON WIRELESS (CITY)	320.52
61758	VILLAGE OF STAR PRAIRIE	179.22
61759	WASHINGTON NATIONAL INS CO	200.80
61760	WI DEPT OF JUSTICE - TIME	342.00
61761	WI PROFESSIONAL POLICE ASSN, INC	585.20

TOTAL VOUCHERS

2,702,438.32

TOTAL VOUCHERS**2,702,438.32****ELECTRONIC FUND TRANSFERS**

PAYROLL (1/19 & 2/2)	240,200.00
DEFERRED COMP	9,874.00
ROTH - WI	250.00
FEDERAL W/H	90,898.79
STATE W/H	16,522.42
MEDICAL PREMIUMS	81,072.31
RETIREMENT	59,704.22
VISA P-CARDS	35,156.69
HRA	3,881.52
HSA - ER CONTRIBUTIONS	1,167.18
WI-SCTF	2,967.64
FLEX SPENDING	6,361.24
EMPLOYEE FUND	220.00
AFLAC	1,223.26
RESTITUTION	50.00
INV - SUPER AMERICA	2,131.00
DELINQ STATE TAX - REMITTANCES	107.10
SPORTS CTR - REST'D INVESTMENTS	8,000.00
IMPACT FEE TRANSFERS	1,834.00
INVESTMENT TRANSFER - BREMER	6,800,000.00
INVESTMENT TRANSFER - LGIP	2,000,000.00
PSN REFUNDS	75.00
DOR BUSINESS REGISTRATION	10.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	2,426.27

TOTAL ELECTRONIC FUNDS**9,368,299.31****GRAND TOTAL****12,070,737.63**

FRED HORNE, MAYOR

To: Mayor, Fred Horne

From: Library Board

Date: 1.24.18

RE: Library Board Member

The Library Board recommends Patricia Van Nevel and Jarell Kuney for the vacant library board positions. Those two applicants attended the 1.23.18 library board meeting. They introduced themselves, gave a brief background and expressed their interest to serve on the library board. Please consider them for the vacant library board positions.

Candidate applications attached.



CITY OF NEW RICHMOND
BOARD, COMMISSION AND/OR COMMITTEE
APPOINTMENT APPLICATION

Date: Jan. 11, 2018
 Name: Patricia Van Nevel
 Home Address: 305 So. Dakota Ave. New Richmond WI
 Home Phone: 651-271-9942
 Employer: Retired
 Occupation: _____
 E-mail: pattyvannel@gmail.com
 Work Phone: _____ Cell Phone: 651 271 9942

Please choose which Board/Committee/Commission you would like to apply for:

<u>Board/Committee/Commission Name</u>	<u>Normal Frequency of Meetings</u>	<u>Term</u>
<input type="checkbox"/> Utility Commission	Once a month	5 years
<input type="checkbox"/> Plan Commission	Once a month	3 years
<input checked="" type="checkbox"/> Library Board	Once a month	3 years
<input type="checkbox"/> Park Board	Once a month	3 years
<input type="checkbox"/> Airport Commission	Once a quarter	4 years
<input type="checkbox"/> Board of Appeals	As needed	3 years
<input type="checkbox"/> Police and Fire Commission	As needed	5 years
<input type="checkbox"/> Historic Preservation Commission	As needed	3 years
<input type="checkbox"/> Economic Development Commission	Once a month	5 years
<input type="checkbox"/> Community Development Authority	As needed	5 years
<input type="checkbox"/> Housing Authority	Once a month	4 years

EDUCATION: Indicate the highest year completed and degrees received:

MASTERS DEGREE Education
902 Library Certification

VOLUNTEER INFORMATION: Indicate any volunteer organizations you have served on in the past with name, address, phone and your position and title.

STEP worker at Hillside Elementary for
2016-17 2017-18. school years serving with
Mike Richter in the media center

PLEASE INDICATE YOUR REASONS FOR WANTING TO SERVE ON A BOARD:

I would love to serve, as a volunteer, on
the library board. I have experience and
more importantly time to serve my community.

QUALIFICATIONS OR EXPERIENCE APPLICABLE TO THE PURPOSE AND SUBJECT
MATTER OF THIS BOARD/COMMITTEE/COMMISSION:

I have worked as a school library media
specialist for more than 20 years. The importance
of a strong community library and access
to information is key to informed citizens.

I declare that the information furnished herein above is true and correct to the best of my knowledge.

Signature: Patricia Van Nevel Date: 1-12-18

SUBMIT APPLICATION TO: CITY OF NEW RICHMOND, 156 EAST FIRST STREET, NEW
RICHMOND, WI 54017



CITY OF NEW RICHMOND
BOARD, COMMISSION AND/OR COMMITTEE
APPOINTMENT APPLICATION

Date: Jan 16, 2018
 Name: Jarell E Kuney
 Home Address: 316 E 6th Street
 Home Phone: 715 246 7585
 Employer: 3M Company
 Occupation: Librarian/ Information Analyst
 E-mail: je.kuney1@frontier.com
 Work Phone: (651) 733-1703 Cell Phone: (715) 441-2552

Please choose which Board/Committee/Commission you would like to apply for:

<u>Board/Committee/Commission Name</u>	<u>Normal Frequency of Meetings</u>	<u>Term</u>
<input type="checkbox"/> Utility Commission	Once a month	5 years
<input type="checkbox"/> Plan Commission	Once a month	3 years
<input checked="" type="checkbox"/> Library Board	Once a month	3 years
<input type="checkbox"/> Park Board	Once a month	3 years
<input type="checkbox"/> Airport Commission	Once a quarter	4 years
<input type="checkbox"/> Board of Appeals	As needed	3 years
<input type="checkbox"/> Police and Fire Commission	As needed	5 years
<input type="checkbox"/> Historic Preservation Commission	As needed	3 years
<input type="checkbox"/> Economic Development Commission	Once a month	5 years
<input type="checkbox"/> Community Development Authority	As needed	5 years
<input type="checkbox"/> Housing Authority	Once a month	4 years

EDUCATION: Indicate the highest year completed and degrees received:

Masters - Library Science (St. Kates, St. Paul, MN)

VOLUNTEER INFORMATION: Indicate any volunteer organizations you have served on in the past with name, address, phone and your position and title.

Hudson Parks Board - Board member - 5 years

Meals on wheels - 3M Volunteer - 15 years

Red Cross Blood Drive Coordinator - 3M - 3 years

PLEASE INDICATE YOUR REASONS FOR WANTING TO SERVE ON A BOARD:

I have a keen interest in seeing a new library designed & built for the city of New Richmond. I also have a passion for libraries and library services - assuring their excellence.

QUALIFICATIONS OR EXPERIENCE APPLICABLE TO THE PURPOSE AND SUBJECT MATTER OF THIS BOARD/COMMITTEE/COMMISSION:

I have worked at 3M Company in library services for 31 years - both as an hourly employee and as a salaried librarian.

I declare that the information furnished herein above is true and correct to the best of my knowledge.

Signature:

Joell E. Kimey

Date:

1/16/18

SUBMIT APPLICATION TO: CITY OF NEW RICHMOND, 156 EAST FIRST STREET, NEW RICHMOND, WI 54017



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

MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 7 February 2018

RE: New Richmond – James Place; PUD Amendment/CSM

TPC FILE: 164.02

BACKGROUND

Mr. Steve Hirsch, of Bass Lake, Inc., is building out the James Place twin home development. The development was approved as a Planned Unit Development (PUD) on 11 October 2004. Mr. Hirsch is requesting an amendment of the PUD District related to the setbacks required from a secondary street frontage for Lots 5/6 and 38/39 within James Place. The builder has also submitted certified survey map applications to adjust the interior lot lines for Lots 5/6 and 38/39, as well as correct an error identified with the original plat to dedicate additional right-of-way for North 4th Street (CR K). A public hearing to consider the application has been noticed for the Plan Commission meeting on 6 February 2018.

Exhibits:

- Site location map
- Site Plan Lots 5/6
- CSM dated 12/07/17 adjusting lot line between Lots 38/39
- CSM dated 12/26/17 adjusting lot line between Lots 5/6 and ROW for N 4th St.
- Draft PUD Findings of Fact and Decision
- Draft PUD Ordinance

ANALYSIS

Comprehensive Plan. The Highway 64/65 Corridor Land Use Plan guides the subject site for medium density residential uses. The approved twin home uses are consistent with this land use designation.

Zoning. The subject site is zoned PUD in accordance with the City Council approval on 11 October 2004. The PUD for James Place was preserved as Section 121-9.B.8 of the Zoning Ordinance part of the comprehensive update adopted on 1 January 2015. The underlying zoning district designation established on the Zoning Map is Z3 District. Amendment of the required setbacks within the PUD is processed as a Zoning Ordinance amendment in accordance with Section 121-29 of the Zoning Ordinance, subject to review by the Plan Commission and approval of the City Council.

Surrounding Uses. The subject site is surrounded by the following existing and/or planned land uses:

Direction	Land Use Plan	Zoning Map	Existing Use
North	Mixed Use Commercial	Z3 District	Undeveloped Nursing home
East	Quasi-Public	Z3 District	Alano Society
South	--	--	Highway 64
West	Med. Density Residential Mixed Use Industrial	Z3 District	Rural Single Family Undeveloped

Setbacks. The front and side yard setbacks required for the twin home lots within the development as shown on the James Place plat are as follows:

Interior Streets	Interior Side Yard Except Lots 6 and 38	Interior Side Yard Lots 6 and 38
25ft.	14ft.	9ft.

The interior side yard setback for the twin homes to be built on Lots 5/6 and 38/39 was to be 9 feet to allow for a 25 foot setback from James Drive on the west side of each building. The builder inadvertently did not identify the different interior side setback for these lots when submitting a building permit application for the twin home to be built on Lots 5/6. The proposed twin house building is to be 72 feet wide and the width of Lots 5/6 is 106 feet. With a 14 foot setback from the interior lot line, 72 foot wide building, and 106 foot wide lot, there is only a 20 foot setback remaining to James Drive, which does not comply with the PUD setback requirement.

James Drive is defined by the Zoning Ordinance as the secondary street frontage for Lots 5/6 and 38/39. The Z3 District as adopted on 1 January 2015 requires only a 20 foot setback from a secondary street frontage, not the 25 feet required for primary street frontages within the Z3 District or for all local streets by the PUD. The builder is requesting the PUD be amended to allow a 20 foot setback from James Place and 14 foot interior side yard setback for Lots 5/6 and 38/39. The proposed 20 foot setback from James Drive is adequate to maintain traffic visibility and an open street scape. The proposed 14 foot interior side yard setback maximizes separation of adjacent buildings and is consistent with the requirements for other lots within the James Place plat.

CSM. In conjunction with the PUD amendment related to setbacks, the builder has also submitted two certified survey maps. The CSM documents first shift the common lot line between Lots 5/6 and Lots 38/39 five feet to the west. This action is necessary as the revised setbacks from the east lot line of Lot 6 and 38 shift the center common wall of the twin home buildings five feet to the west. The proposed CSM thus aligns the property common property line between Lots 5/6 and Lots 38/39 with the common wall of the twin home building based on the amended setbacks. A second adjustment shown on the one CSM document for Lots 5/6 is dedication of additional right-of-way for North 4th Street (CR K). There was an error in the original plat drawing that did not account for the centerline of North 4th Street (CR K) being offset at an angle by up to seven feet to the south from a quarter-section line. The CSM document will dedicate additional right-of-way from Lots 1 and 5/6 of the Plat of James Place to provide the full width of right-of-way required for North 4th Street (CR K).

Easements. The CSM documents maintain existing drainage and utility easements at the perimeter of each of Lots 5/6 and Lots 38/39 as dedicated with the original Plat of James Place. The existing drainage and utility easement platted with Lots 5/6 and Lots 38/39 exceed the minimum width required by Section 117-41.C.1 of the Subdivision Ordinance. The CSM dedicating additional right-of-way for Lot 1 must be revised to provide a drainage and utility easement a minimum of 10 feet in width parallel to the north lot line abutting North 4th Street as required by Section 117-41.C.1 of the Subdivision Ordinance.

Grading. The proposed PUD amendment and CSM will result in a five foot shift to the west for the building location upon Lots 5/6 and Lots 38/39. This change is not anticipated to have a major effect upon site grading, but any such issues will be coordinated by the Building Inspector and Public Works Director as part of the building permit process.

Utilities. The proposed PUD amendment and CSM has no effect on the sanitary sewer, water, or electric utilities serving the subject lots.

Park Dedication. There is no additional park dedication required as the proposed CSM does not result in any additional lots or dwelling units within the Plat of James Place.

RECOMMENDATION

The Development Review Committee considered the application at a meeting on 11 January 2018 and recommends approval. The Plan Commission held a public hearing on 6 February 2018 to consider the application and voted to recommend approval subject to the conditions below.

POSSIBLE ACTIONS

A. Motion to **approve** an amendment of the James Place PUD and CSMs for Bass Lake, Inc., subject to the following conditions:

- 1. Lots within the James Place PUD shall be subject to the following front and side yard setback requirements:

Interior Street		Side
Primary Front	Secondary Front	
25ft.	20ft.	14ft.

- 2. All grading, drainage, and erosion control issues shall be subject to review and approval of the Building Inspector and Public Works Director.
- 3. All utility issues shall be subject to review and approval of the Public Works Director.
- 4. The CSM for Lot 1 (proposed Lot 62) shall be revised to provide a drainage and utility easement with a minimum width of 10 feet parallel to the north lot line as required by Section 117-41.C.1 of the Subdivision Ordinance.

B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the Zoning Ordinance, PUD for James Place, or the Subdivision Ordinance.

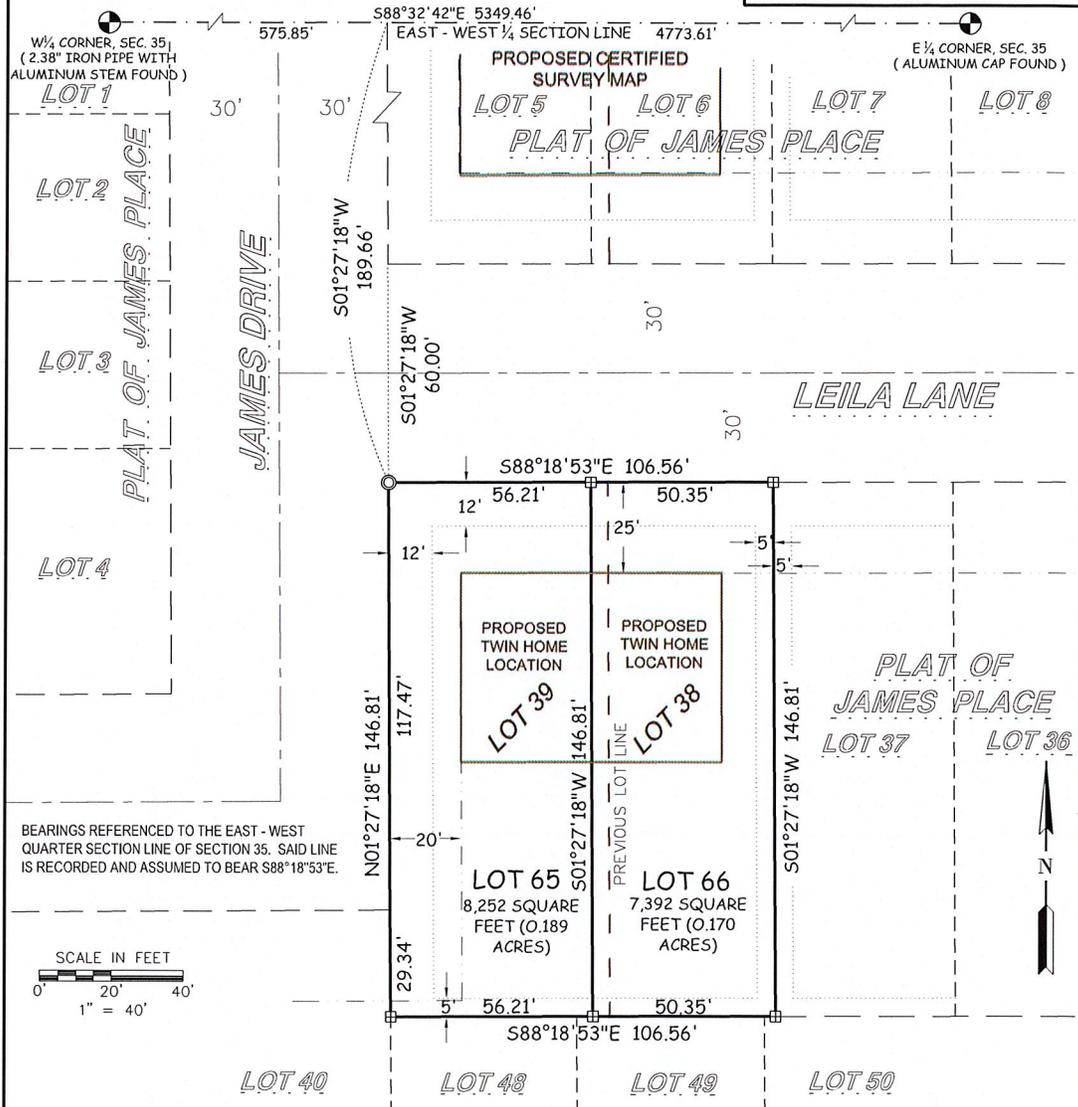
C. Motion to **table** for further discussion.

- c. Michael Darrow, City Administrator
Sarah Skinner, Building Inspector/Zoning Administrator
Jeremiah Wendt, Public Works Director
Nick Vivian, City Attorney

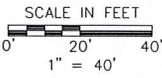
CERTIFIED SURVEY MAP

LOCATED IN PART OF THE NW¼ OF THE SW¼ OF SECTION 35, T31N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN;
BEING LOTS 38 AND 39 OF THE PLAT OF JAMES PLACE.

NOTE: This Certified Survey Map is done for the purposes of adjusting the lines between Lots 38 and 39 of the plat of James Place. The lines dividing these lots is being moved west to accommodate the setbacks required by the City of New Richmond and the twin home that will be built on the lots.



BEARINGS REFERENCED TO THE EAST - WEST QUARTER SECTION LINE OF SECTION 35. SAID LINE IS RECORDED AND ASSUMED TO BEAR S88°18'53\"E.



PLAT OF JAMES PLACE

- LEGEND**
- ⊕ SECTION CORNER MONUMENT (AS NOTED)
 - INDICATES UTILITY EASEMENT
 - - - INDICATES BUILDING SETBACK LINE FROM RIGHT-OF-WAY
 - ⊞ INDICATES 0.75" X 18" IRON REBAR WEIGHING 1.502 LBS. / LINEAR FOOT SET.
 - ⊙ INDICATES 1.32" X 24" IRON PIPE WEIGHING 1.68 LBS. / LINEAR FOOT SET



SURVEYOR:
JOSEPH GRANBERG
1428 134TH AVENUE
NEW RICHMOND, WI 54017

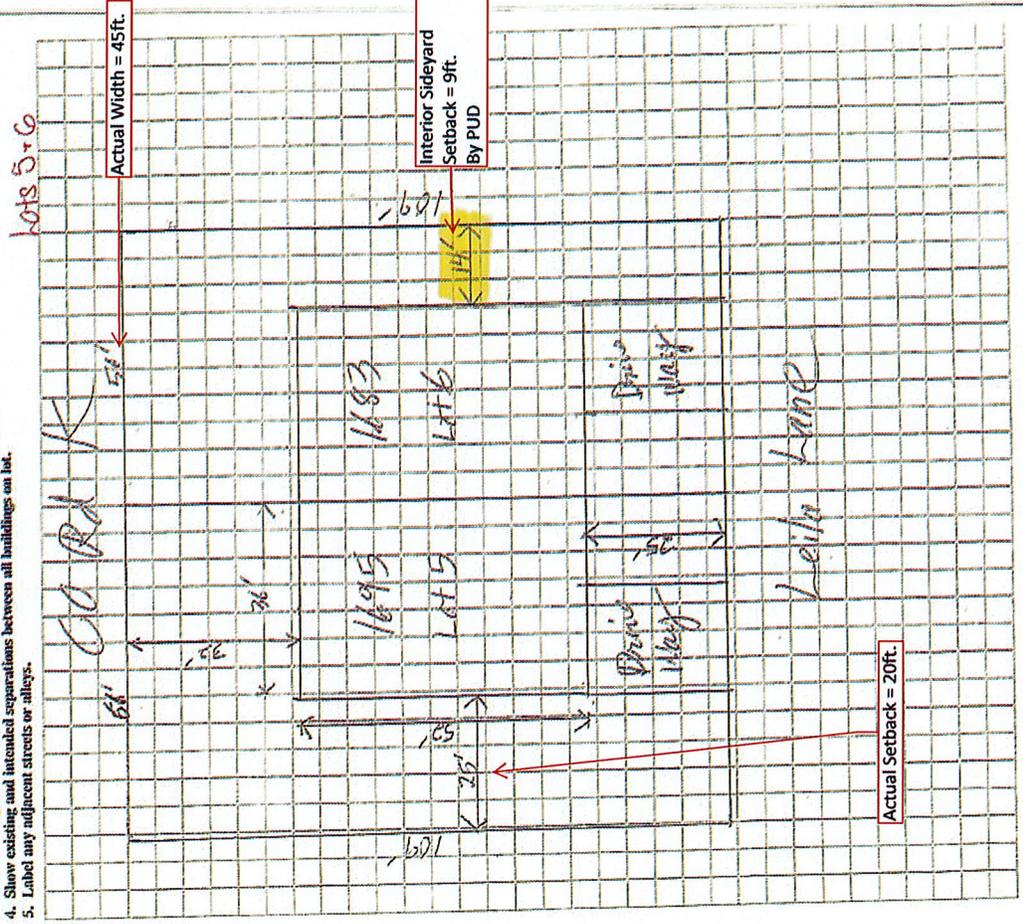
PREPARED FOR:
BASS LAKE, INC.
C/O STEVE HIRSCH
1195 VAIL WAY NORTH
HUDSON, WI 54016

DRAFTED BY: JWG
JOB NO. 100-488 SHEET
DATE: 12/03/17 1 OF 2

MP# 17-432

CITY OF NEW RICHMOND SITE PLAN REQUIREMENTS

1. Draw to scale - 1/4 inch equals 5 feet.
2. Show lot perimeters with dimensions.
3. Show existing and intended structure locations and setbacks from lot lines.
4. Show existing and intended separations between all buildings on lot.
5. Label any adjacent streets or alleys.





KK

K

CSM 8-2904

168TH AVE

NE SE 34 172A

LEILAIN

JAMES PLACE

MICHAEL LN

JAMES DR

35

64

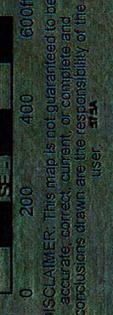
Town of Starbuck

168TH AVE

ST ANDREWS PL

PINE CURTA

64



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

AT&T

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

PLANNED UNIT DEVELOPMENT

APPLICANT: Bass Lake, Inc.

APPLICATION: Amendment of a PUD, Planned Unit Development (PUD) for the Plat of James Place.

FINDINGS: Based upon review of the application and evidence received, the New Richmond City Council now makes the following findings of fact:

1. The legal description of the property is:

Lots 1, 5, 6, 38, 39, Plat of James Place, City of New Richmond, St. Croix County, Wisconsin.
2. The property is guided for medium density residential uses by the Highway 64/65 Corridor Land Use Plan.
3. A PUD, Planned Unit Development District of the property was approved by the City Council on 11 October 2004, which is preserved as Section 121-9.B.8 of the Zoning Ordinance.
4. The applicant is proposing amendment of the PUD District to modify required setbacks.
5. Applications for amendment of the Zoning Ordinance are to be processed in accordance Section 121-29 of the Zoning Ordinance and are subject to review by the Development Review Committee and Plan Commission, and approval of the City Council.
6. The Plan Commission and City Council must take into consideration the possible effects of the amendment with their judgment based upon (but not limited to) the criteria outlined in Section 121-29.D.1 of the Zoning Ordinance:
 - a. *The proposed action has been considered in relation to the specific policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.*
 - b. *The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the purpose and intent of the individual zoning district.*
 - c. *There is adequate public infrastructure available to serve the proposed action.*
 - d. *There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
 - e. *The change will be compatible with existing and planned use in the area.*
8. The planning report dated 30 January 2018 prepared by the City Planner, The Planning Company LLC., is incorporated herein.

- The Plan Commission opened a public hearing at their regular meeting on 6 February 2018 to consider the application, preceded by published and mailed notice; the Plan Commission reviewed of the application and received evidence; the Plan Commission closed the public hearing recommended by a _____ vote that the City Council approve the request based on the aforementioned findings.

DECISION: Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

1. Lots within the James Place PUD shall be subject to the following front and side yard setback requirements:

Interior Street		Side
Primary Front	Secondary Front	
25ft.	20ft.	14ft.

2. All grading, drainage, and erosion control issues shall be subject to review and approval of the Building Inspector and Public Works Director.
3. All utility issues shall be subject to review and approval of the Public Works Director.
4. The CSM for Lot 1 (proposed Lot 62) shall be revised to provide a drainage and utility easement with a minimum width of 10 feet parallel to the north lot line as required by Section 117-41.C.1 of the Subdivision Ordinance.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of New Richmond this _____ day of _____, 2018.

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

Attest: _____
Tanya Batchelor, City Clerk

ORDINANCE #506

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

Section 1. Section 121-9.B.8 of the Zoning Ordinance (Preservation of PUD Districts) is hereby amended to read as follows:

8. James Place, Ordinance #325 adopted 10/11/04, amended February 12, 2018.

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

Passed and approved: February 12, 2018

Published and effective: February 22, 2018

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: 7 February 2018

RE: New Richmond – Woodland Creek; PUD Amendment/CSM

TPC FILE: 164.02

BACKGROUND

Mr. Shaun Bird building lots 140-145 of the Woodland Creek subdivision with twin home units (one dwelling per lot / two lots per building). Woodland Creek was approved as a Planned Unit Development (PUD) plat on 8 May 2000 with subsequent approval of building plans. An amendment to the PUD to adjust the building design and setback requirements to allow for deeper homes on six lots east of those owned by Mr. Bird was approved by the City in 2004. Mr. Bird proposing a revised house plan of his own design and a change in access for Lots 140/141 from Pinewood Trail to Quail Run. The request requires consideration of an application for a PUD amendment and Certified Survey Map. A public hearing to consider the applications has been noticed for the Plan Commission meeting on 6 February 2018.

Exhibits:

- Site location map
- Approved Building Plans (10 pages)
- Proposed Building Plans (2 pages)
- Site Plan
- Certified Survey Map dated 12/22/17
- Draft PUD Findings of Fact and Decision
- Draft PUD Ordinance

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for low density residential uses. Twin home uses are an appropriate use within low density residential neighborhoods and provide an alternative to traditional single family dwellings as part of the City's housing supply. Development of twin homes is consistent the policies of the Comprehensive Plan.

Zoning. The subject site is zoned PUD in accordance with the plat approval on 8 May 2004 and subsequent PUD plan approval for the building designs. The Woodland Creek PUD is preserved as Section 121-9.B.16 of the Zoning Ordinance when the comprehensive update adopted on 1 January 2015. The underlying zoning district designation established on the Zoning Map is Z2 District. Amendment of the PUD to allow for the change in building design and reorientation of lots 140 and 141 is to be processed as a Zoning Ordinance amendment in accordance with Section 121-29 of the Zoning Ordinance.

Surrounding Uses. The subject site is interior to the Woodland Creek subdivision surrounded by lots within the same development as shown in the table below. The proposed twin home use was approved with the original PUD plat in 2000.

Direction	Land Use Plan	Zoning Map	Existing Use
North	LD Residential	Z2 District	Vacant single family lot
East	LD Residential	Z2 District	Single family
South	LD Residential	Z2 District	Twin homes
West	LD Residential	Z2 District	Townhomes

Building Plans. The original building plans called for two story structures with up to six different floor plans that included both two and three bedrooms. The building design feature multiple roof gables and building sections on the fronts and sides that masked the mass of the buildings and provided architectural character. The floor plans for the original townhouse designs for corner lots also included one of the garages to be side loaded such that only one garage face was visible from each street, but a sideloaded garage on Lot 141 is not practical given the grade change between the first floor elevation and street.

The builder has submitted building elevations and floor plans for the twin homes to be constructed on Lots 140-145. The proposed twin home buildings are also two story dwellings and each of the proposed twin home dwellings has three bedrooms, which is much less common in the market than two bedroom units. The buildings have brick/stone wainscoting on the front walls of the garage/house elevation and with windows on the front and rear elevations. The exterior character of the proposed twin home buildings is also very similar to that of the design approved by the City for the six twin homes to the southeast of Lots 140-145, which also included additional dormers on the front roof slope.

The proposed twin home building designs comply with Section 121-49.G of the Zoning Ordinance, although the subject site remains in a PUD preserved under the updated Zoning Ordinance. As a PUD, the City may seek additional building elements to enhance the character of the building and make it consistent with the existing character of the area and intent of the original approvals.

Setbacks. The front and side yard setbacks required for Lots 140-145 as shown on the approved Woodland Creek plat are as shown in the table below. The location of the twin homes on Lots 140/141, 142/143, and 144/145 all comply with the applicable setback requirements.

Front	Corner Side Yard	Interior Side Yard	Rear Yard
20ft.	20ft.	10ft.	35ft.

Yards are defined by the Zoning Ordinance based on the width of the frontage to a public street. The change in orientation of Lots 140/141 makes the east lot line a side yard on the proposed CSM and not a rear yard as established by the original plat. This change allows the twin home building on Lot 140/141 to be nine feet closer to the east property line abutting the rear yard of the single family house to the east than was allowed on the original plat. The separation between the proposed twin home building and existing single family house will be approximately 83 feet, which is sufficient to maintain compatibility between the two properties.

Access. Lots 142/143 and 144/145 are shown on the site plan to access Pinewood Trail. Lot 140/141 as established on the original plat was also intended to access Pinewood Trail. However, the elevations shown on the site plan indicate that there is an approximate six to eight foot change in grade between the street and front building line setback 25 feet from the west property line. The resulting 16 percent slope is not functional for a driveway. The builder is proposing to replat Lots 140/141 to front to Quail Run, which with a 34 foot setback allows for a 10 percent grade in the driveway. A 10 percent driveway grade is still considered to be steep but is functional. Quail Run is a local public street that is allowed to have direct lot access to it. Single and two family lot on the south side of the street access Quail Run between its two intersections with Pinewood Trail. The addition of driveways for two additional dwellings is within the traffic capacity of Quail Run and will not cause negative impacts.

Grading. Changes to site grading for Lots 140/141 resulting from the reorientation of the building to face Quail Run significant impact upon site grading, but in fact lessen the requirement for grading and/or retaining walls necessary to provide a functional driveway access. Any grading issues related to the site plan change will be coordinated by the Building Inspector and Public Works Director as part of the building permit process.

Utilities. Utilities for each of the lots is installed within the right-of-way for Pinewood Trail. With the change in orientation for Lots 140/141, the builder will need to provide a plan for extension of utilities across Lot 141 to serve 140 from the existing connection point. All utility

plans are to be subject to review of the Building Inspector and approval of the Public Works Director.

Easements. The CSM document to reorient Lots 140/141 maintains existing drainage and utility easements at the perimeter of the two as dedicated with the original Woodland Creek plat and comply with the minimum width required by Section 117-41.C.1 of the Subdivision Ordinance. The CSM also dedicates an additional 20 foot wide utility easement parallel to the north line for extension of services to Lot 140 from the existing connection location at the Pinewood Trail right-of-way.

Park Dedication. The proposed CSM only changes the orientation of Lots 140/141 and does not result in any additional dwelling units within Woodland Creek. As such, no additional park dedication above that required for the additional subdivision is required.

RECOMMENDATION

The Development Review Committee considered the application at a meeting on 11 January 2018 and recommends approval. The Planning Commission held a public hearing to consider the application on 6 February 2018 and voted to recommend approval of the application, subject to the conditions below.

POSSIBLE ACTIONS

- A. Motion to **approve** an amendment of the Woodland Creek PUD and CSM for Shaun Bird, subject to the following conditions:
 - 1. All grading, drainage, and erosion control issues shall be subject to review and approval of the Building Inspector and Public Works Director.
 - 2. All utility issues shall be subject to review and approval of the Public Works Director.
- B. Motion to **deny** the application based on a finding that the request is inconsistent with the Comprehensive Plan and does not comply with the Zoning Ordinance, Woodland Creek PUD and/or the Subdivision Ordinance.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator
Sarah Skinner, Building Inspector/Zoning Administrator
Jeremiah Wendt, Public Works Director
Nick Vivian, City Attorney

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

PLANNED UNIT DEVELOPMENT

APPLICANT: Shaun Bird

APPLICATION: Amendment of a PUD, Planned Unit Development (PUD) for the Plat of Woodland Creek.

FINDINGS: Based upon review of the application and evidence received, the New Richmond City Council now makes the following findings of fact:

1. The legal description of the property is:

Lots 140-145, Woodland Creek, City of New Richmond, St. Croix County, Wisconsin.
2. The property is guided for low density residential uses by the Comprehensive Plan, as amended.
3. A PUD, Planned Unit Development District of the property was approved by the City Council on 8 May 2000 and is preserved as Section 121-9.B.16 of the Zoning Ordinance.
4. The applicant is proposing amendment of the PUD District to modify the proposed building design and orientation of Lots 140 and 141.
5. Applications for amendment of the Zoning Ordinance are to be processed in accordance Section 121-29 of the Zoning Ordinance and are subject to review by the Development Review Committee and Plan Commission, and approval of the City Council.
6. The Plan Commission and City Council must take into consideration the possible effects of the amendment with their judgment based upon (but not limited to) the criteria outlined in Section 121-29.D.1 of the Zoning Ordinance:
 - a. *The proposed action has been considered in relation to the specific*

policies and provisions of and has been found to be consistent with the City Comprehensive Plan, including public facilities and capital improvement plans.

- b. The proposed action meets the purpose and intent of this [Zoning] Ordinance or, in the case of a map or text amendment; it meets the purpose and intent of the individual zoning district.*
 - c. There is adequate public infrastructure available to serve the proposed action.*
 - d. There is an adequate buffer or transition provided between potentially incompatible zoning districts.*
 - e. The change will be compatible with existing and planned use in the area.*
8. The planning report dated 31 January 2018 prepared by the City Planner, The Planning Company LLC., is incorporated herein.
9. The Plan Commission opened a public hearing at their regular meeting on 6 February 2018 to consider the application, preceded by published and mailed notice; the Plan Commission reviewed of the application and received evidence; the Plan Commission closed the public hearing recommended by a 6-0 vote that the City Council approve the request based on the aforementioned findings.

DECISION: Based on the foregoing information and applicable ordinances, the request is hereby **APPROVED** and is subject to the following conditions:

- 1. All grading, drainage, and erosion control issues shall be subject to review and approval of the Building Inspector and Public Works Director.
- 2. All utility issues shall be subject to review and approval of the Public Works Director.

MOTION BY:

SECOND BY:

ALL IN FAVOR:

THOSE OPPOSED:

ADOPTED by the City Council of the City of New Richmond this 12th day of February, 2018.

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

Attest: _____
Tanya Batchelor, City Clerk

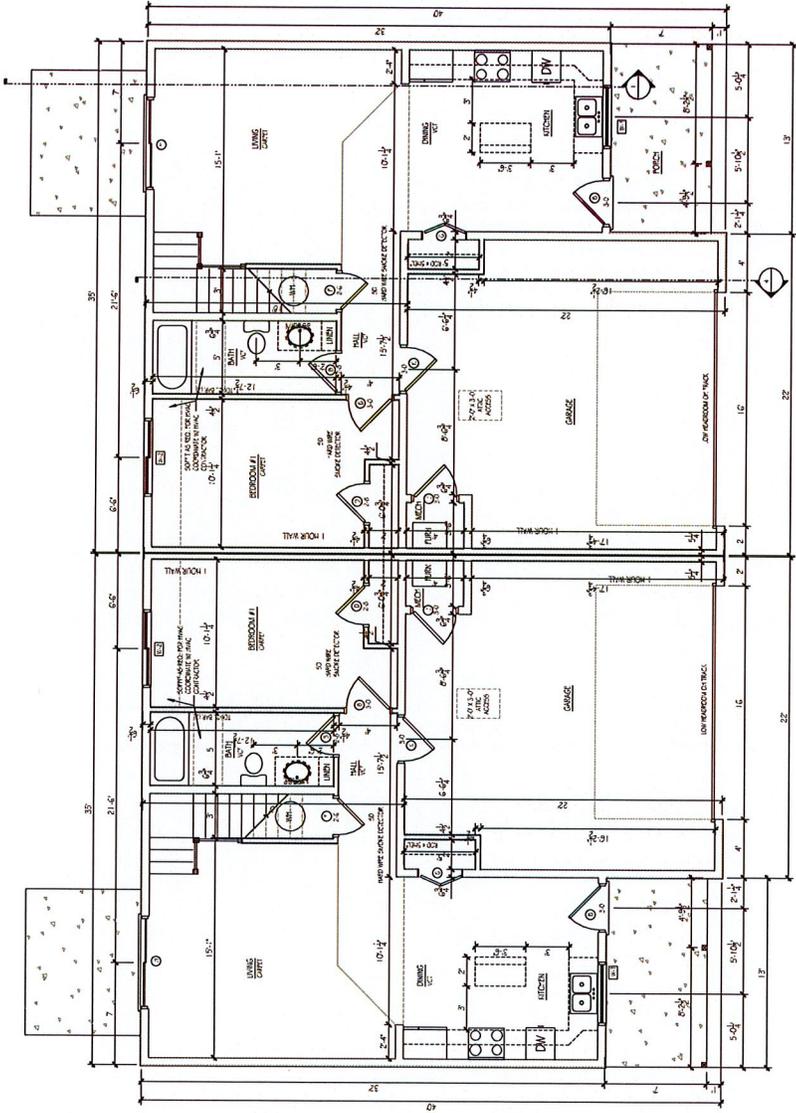
OWNER:
 SHAWNI BIRD
 1432 E 20TH ST.
 NEW RICHMOND, WI 54017
 98028@PROTONET.NET

PLAN INFORMATION:

JOB INFORMATION:	
3 BED/2 BATH TOWNHOME	
1ST FLOOR: 831 SQ. FT.	
2ND FLOOR: 630 SQ. FT.	
TOTAL: 1,461 SQ. FT.	
GARAGE: 465 SQ. FT.	
TOTAL W/ GARAGE: 1,926 SQ. FT.	

SHEET INFORMATION:
 PROJECT #:
 SCALE: AS SHOWN

SHEET
 2 OF 8
 1ST FLOOR



1ST FLOOR PLAN
 SCALE: 1/4" = 1'-0"

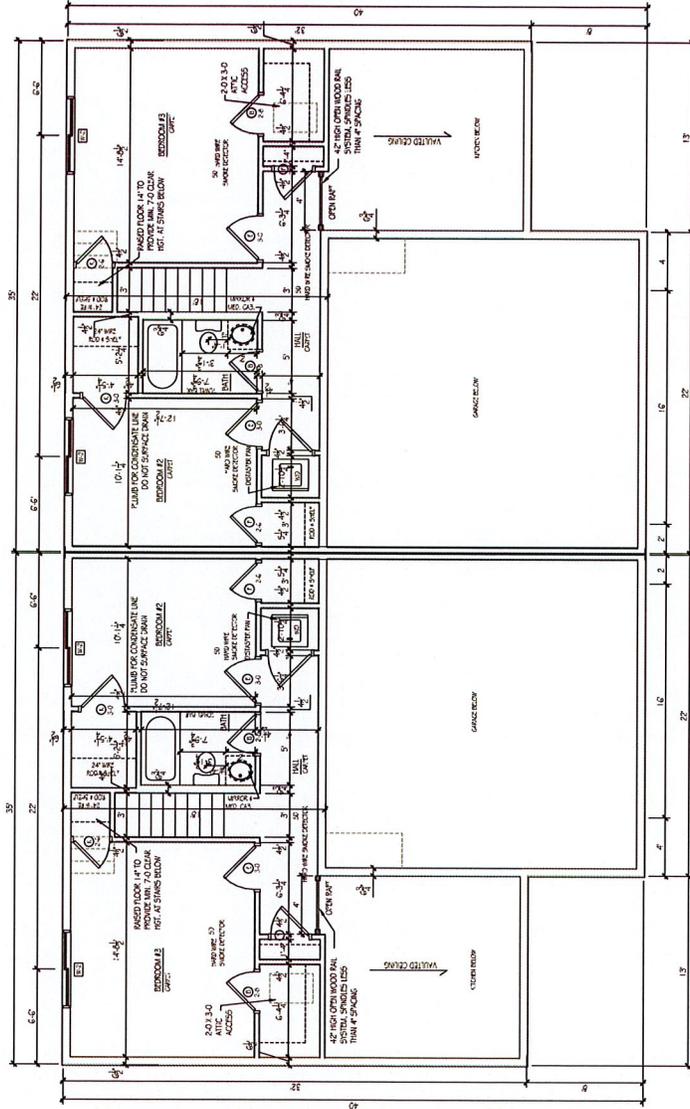
OWNER:
 SHAWNS BROS
 1432 120TH ST.
 NEW RICHMOND, WI 54017
 SHAWNSBROS@PROVERNET.NET

PLAN INFORMATION:

JOB INFORMATION:
 3 BED, 2 BATH TOWNHOME
 1ST FLOOR: 831 SQ. FT.
 2ND FLOOR: 630 SQ. FT.
 TOTAL: 1,461 SQ. FT.
 GARAGE: 485 SQ. FT.
 TOTAL W/ GARAGE: 1,946 SQ. FT.

SHEET INFORMATION:
 PROJECT #:
 SCALE: AS SHOWN

SHEET
 3 OF 8
 2ND FLOOR



2ND FLOOR PLAN
 SCALE: 1/4" = 1'-0"

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SW 1/4 OF THE SW1/4 OF SECTION 03, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN, BEING LOTS 140 AND 141 OF WOODLAND CREEK.

PREPARED FOR:

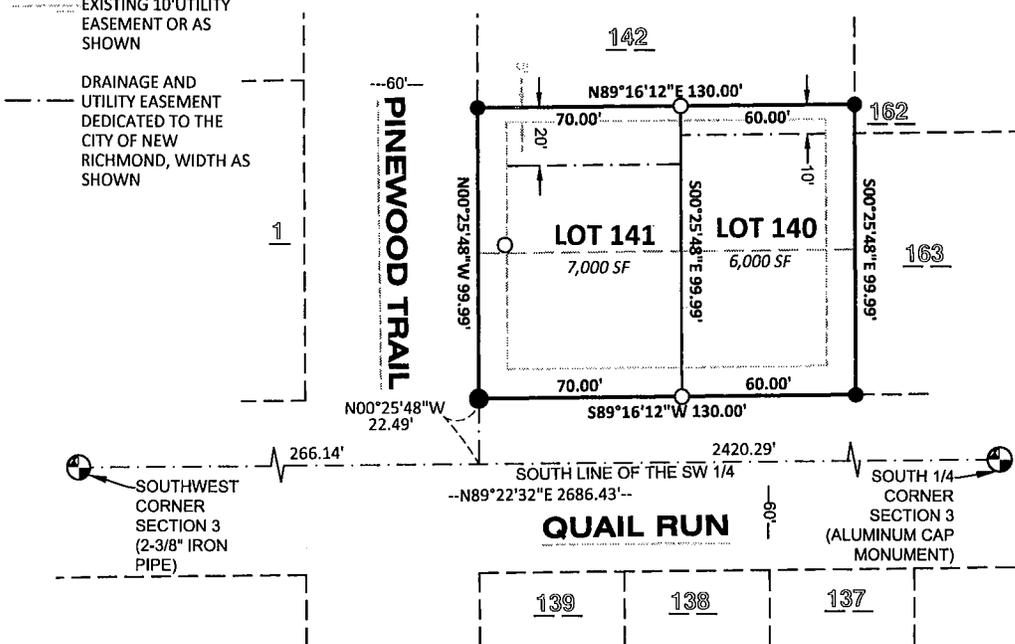
Shaun Bird
1432 120th Street
NEW RICHMOND, WI 54017

LEGEND

-  COUNTY SECTION CORNER MONUMENT OF RECORD
-  FOUND 1-1/4" OUTSIDE DIAMETER IRON PIPE
-  FOUND 2-3/8" OUTSIDE DIAMETER IRON PIPE
-  SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
-  EXISTING 10' UTILITY EASEMENT OR AS SHOWN
-  DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE CITY OF NEW RICHMOND, WIDTH AS SHOWN



THE SOUTH LINE OF THE SW 1/4 OF SECTION 3 BEARS N89°22'32"E BASED UPON THE ST. CROIX COUNTY COORDINATE SYSTEM



SURVEYOR'S CERTIFICATE

I, Ty R. Dodge, Wisconsin Professional Land Surveyor, hereby certify that by the direction of Shaun Bird, I have surveyed, and mapped a part of the Southwest Quarter of the Southwest Quarter of Section 3, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Lots 140 and 141 of Woodland Creek.

Containing 0.298 acres of land. Subject to all easements, restrictions and covenants of record.

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

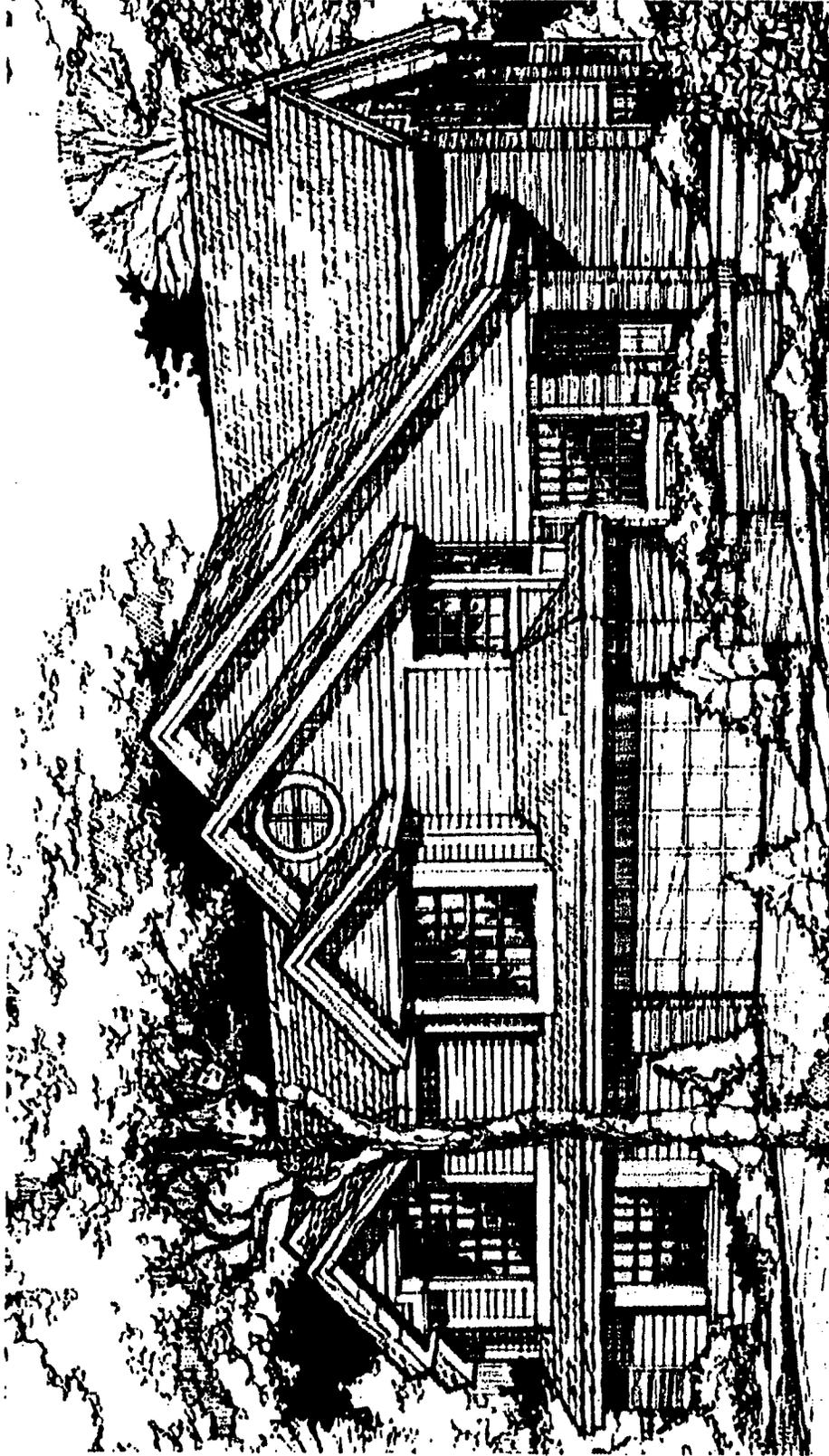
Ty R. Dodge

Ty R. Dodge PLS #2484
Auth Consulting Associates
2920 Enloe Street Suite 101
Hudson WI 54016

12/22/17

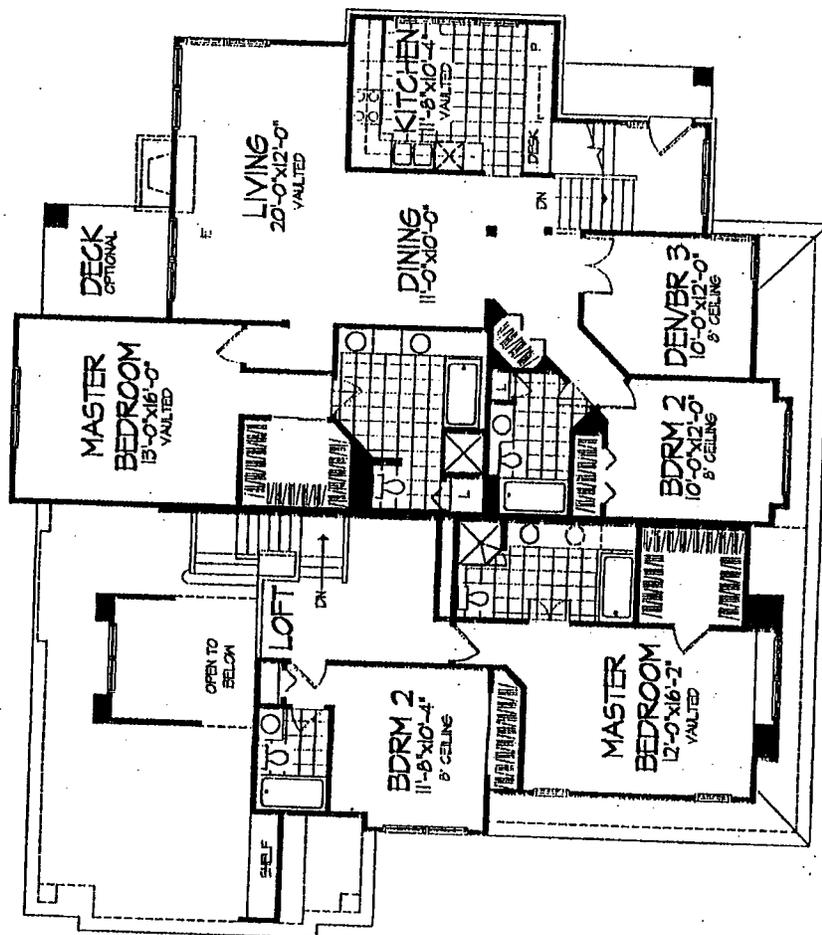
Date

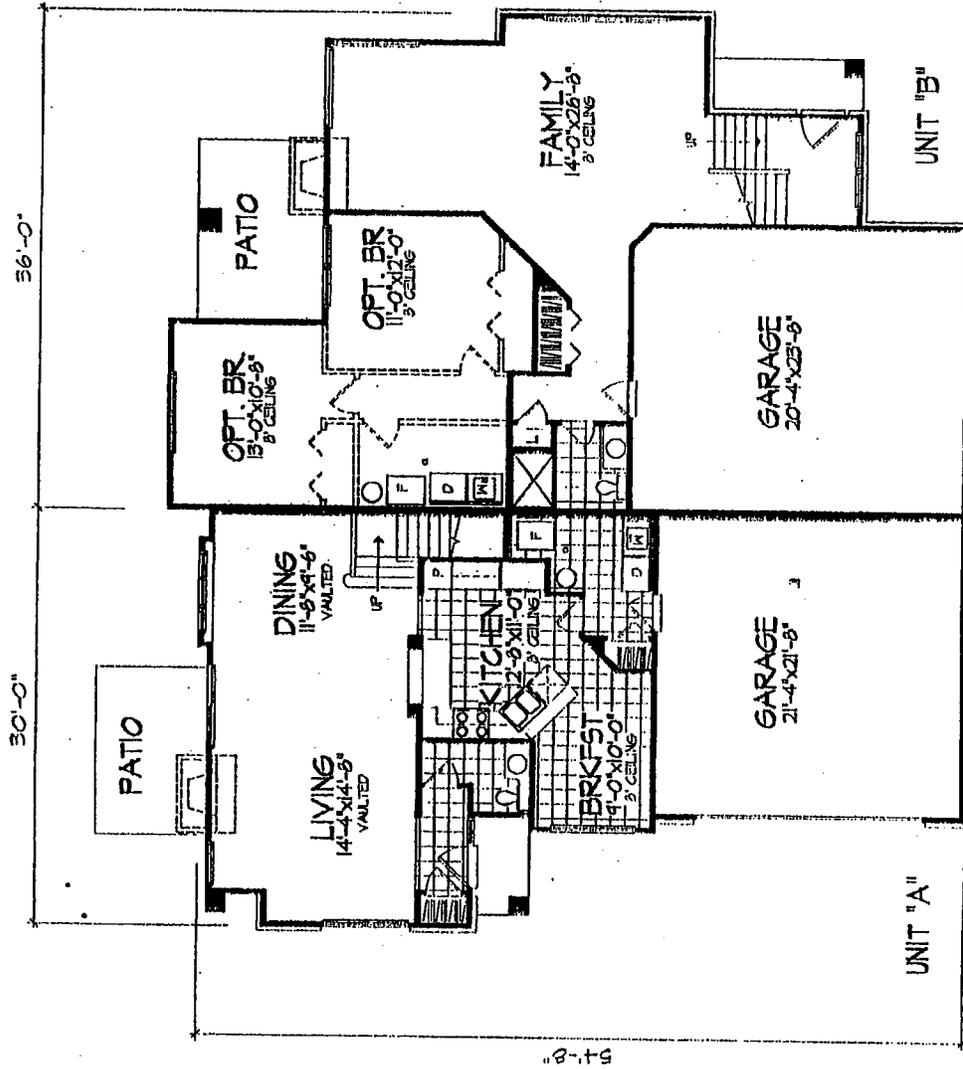


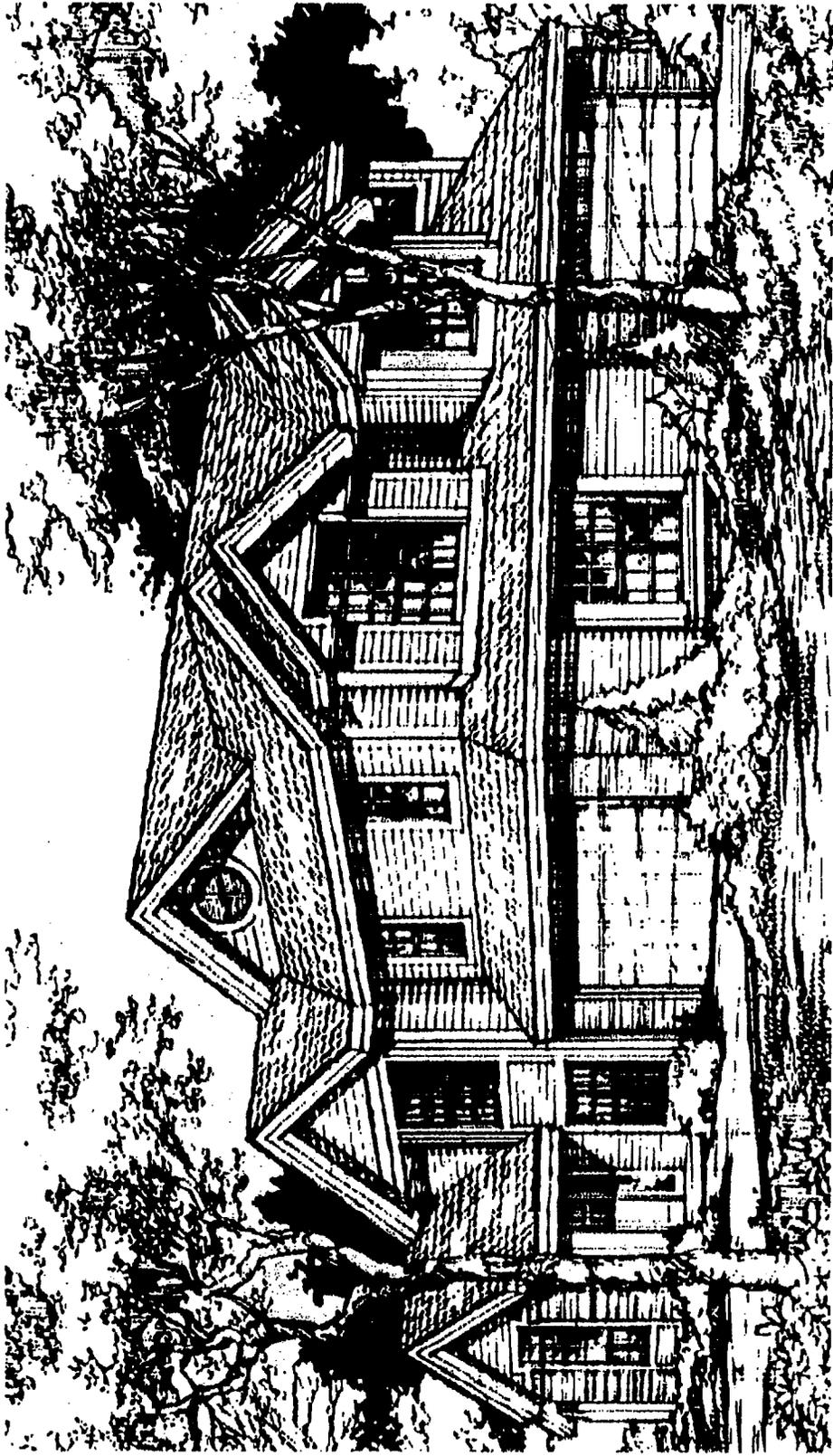


HOME TEC

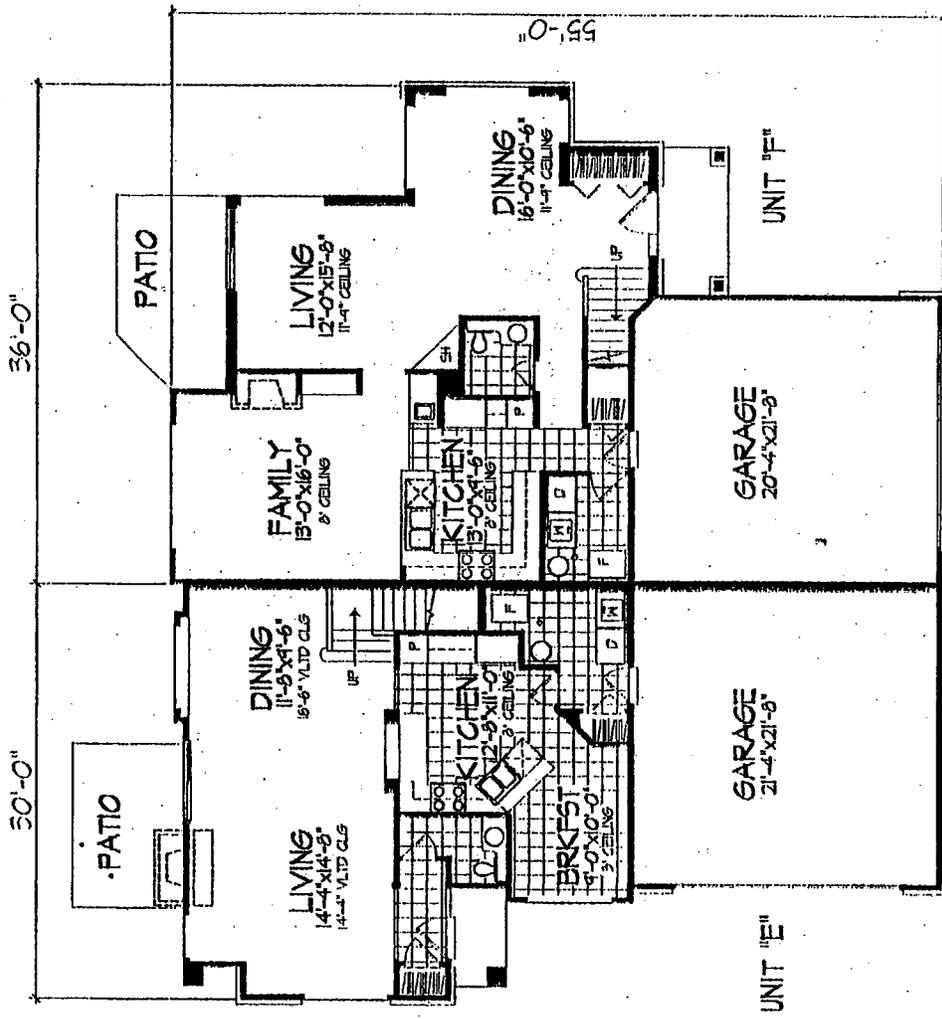
LOTS: 99¢100, 138¢139, AND 140¢141

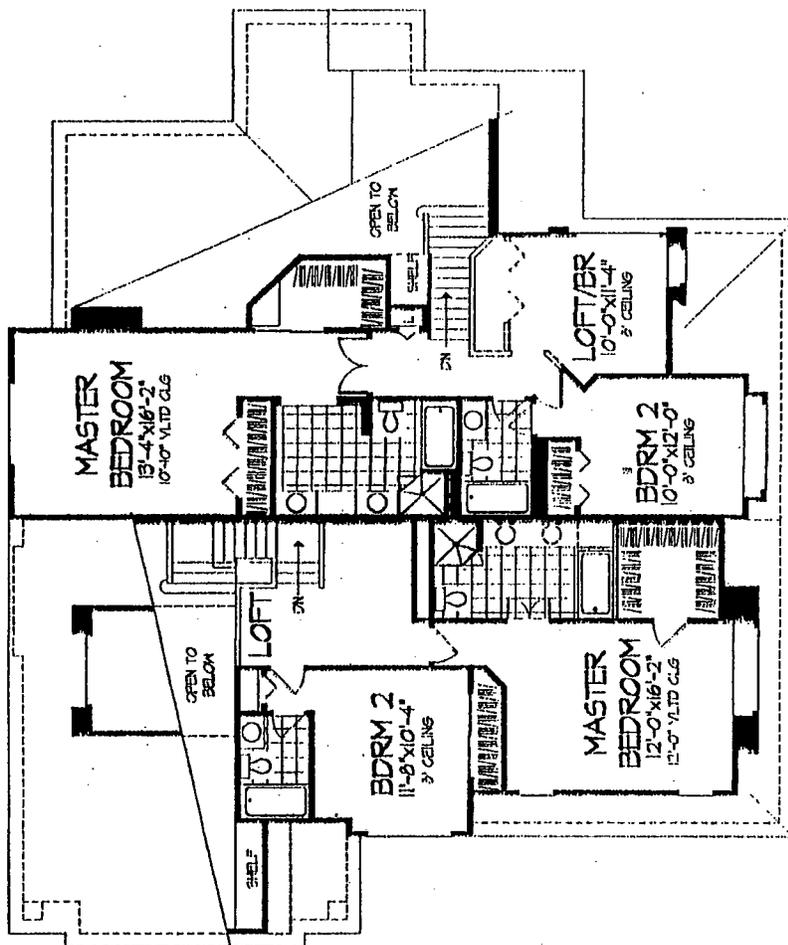


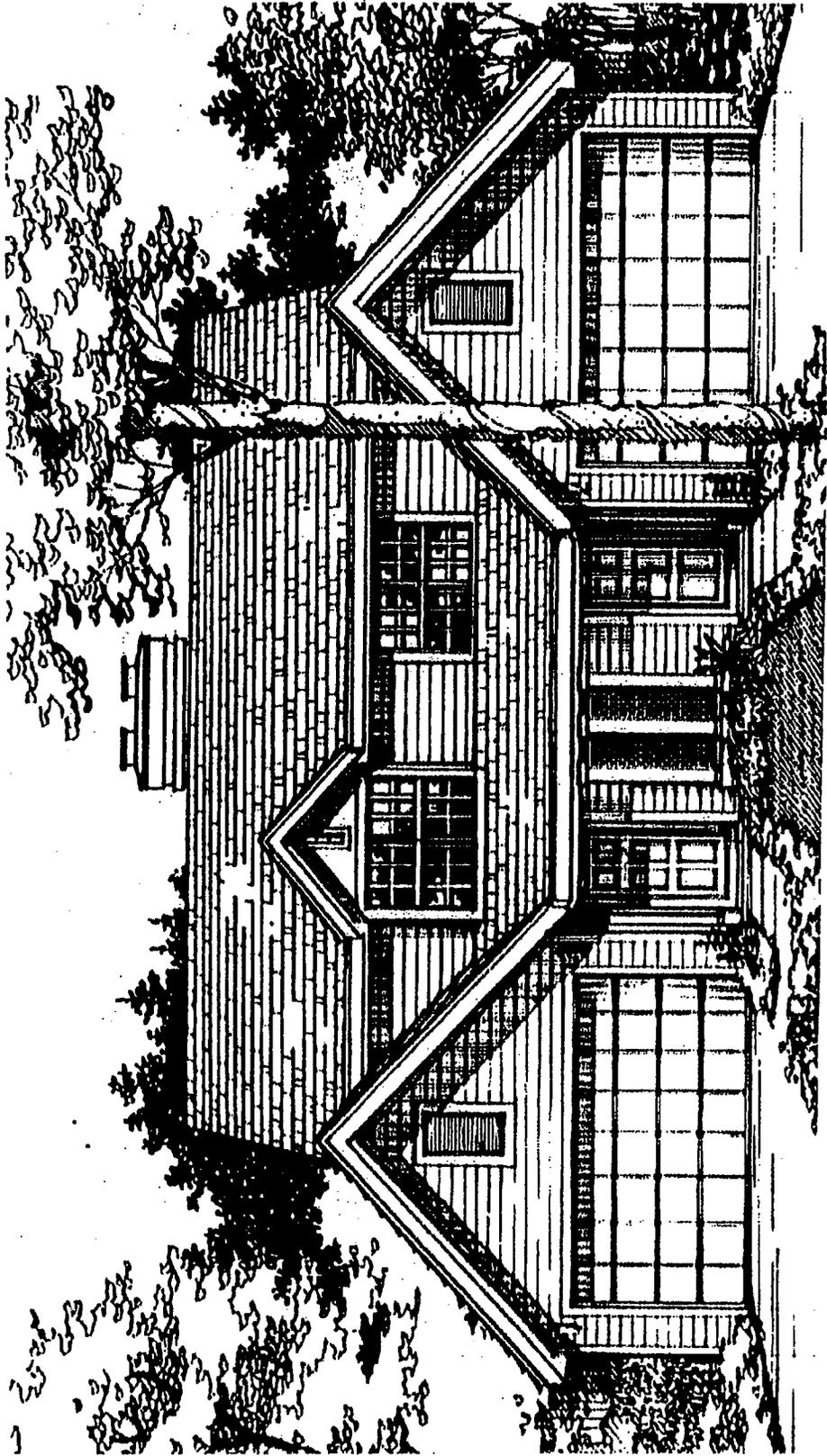




HOME TE
(OPTION) LOTS 138 & 139

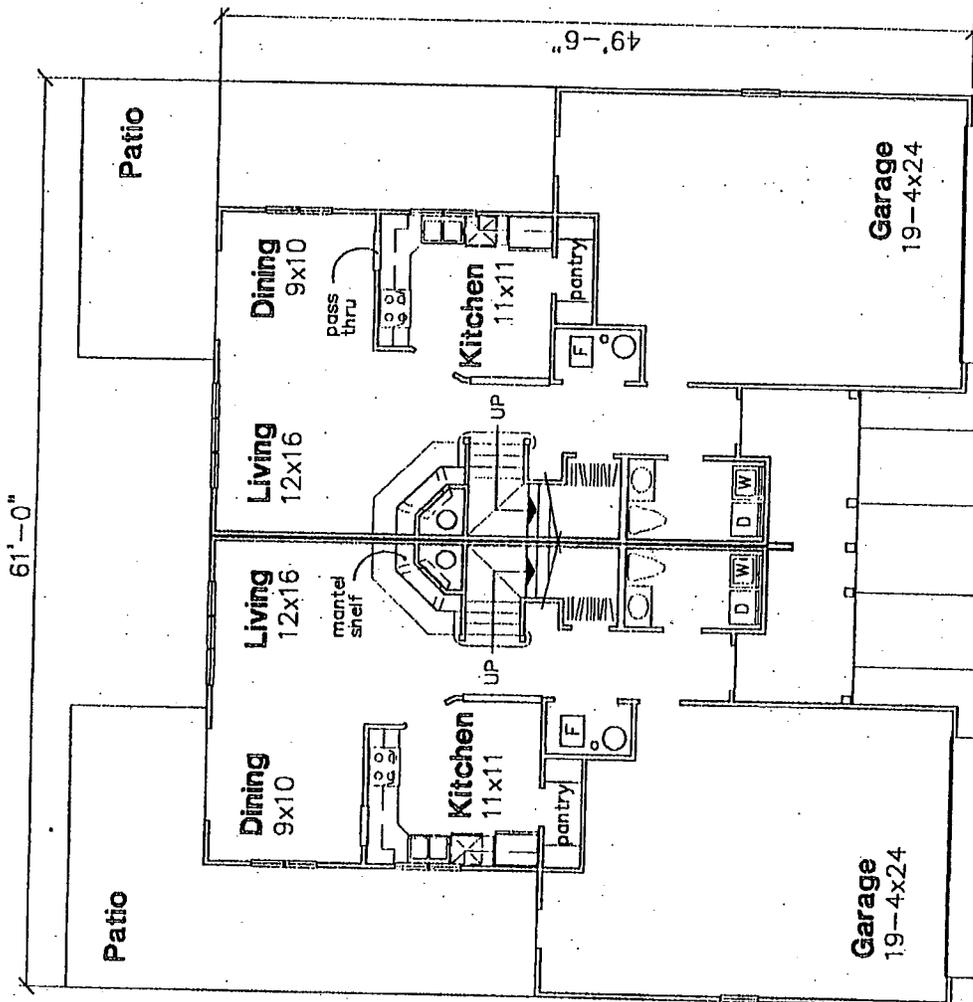


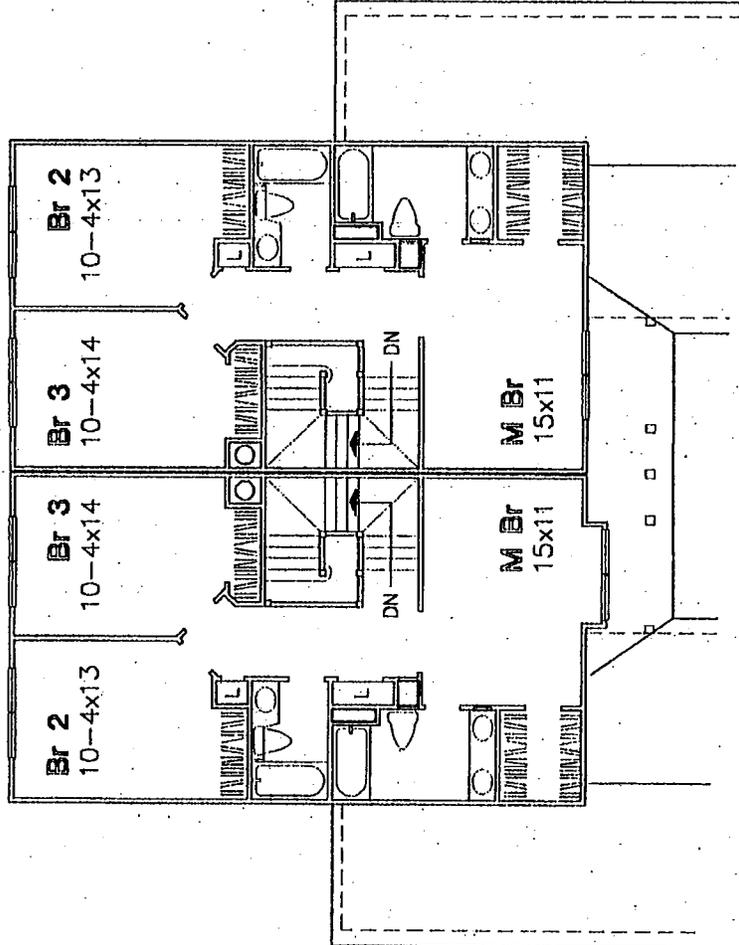


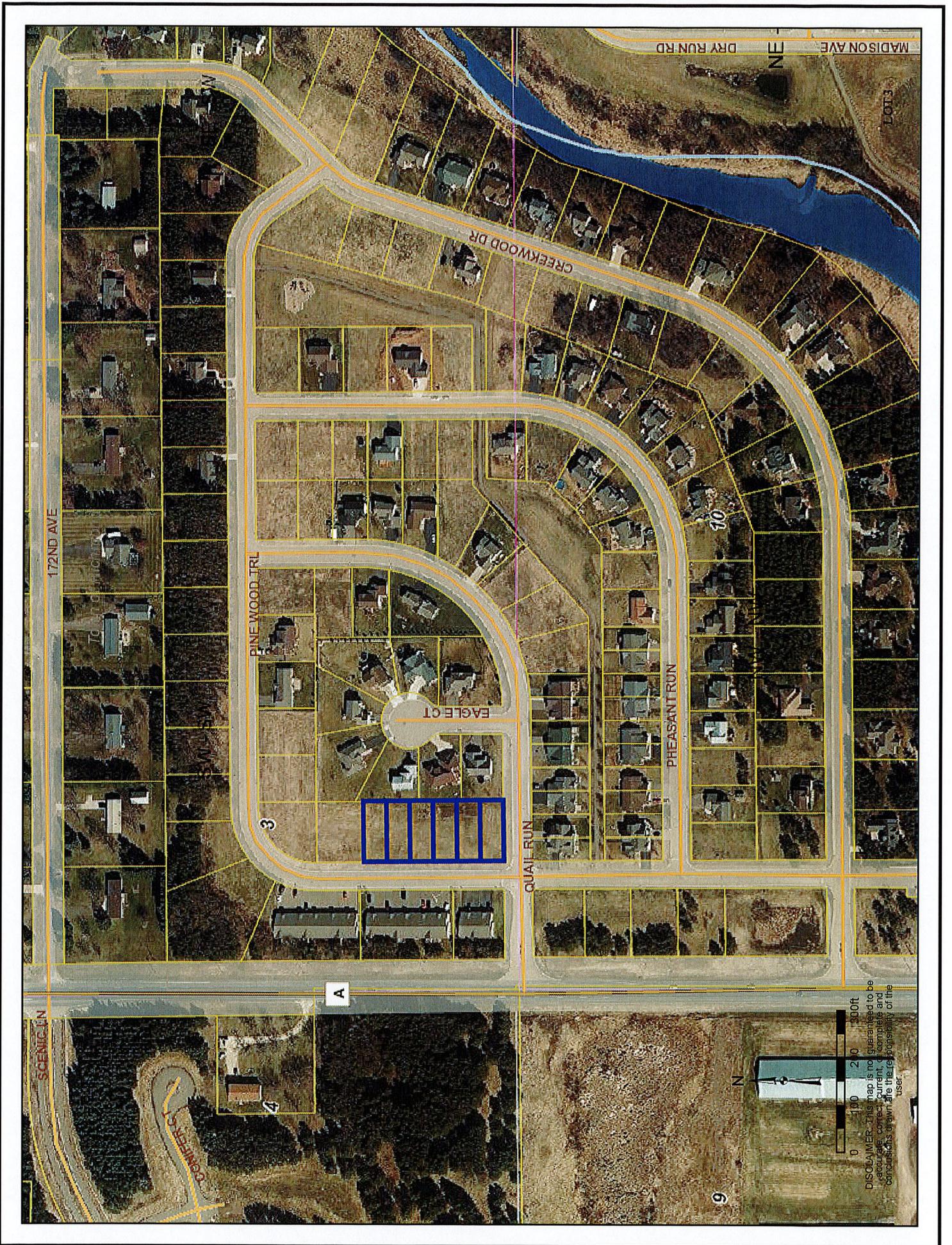


HOME TEC

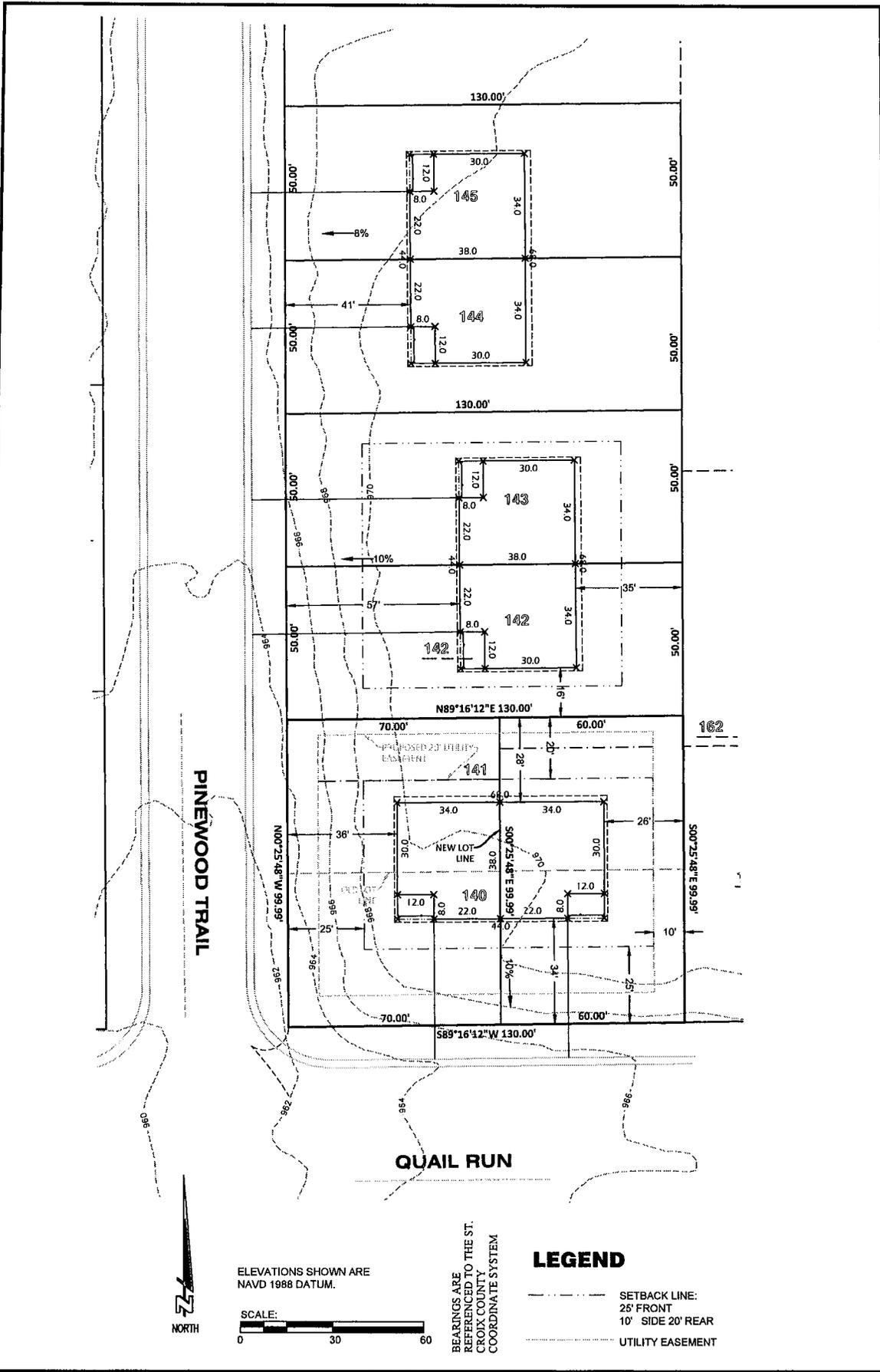
LOTS 144 & 145







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



ELEVATIONS SHOWN ARE
NAVD 1988 DATUM.

SCALE:
0 30 60

NORTH

BEARINGS ARE
REFERENCED TO THE ST.
CROIX COUNTY
COORDINATE SYSTEM

LEGEND

--- SETBACK LINE:
25' FRONT
10' SIDE 20' REAR

--- UTILITY EASEMENT

PROJECT
SHAUN BIRD
LOTS 140-145 WOODLAND CREEK
S1/2 SW 1/4 SEC. 03, T03N, R18W, CITY OF THE V. RICHMOND, 5TH CROIX COUNTY, WISCONSIN

SITE PLAN

ACI AUTH-CONSULTING/ASSOCIATES

S&N S&N Land Surveying

DRAWN BY: TRD			
CHECKED BY:			
DATE:			
DWG FILED: 84554			
REV FILED:			
JOB NUMBER: 6455-018	REVISION DESCRIPTION	NAME	DATE

ORDINANCE #507

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

Section 1. Section 121-9.B.8 of the Zoning Ordinance (Preservation of PUD Districts) is hereby amended to read as follows:

16. Woodland Creek, Approved as a PUD Plat 5/8/00, amended 02/12/18.

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

Passed and approved: February 12, 2018

Published and effective: February 22, 2018

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: February 7, 2018

SUBJECT: Temporary Keeping of Goats within the City of New Richmond

BACKGROUND

A growing number of communities in the Twin Cities metro region are using goats to remove buckthorn and other invasive species, as goats are proving to be an affordable, environmentally friendly, and effective tool.

City staff have developed an ordinance that would allow for the temporary keeping of goats. The ordinance was presented to the Plan Commission in December 2017 and approved in February 2018. The proposed ordinance is included in the agenda packet with this memo.

Under the proposed ordinance, a private property owner could temporarily keep goats to control invasive species with a permit and in accordance with several provisions, including:

- The temporary use of goats is limited to 60 days within a calendar year
- Property must be at least one acre in size, with no more than 15 goats per acre
- Goats must be contained by an adequate containment fence at all times
- As part of the administrative permit application, applicants must receive signatures of 75 percent of abutting property owners granting their consent.
- The Director of Public Works or his or her designee shall have the authority to prohibit the use of goats with horns that are determined to present a safety concern to the public and/or other animals.

ACTION REQUESTED

The Plan Commission recommends formal approval of the goat ordinance as presented.

City of New Richmond Ordinance #508

ORDINANCE AMENDING THE CITY CODE TO ALLOW THE TEMPORARY KEEPING OF GOATS WITHIN THE CITY OF NEW RICHMOND

The Common Council of the City of New Richmond ordains:

Section 1. Section 10-6 (Prohibited and protected animals) of the City Code shall be amended to read as follows:

(e) Farm animals. The keeping of cattle, horses, hogs, poultry and other farm animals is prohibited within the City, except in areas zoned agricultural, land owned or leased by an accredited educational institution as part of an agriculture or science curriculum upon approval of a conditional use permit, as provided in Article II regarding the keeping of chickens, and Article III regarding the temporary keeping of goats.

Section 2. Section 10-7 (Keeping of livestock; animals in public places) of the City Code shall be amended to read as follows:

(a) Prohibited. ~~The keeping, harboring, feeding or possession of any mink, horses, coon, muskrats, foxes, skunks, swine, goats, sheep, or any ducks, cows, chickens, geese, or other fowl within the City limits is hereby declared to be a menace to health and nuisance.~~ No person shall keep, harbor, feed, or possess any ~~of the animals or fowl mentioned in this section~~ mink, horses, raccoon, muskrats, foxes, skunks, swine, goats, sheep, ducks, cows, chickens, geese, or other fowl ~~mentioned in this section~~ within the limits of the City except in areas zoned agricultural, land owned or leased by an accredited educational institution as part of an agriculture or science curriculum upon approval of a conditional use permit, as provided in Article II regarding the keeping of chickens, and Article III regarding the temporary keeping of goats. This section does not affect the City in its governmental capacity from maintaining any animals at a public zoo or park, or other City owned property, nor shall it apply to the exhibition of any animals at any agricultural fair or similar public exposition held in the City, nor to properly zoned premises in compliance with City ordinances.

Section 3. Chapter 10 of the City Code (Animals) is hereby amended to add the following provisions:

Article III. - GOATS

Sec. 10-41. – PURPOSE.

The purpose of this section is to establish conditions under which the temporary and periodic use of a limited number of goats for invasive species and other weed control is permitted in all districts; and to establish requirements for doing so to protect the health, safety, and welfare of the general population of the city of New Richmond.

Sec. 10-42. – REQUIREMENTS FOR TEMPORARILY KEEPING GOATS.

- (a) Temporary use of goats shall not exceed sixty (60) days within a calendar year.
- (b) The maximum number of goats to be allowed on any single property shall not exceed fifteen (15) animals per acre.
- (c) The use of goats shall be limited to does and/or wethers only; bucks are prohibited.
- (d) The Director of Public Works or his or her designee shall have the authority to prohibit the use of goats with horns that are determined to present a safety concern to the public and/or other animals.
- (e) The goats shall be contained by an adequate containment fence at all times. All fences must comply with New Richmond Zoning Ordinance Sec. 121-54 Fences/Walls.
- (f) The property must be maintained in a clean, sanitary condition so as to be free from offensive odors, fly breeding, dust, and general nuisance conditions.
- (g) The property must be a minimum of one (1) acre in area.
- (h) The City shall have no liability for any damage that may be caused by goats kept on a property pursuant to this section. Property owners and permittees under this section shall be jointly and severally liable for any damage that may be caused by the goats kept pursuant to a permit issued under this section.

Sec. 10-43. – PERMIT REQUIRED

- (a) No person shall own, harbor, keep, or maintain goats temporarily or otherwise on their property within the City without first obtaining a permit approved by the Director of Public Works.
- (b) Applications shall be made to the City Clerk's Office and forwarded to the Director of Public Works for review.
- (c) The applicant shall be the property owner or tenant with written consent of property owner.
- (d) The applicant shall provide the following information on the permit application:
 - (1) Name, address, and contact information of the permit applicant.
 - (2) Address and description of the property.

- (3) The type of invasive species or weed control problem on the property, and photographs of the property showing the extent of the infestation.
 - (4) Name, address, and contact information of the person or entity providing the goats.
 - (5) Site plan showing where on the property the goats will be temporarily kept, including a plan and description of the fencing that will be used to keep the goats on the property.
 - (6) The number of goats that will kept on the property, as well as their respective breed, sex, and (dis)budded or (de)horned condition.
 - (7) Signatures of 75 percent of abutting property owners granting their consent.
- (e) No permit shall be issued until the Public Works Director reviews the application and inspects the property and determines that the applicant has complied with the requirements of this Section. The Public Works Director shall approve or deny an application within thirty (30) days of a complete application being submitted.
- (f) The Director of Public Works shall issue a permit as provided for by this Article, or shall state in writing the reasons for an application for a permit having been denied. The applicant may resubmit an application for a permit in accordance with the procedures in this Section.
- (g) The permit shall not be transferable to another property owner or tenant, or property.
- (h) No permit shall be issued if the applicant is delinquent in paying of any taxes, assessments, forfeitures, or fines for violations of City ordinances, utility bills, or other claims owed to the City.

Sec. 10-44. – PERMIT FEE.

- (a) Application and Permit fee shall be in the amount established by the City fee schedule.
- (b) Permit fees shall not be prorated or refundable.

Sec. 10-45. – INSPECTION AND ENFORCEMENT.

- (a) The Director of Public Works or his or her designee shall have the power, whenever they

may deem reasonably necessary, and consistent with the requirements of statutory and constitutional law, to enter a building, structure, or property related to a permit under this section to ascertain whether the permit holder is in compliance with this chapter.

- (b) Violations of this chapter may constitute a public nuisance under Chapter 58 of this code, or under chapter 823, Wisconsin statutes.
- (c) The City may revoke a permit at any time if the permittee does not follow the terms of the permit or this section, or if the City finds that the permit holder has not maintained the goats, fences, or outdoor enclosures in a clean and sanitary condition.

Sec. 10-46. – OTHER METHODS NOT EXCLUDED.

The requirements and remedies provided under this section are not exclusive and may be used in combination with each other or with any other section of this code or applicable state statute.

Sec. 10-47. – SEVERABILITY.

If any provision in this section, or portion thereof, is found to be unconstitutional or otherwise invalid, the validity of the remaining sections shall not be affected.

Sec. 10-48. – VIOLATION AND PENALTY.

Any person who violates the provisions of this chapter shall, upon conviction thereof, forfeit not less than Fifty (50) Dollars nor more than Five Hundred Dollars (\$500.00) per day of violation, if applicable, together with the costs of prosecution. Each day a violation exists is a separate violation.

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

Passed and approved: February 12, 2018

Published and effective: February 22, 2018

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: 7 February 2018

RE: New Richmond – Haffner Certified Survey Map

TPC FILE: 164.02

BACKGROUND

Mr. Robin Haffner has submitted plans to subdivide 23.53 acres located south of County Road K and east of 140th Street. The proposed subdivision consists of four lots and is to be considered as a Certified Survey Map (CSM) in accordance with Section 117-20 of the Subdivision Ordinance. The proposed CSM is subject to review by the Plan Commission and approval of the City Council.

Exhibits:

- Site location map
- CSM dated 2/7/18
- Concept plan

ANALYSIS

Comprehensive Plan. The Comprehensive Plan guides the subject site for future low density residential development. The proposed CSM will create two urban single family lots and two larger lots each with the ability to be resubdivided in the future into urban single family lots as shown on the concept plan submitted in support of the applicant's request. The subdivision of the four lots as part of the CSM and eventual subdivision of Lots 1 and 2 is consistent with the Land Use Plan elements of the Comprehensive Plan.

Zoning. The subject site is zoned Z2 District. The Z2 District allows for development of low density residential uses, including single family dwellings. The proposed CSM is consistent with

the intent of the Z2 District and will be required to comply with applicable performance standards.

Surrounding Uses. Subdivision and development of the subject site in accordance with the provisions of the Z2 District will be compatible with surrounding property to the west and north within the Rich River Trails PUD. Areas to the east and south of the subject site are outside of City limits, but are guided for low density residential use by the Comprehensive Plan and would be compatible with Z2 District uses that are proposed be developed within the subject site as shown on the CSM and overall property concept plan.

Lot Width. Section 117-33.B of the Subdivision Ordinance requires all proposed lots have minimum frontage to a public street. Table 5 of the Zoning Ordinance requires that all lots have a minimum width of 80 feet. The proposed lots each have at least 80 feet of frontage to 140th Street.

Setbacks. The CSM identifies the setbacks shown below required for single family dwellings constructed on lots zoned Z2 District in accordance with Table 5 of the Zoning Ordinance. Each of the proposed lots on the CSM has adequate area within the lot to accommodate construction of a single family dwelling in compliance with required setbacks.

Principal Front	Secondary Front	Side	Rear
25ft.	20ft.	5ft.	20ft.

Access. The subject site abuts 140th Street, which is defined by the Comprehensive Plan as a collector street. Direct lot access to collector streets is restricted by Table 1 of the Subdivision Ordinance to ensure vehicles entering/exiting the roadway do not congest traffic flow. The proposed CSM has been designed such that access to the proposed lots occurs at the location of future street intersections with 140th Street when Lots 1 and/or 2 are resubdivided in the future. In the interim, Lots 3 and 4 will access 140th Street at these future intersection locations by an access easement. A document establishing the rights and responsibility for shared use of driveways within the access easement, and including a termination clause for when street construction occurs, must be drafted and recorded together with the CSM.

Park Dedication. The original development plan for the subject site when it was included with Rich River Trails proposed dedication of several greenspaces. These included a greenspace abutting the railroad right-of-way, a greenspace abutting 140 Street mirroring the existing one on the west side of the roadway, and the area surrounding the large wetland dividing proposed Lots 1 and 2. We recommend that acquisition of park land through dedication be deferred until such time as Lots 1 and 2 are resubdivided in the future to incorporate a neighborhood park facility central to the overall development adjacent to the large wetland. Park dedication requirements for the proposed CSM would thus be satisfied as a cash fee in lieu of land paid as an impact fee at the time a building permit is issued for each lot.

Utilities. Section 117-37.C of the Subdivision Ordinance requires that where public sewer (and water) is available it be extended to all lots. The determination of whether utilities are available to a proposed subdivision is to be made by the Public Works Director. Based on the urban size of proposed Lots 3 and 4, these lots should be required to connect to public sewer and water utilities. Lots 1 and 2 are of sufficient size to accommodate private utilities on an interim basis until resubdivided based on the submitted concept plan. All utility issues are to be subject to review and approval of the Public Works Director.

Grading Plan. No grading plan has been submitted in conjunction with the proposed CSM. Grading to accommodate house construction on the proposed four lots and construction of interim private driveway access until such time as Lots 1 and/or 2 are resubdivided based on the submitted concept plan and local streets constructed can be reviewed at an administrative level by the Public Works Director.

Easements. Section 117-41.C.1 of the Subdivision Ordinance requires dedication of drainage and utility easements a minimum of 10 feet wide at the perimeter of each lot. The drainage and utility easement may overlay side lot lines within the subdivision. The required easements are shown on the CSM for each of the lots.

Development Agreement. No public improvements are proposed to be constructed at this time as part of the CSM. As such, a development agreement ensuring that the developer complete the required minimum improvements to City specifications is not required.

RECOMMENDATION

The Development Review Committee reviewed the proposed CSM at their meeting on 11 January 2018 and recommends approval. The Planning Commission considered the CSM at their meeting on 6 February 2018 and voted 6-0 to recommend approval as outlined below.

POSSIBLE ACTIONS

- A. Motion to **approve** a certified survey map for Robin Haffner, subject to the following conditions:
 - 1. A declaration establishing rights and responsibilities for shared driveway access to 140th Street within the roadway easements dedication by the CSM shall be submitted for approval by City staff, executed by the property owner, and recorded with St. Croix County.
 - 2. Park dedication requirements for the proposed CSM shall be satisfied as a cash fee in lieu of land paid as an impact fee at the time the building permit is issued;

future resubdivision of the lots shall be subject to further park dedication requirements, including land dedication, in effect at the time of approval.

3. Single family dwellings constructed upon Lots 3 and 4 shall connect to City sanitary sewer and water utilities; 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.
- B. Motion to **deny** the application based on a finding that the request does not comply with the requirements of the Zoning Ordinance and Subdivision Ordinance.
- C. Motion to **table**.
- c. Michael Darrow, City Administrator
Sarah Skinner, Building Inspector/Zoning Administrator
Jeremiah Wendt, Public Works Director
Nick Vivian, City Attorney

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE FRACTIONAL NW1/4 OF THE NW1/4 OF SECTION 1 AND PART OF THE FRACTIONAL NE1/4 OF THE NW1/4 OF SECTION 2, ALL IN T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING OUTLOT 15 OF THE PLAT OF RICH RIVER 1

NW COR. SEC. 1
1" STEEL SURVY MARK
NAIL FOUND

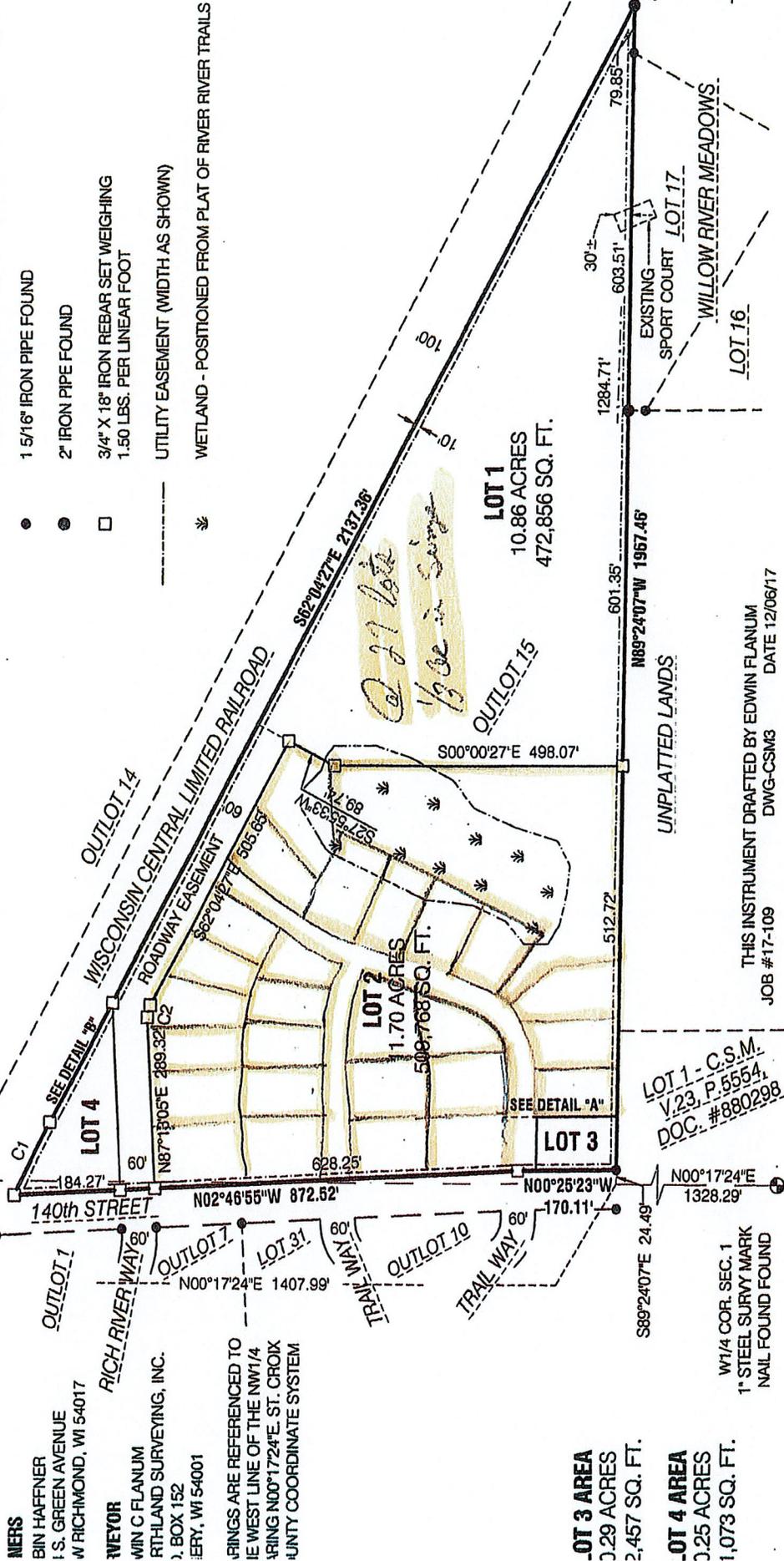
CURVE	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT-IN	TANGENT-OUT
C1	2814.93'	2°47'12"	S63°28'03"E	136.90'	136.91'	S64°51'39"E	S62°04'27"E
C2	40.00'	30°42'28"	S77°25'41"E	21.18'	21.44'	N87°13'05"W	S62°04'27"E

SCALE IN FEET 1" = 250'



LEGEND

- ⊕ ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY CO. POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
- 1 5/16" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- 3/4" X 18" IRON REBAR SET WEIGHING 1.50 LBS. PER LINEAR FOOT
- UTILITY EASEMENT (WIDTH AS SHOWN)
- ※ WETLAND - POSITIONED FROM PLAT OF RIVER RIVER TRAILS



THIS INSTRUMENT DRAFTED BY EDWIN FLANUM
JOB #17-109 DWG-CSM3 DATE 12/06/17

LOT 1 - C.S.M.
V.23, P.5554,
DOC. #880298

W1/4 COR. SEC. 1
1" STEEL SURVY MARK
NAIL FOUND

LOT 3 AREA
3.29 ACRES
1,457 SQ. FT.

LOT 4 AREA
3.25 ACRES
1,073 SQ. FT.

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE FRACTIONAL NW1/4 OF THE NW1/4 OF SECTION 1 AND PART OF THE FRACTIONAL NE1/4 OF THE NE1/4 OF SECTION 2, ALL IN T30N, R10W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING OUTLOT 15 OF THE PLAT OF RICH RIVER TRAILS.

SHEET 1 OF 2 SHEETS

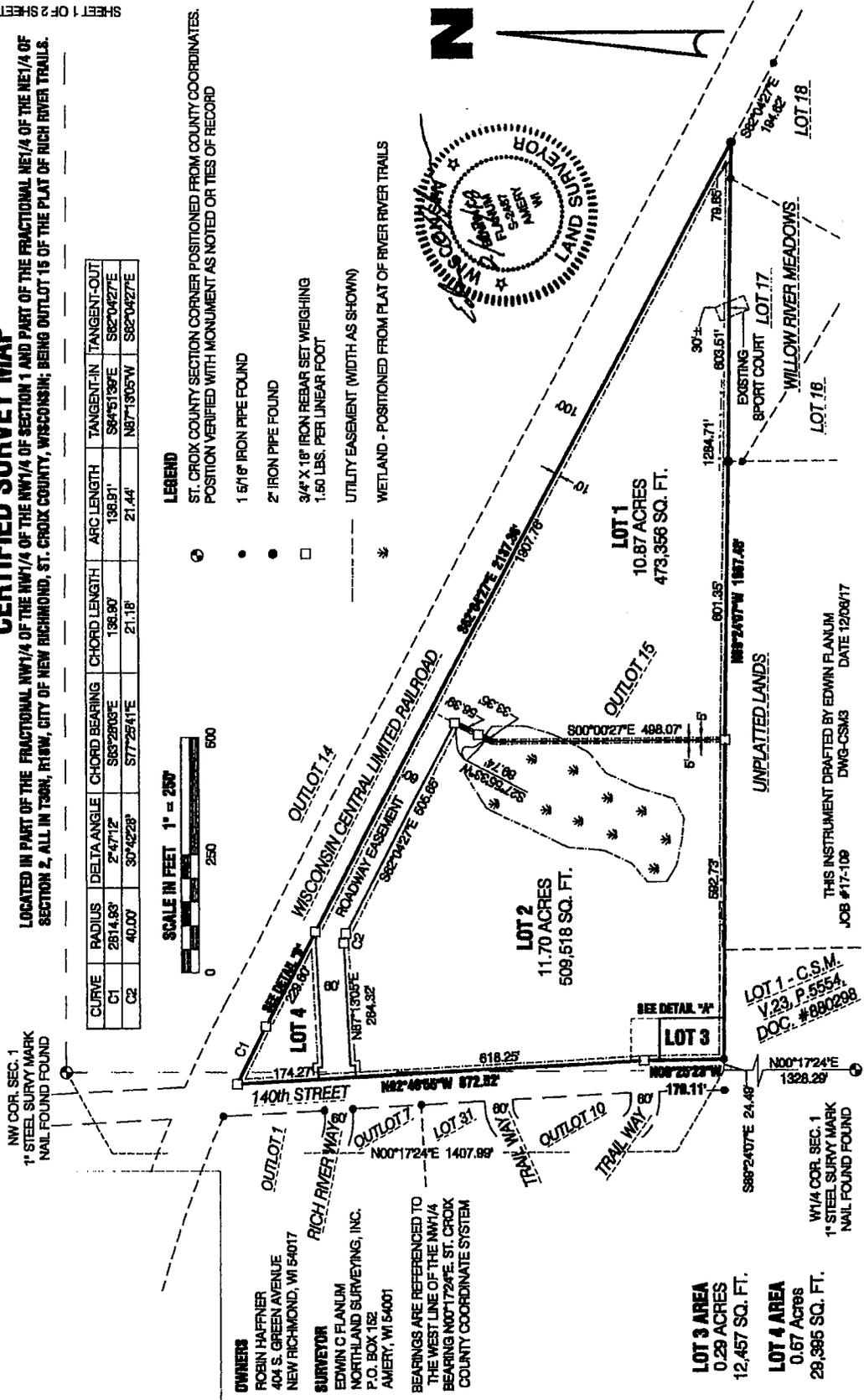
CURVE	RADIUS	DELTA ANGLE	CHORD BEARING	CHORD LENGTH	ARC LENGTH	TANGENT-IN	TANGENT-OUT
C1	2814.83'	2°47'12"	S63°28'03"E	130.80'	198.91'	S64°51'59"E	S62°04'27"E
C2	40.00'	30°42'28"	S77°25'41"E	21.18'	21.44'	N87°13'05"W	S82°04'27"E

SCALE IN FEET 1" = 250'



LEGEND

- ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY COORDINATES. POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
- 1 5/8" IRON PIPE FOUND
- 2" IRON PIPE FOUND
- 3/4" X 18" IRON REBAR SET WEIGHING 1.60 LBS. PER LINEAR FOOT
- UTILITY EASEMENT (WIDTH AS SHOWN)
- * WETLAND - POSITIONED FROM PLAT OF RIVER RIVER TRAILS



OWNERS
 ROBIN HAFFNER
 404 S. GREEN AVENUE
 NEW RICHMOND, WI 54017

SURVEYOR
 EDWIN C. FLANUM
 NORTHLAND SURVEYING, INC.
 P.O. BOX 182
 AMERY, WI 54001

BEARINGS ARE REFERENCED TO THE WEST LINE OF THE NW1/4 BEARING N00°17'24"E. ST. CROIX COUNTY COORDINATE SYSTEM

LOT 3 AREA
 0.29 ACRES
 12,457 SQ. FT.

LOT 4 AREA
 0.67 ACRES
 29,366 SQ. FT.

LOT 1, C.S.M.
 V.23, P.555A,
 DOC. #880298

W1/4 COR. SEC. 1
 1" STEEL SURVEY MARK
 NAIL FOUND

THIS INSTRUMENT DRAFTED BY EDWIN FLANUM
 JOB #17-108 DWG-C5M3 DATE 12/06/17

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE FRACTIONAL NW1/4 OF THE NW1/4 OF THE NW1/4 OF SECTION 1 AND PART OF THE FRACTIONAL NE1/4 OF THE NE1/4 OF SECTION 2, ALL IN T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING OUTLOT 15 OF THE PLAT OF RICH RIVER TRAILS.

OWNERS
HAFFNER CONSTRUCTION, LLC
404 S. GREEN AVENUE
NEW RICHMOND, WI 54017

SURVEYOR
EDWIN C FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 162
AMERY, WI 54001

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of the Robin Haffner, I have surveyed, mapped and described the parcel of land which is represented by this Certified Survey Map; that the exterior boundary of the parcel of land surveyed and mapped is described as follows:

Outlot 15 of the Plat of Rich River Trails recorded in Volume 10 of plats, Page 16, Document Number 769707 at the St. Croix County Register of Deeds Office. Located in part of the fractional NW1/4 of the NW1/4 of Section 1 and part of the fractional NE1/4 of the NE1/4 of Section 2 all in T30N, R18W, City of New Richmond, St. Croix County, Wisconsin.

Described parcel contains 23.52 acres (1,024,725 Sq. Ft.). Parcel is subject to all easements, restrictions, and covenants of record.

I, also certify that this Certified Survey Map is a correct representation to scale of the exterior boundary surveyed and described; that I have fully complied with the current provisions of Chapter 236.34 of the Wisconsin Statutes, the Land Subdivision Ordinance of the County of St. Croix, and the City of New Richmond Subdivision Ordinance in surveying and mapping same.

Edwin C. Flanum
Edwin C. Flanum, P.L.S. #2487

2/07/18
Date

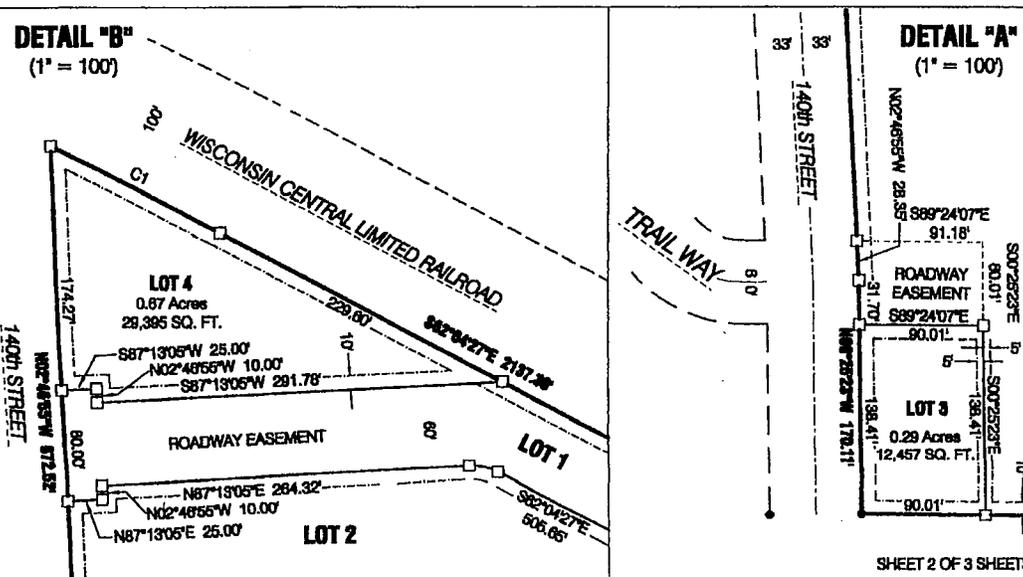


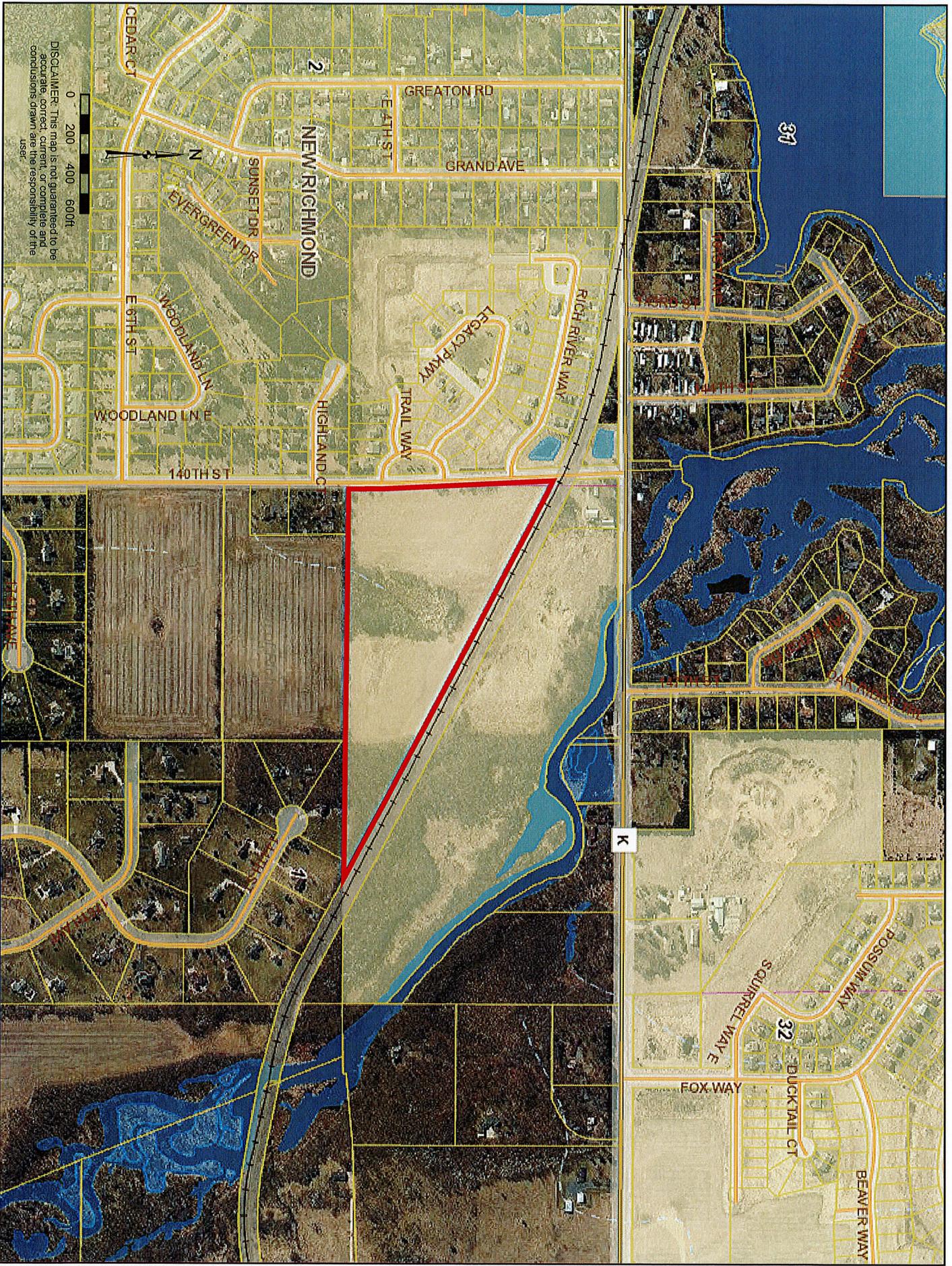
SETBACKS - PRINCIPAL BUILDING:

PRINCIPAL FRONT SETBACK - 25'
SECONDARY FRONT SETBACK - 20'
SIDE SETBACK - 5'
REAR SETBACK - 20'

SETBACKS - ACCESSORY BUILDING:

FRONT SETBACK - 25'
SECONDARY SETBACK - 20'
SIDE SETBACK - 5'
REAR SETBACK - 5'





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

0 200 400 600ft

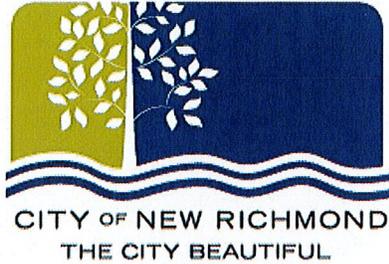


2 NEW RICHMOND

31

K

32



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

MEMORANDUM

TO: City Council

FROM: Jeremiah Wendt, Director of Public Works
Joel Enders, Management Analyst

DATE: February 6, 2018

SUBJECT: Renaming North Pierson Avenue

BACKGROUND

Following stakeholder inquiries and discussion, staff believe it would be advantageous to rename North Pierson Avenue, which begins approximately 500 feet southwest of the North Washington Avenue / North 1st Street intersection and terminates at Lakeside Foods (see attached map). Renaming will reduce confusion and facilitate better pathfinding, particularly for visitors and deliveries made to Lakeside Foods. Lakeside's current address (660 N 2nd Street) tends to bring vehicles to the wrong side of the property, but switching the address from 2nd Street to North Pierson Avenue will create further confusion because of the segmented layout of Pierson Avenue and High Street. The location and characteristics of what is currently North Pierson Avenue suggest two renaming alternatives – **High Street** or **Lakeside Drive**.

Designating the entire street section south of the railroad tracks as High Street minimizes property address changes and creates a more logical east-west continuation of High Street than currently exists. However, High Street would remain non-contiguous, separated by Chapman Avenue and North 1st Street, which may create confusion for vehicles travelling to Lakeside Foods via Knowles Avenue/Highway 65.

Renaming the streets south of the North Washington Avenue / North 1st Street intersection Lakeside Drive creates a unique, identifiable section that follows the naming criteria specified in Section 117-28(N) of the New Richmond Code of Ordinances. The Code defines an Avenue as "a long or continuous street running north and south," which does not fit with the short, irregular course and terminal nature of North Pierson Avenue. A Drive, defined as a "shorter or

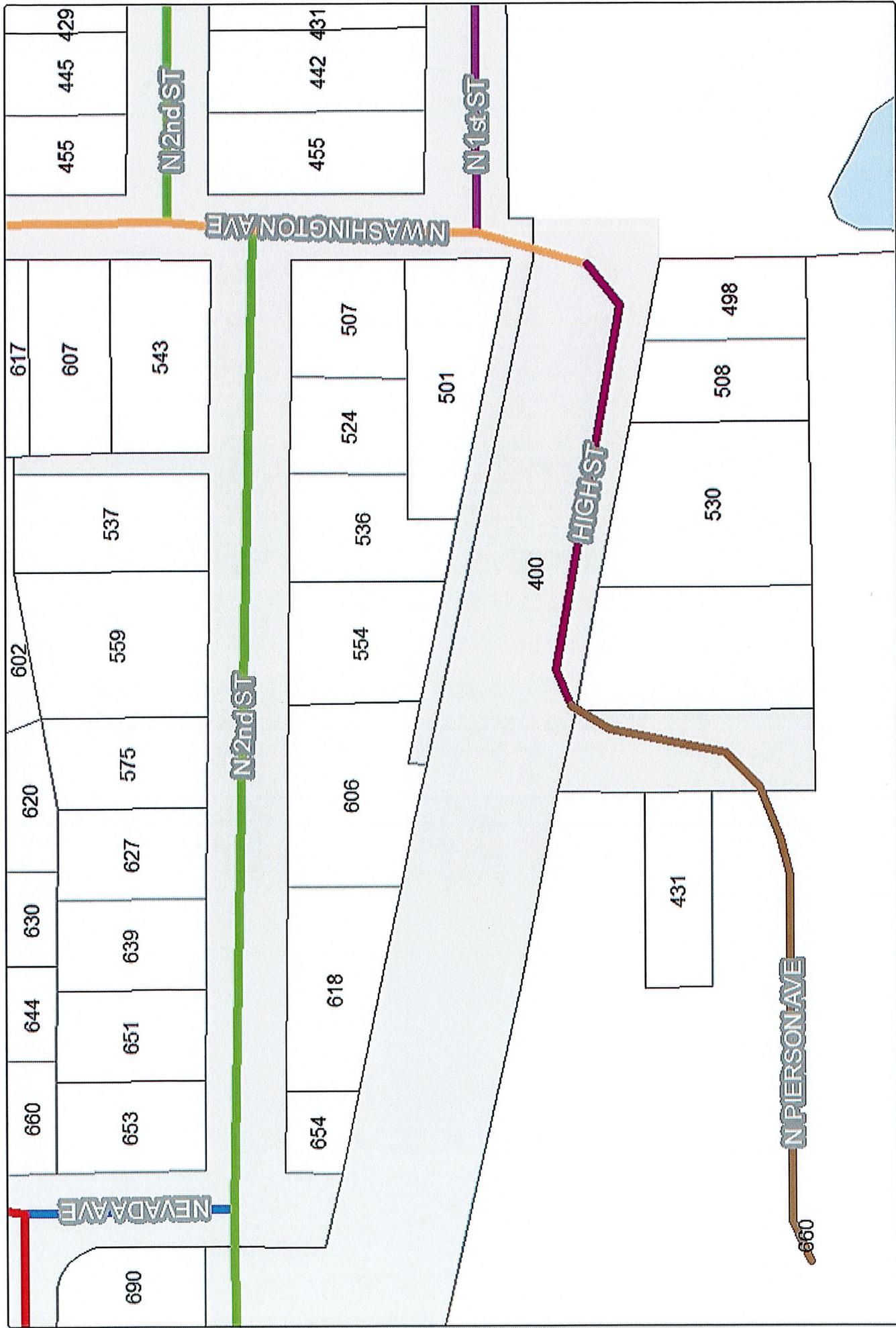
non-continuous street," is a more appropriate designation in this circumstance. This option eliminates the potential confusion associated with non-contiguous streets, but would necessitate the re-addressing of five properties.

RECOMMENDATIONS

The Public Works Committee recommended renaming N Pierson Avenue to Lakeside Drive at their February 5th, 2018 meeting.

ATTACHMENTS

1. Subject area map



Pierson Ave // High St - Naming Proposal

Colors represent unique street names



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

MEMORANDUM

TO: City Council
FROM: Noah Wiedenfeld, Management Analyst
DATE: February 6, 2018
SUBJECT: Bicycle and Pedestrian Master Plan

BACKGROUND

The existing Bicycle & Pedestrian Master Plan was approved by the City Council in the spring of 2016. As this is a living document, we intend to review and update the plan on a regular basis. Several of the recommendations identified in the 2016 plan have since been implemented, and some other areas of concern that were not included in the plan have since been recognized. Some additional projects identified in the updated plan include:

- Perform an in-depth traffic study of Knowles Avenue, including the downtown
- Construct an off-street trail on the west side of the Willow River beginning at the STH 65 bridge and continuing north to connect to Mary Park
- Construct an off-street trail parallel with CTH A from West Richmond Way north to Westfields Hospital & Clinic
- Provide accommodations for bicyclists and pedestrians on West Eighth Street
- Pursue a trail easement with the WITC-New Richmond campus
- Construct accommodations for bicyclists and pedestrians on 185th Avenue/N Fourth St.
- Support off-street bicyclist and pedestrian accommodations as part of the planned 2019 reconstruction of CTH GG

RECOMMENDATION

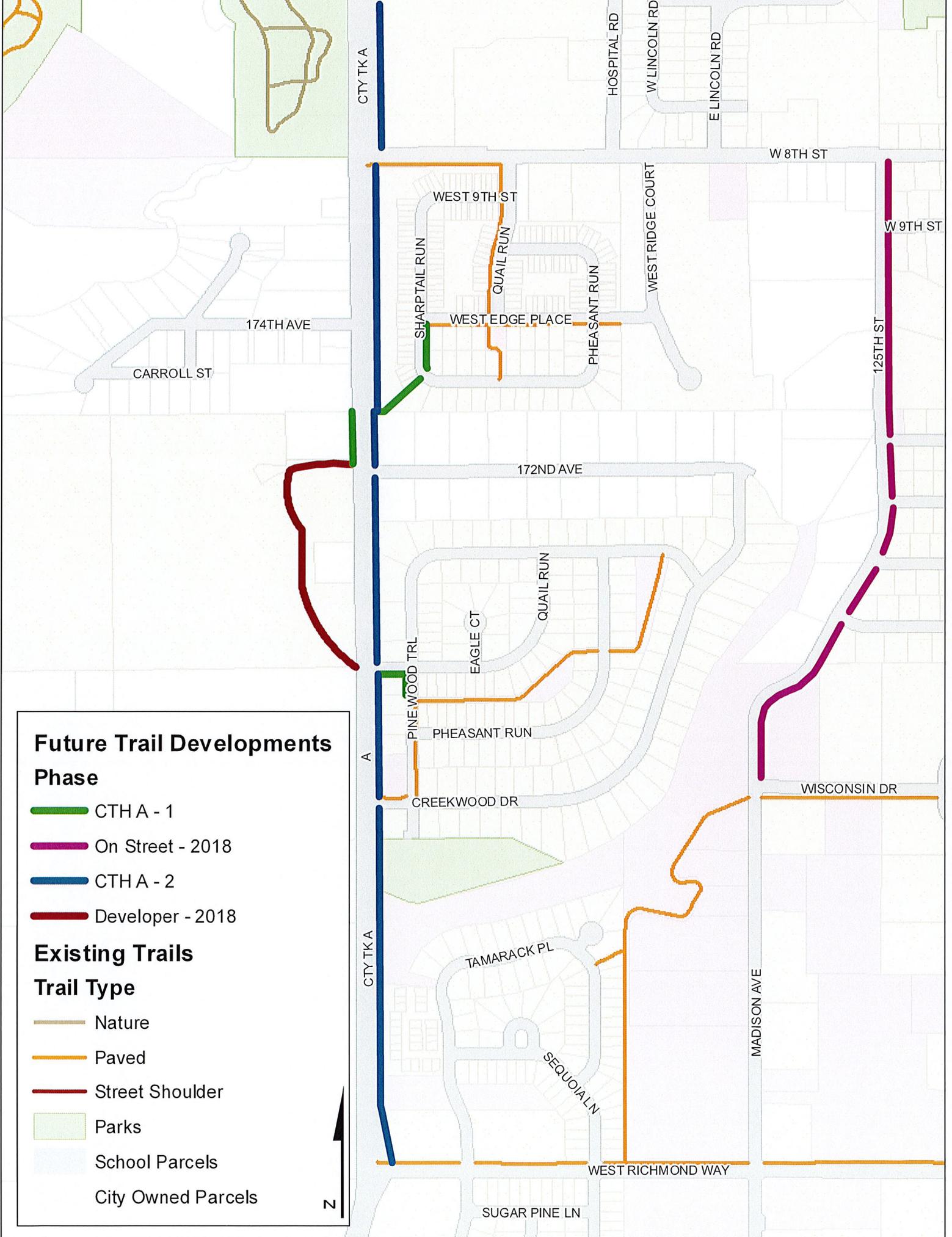
The Public Works Committee recommended the proposed updates for approval as presented at their February 5th, 2018 meeting.

Future Trail Developments

- Phase**
- █ CTH A - 1
 - █ On Street - 2018
 - █ CTH A - 2
 - █ Developer - 2018

Existing Trails

- Trail Type**
- █ Nature
 - █ Paved
 - █ Street Shoulder
 - Parks
 - School Parcels
 - City Owned Parcels





156 East First Street
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MEMORANDUM

TO: City Council

FROM: Jeremiah Wendt, Director of Public Works

DATE: February 6, 2018

SUBJECT: CTH A Trail Phases/Design

BACKGROUND

As part of the 125th Street public engagement process, staff was directed by the public, the Park Board, the Pathways Committee, and the City Council that there is a greater need for a trail in the CTH A corridor than in the 125th Street corridor. As such, staff has begun investigating options for the construction of a trail that would connect the west end of Richmond Way to the Nature Center/W 4th Street.

Because of the significant length (roughly 1.25 miles) of this trail connection, and the costs associated with that amount of trail construction, including a crossing of Paperjack Creek (estimated at over \$700,000), staff is pursuing outside funding sources.

Staff submitted an application for a Transportation Alternatives Program grant through the WI DOT that, if awarded, could cover 80% of the costs associated with the project. However, receipt of this grant would mean that construction of the trail would not occur until 2020 or 2021 at the earliest.

With this in mind, staff is proposing a phased approach that would include making critical connections in 2018 between the Woodland Creek, Willow River Bluffs, and Willowind subdivisions. The total length of trail required to make these connections is approximately 1,200 feet, and would include two crossings of CTH A. The estimated cost of \$150,000 would be paid for from bonded funds for the 125th Street project, as the estimate for that project has been reduced due in part to the decision not to construct a trail in that location.

Staff has scheduled a public meeting to discuss the CTH A corridor, and specifically ideas for bike and pedestrian accommodations in this area. The meeting is set for Monday, February 12 from 4:30-5:30 in the Council Chambers. Staff will present the conceptual phased plan noted above as part of that meeting.

Further, staff have asked SEH to prepare a proposal for design services for the Phase 1 portion of the trail. This proposal is attached, with a cost not to exceed \$14,734. If approved, the trail will be designed, bid, and constructed with the 125th Street project to save costs.

RECOMMENDATION

The Public Works Committee recommended approval of the phased approach to the CTH A trail project, and approval of the attached design contract in an amount not to exceed \$14,734 at their February 5th, 2018 meeting.



156 East First Street
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www.newrichmondwi.gov

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Jeremiah Wendt, Director of Public Works
Noah Wiedenfeld, Management Analyst

DATE: February 7, 2018

SUBJECT: Alley Ordinance

BACKGROUND

At the October 2017 work session, the City Council voted unanimously to proceed with having City staff draft an ordinance regarding alleys. Per the direction given by the City Council, the draft ordinance includes language placing weight limits on alleys, requiring alleys to be paved with asphalt, and sharing asphalt costs 50/50 between the City and the abutting property owners based on lineal frontage. The draft ordinance was presented to the Public Works Committee in November 2017 and was approved with one revision (to increase weight limit).

The proposed alley ordinance is included with this memo.

RECOMMENDATIONS

The Public Works Committee recommends approval of the alley ordinance as presented.

ORDINANCE #509

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

The following sections of the City Code are hereby repealed in their entirety and amended to read as follows:

Sec. 70-19. – Alleys.

- (a) *Procedures.* Not less than annually, the Public Works Committee shall make a recommendation to the Common Council for the repair/replacement of existing alleys.
- (b) *Repair or replacement.* Pursuant to Wis. Stats. § 62.11(5) and Wis. Stats. § 66.0701, and in addition to other methods provided by law, the Common Council may order the repair, removal, or replacement of any alley for the health, safety, and welfare of the public and the good order of the city. Fifty percent of the cost of paving with bituminous asphalt will be borne by the City, with the other 50 percent borne by the property owners. Costs associated with engineering, underground utilities, subgrade, curb, site restoration, lighting, and all other project costs shall be borne by the City. The cost to reconstruct the alley will be determined each year based on current market pricing and applied on a lineal foot basis when calculating the abutting property owner's share. Property owners can pay the bill in one lump sum, or choose to have the bill placed upon the tax roll as a special tax against said lot or parcel to be repaid over 5 years at an annual interest rate of six percent. Routine alley maintenance including but not limited to fixing potholes, crack filling, and seal coating are the responsibility of the City.
- (c) *Permit.* No person shall hereafter lay, remove, replace, or repair any public alley within the City unless the person is under contract with the City to do such work or has obtained a permit therefore from the Director of Public Works or his or her designee at least seven days before work is proposed to be undertaken. No fee shall be charged for such permits. Such a permit shall be issued upon a showing that there will be compliance with all applicable laws, standards, and ordinances.
- (d) *Nonconforming alleys.* An alley constructed contrary to the provisions of this section shall not be considered a legal alley, and may be ordered to be replaced with a legal alley that is in conformity with this section, the same as if no alley whatsoever had been built or constructed in the place where any such alley is located.
- (e) *Alley specifications.* All public alleys shall be paved with bituminous asphalt and otherwise comply with Section 117-28 (General Street Design Standards) of the City Code and AASHTO standards.
- (f) *Weight restrictions.* Pursuant to Wis. Stats. § 349.16 and Wis. Stats. § 349.17, vehicles having a gross weight of more than 9,000 pounds are prohibited from using any public alley within the corporate limits of the city, unless such alley is being used to obtain orders

for supplies or to deliver supplies or commodities to or from a place of business or residence with an entrance on such alley, or if the vehicle is authorized to perform certain services reasonable and necessary to promote the public health, safety, and welfare.

- (g) *Speed limits.* No person shall drive a vehicle on any public alley in the City of New Richmond at a speed greater than is reasonable and prudent under the circumstances, and in no event at a speed greater than ten (10) miles per hour.

Passed and Approved: February 12, 2018

Published and Effective: February 22, 2018

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor and City Council

FROM: Jeremiah Wendt, Director of Public Works

DATE: February 5, 2018

SUBJECT: Resolution Accepting James Place Improvements

Background

The attached ordinance is required by City Ordinance to be adopted by City Council in order to accept the improvements made to James Drive and Leila Lane in the James Place Development. Acceptance of these improvements will commence the one-year warranty period on the improvements.

Recommendation

Staff recommends adoption of the attached resolution.

RESOLUTION NO. 021801

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

**A RESOLUTION AUTHORIZING ACCEPTANCE
OF IMPROVEMENTS CONSTRUCTED BY
BASS LAKE, INC.**

WHEREAS, the property developer Bass Lake, Inc. (“Developer”) has constructed certain water, sanitary sewer, storm sewer, and street improvements on Leila Lane from James Place eastward 400 feet and on James Drive from N 4th Street southward 320 feet in the James Place Development as required by a Development Agreement dated June 21, 2017; and

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

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

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

The Common Council hereby accepts the street and utility improvements on Leila Lane from James Place eastward 400 feet and on James Drive from N 4th Street southward 320 feet.

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 12th day of February, 2018.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor Horne and City Council

FROM: Noah Wiedenfeld, Management Analyst

DATE: February 6, 2018

SUBJECT: TAP Grant Authorizing Resolution

BACKGROUND

The Transportation Alternatives Program (TAP) covers eighty percent of approved project costs for projects such as pedestrian and bicycle facilities and safe routes to school projects. Funds are provided through a block grant program administered by each state. City staff feel that an off-street trail facility along CTH A from West Richmond Way to Somerset Road could be a strong candidate to receive these competitive funds. Results are expected to be announced in August of 2018. Awarded projects would begin within four years of the project award date and be completed prior to June 30, 2025.

As is the case with several other state and federal grant applications, the TAP grant requires an authorizing resolution from the local governing body as a demonstration of support for the proposed project.

RECOMMENDATION

City staff recommend approval of the authorizing resolution included in the agenda packet.

RESOLUTION #021802

A RESOLUTION IN SUPPORT OF A GRANT REQUEST FROM THE WISDOT TRANSPORTATION ALTERNATIVES PROGRAM (TAP) FOR THE CONSTRUCTION OF AN OFF-ROAD TRAIL FACILITY ALONG COUNTY ROAD A BETWEEN WEST RICHMOND WAY AND SOMERSET ROAD

WHEREAS, the State of Wisconsin Department of Transportation makes grant funding available for the planning, design, and construction of bicycle and pedestrian facilities that will serve utilitarian trips that might otherwise be made by automobile; and

WHEREAS, the segment of CTH A between West Richmond Way and Somerset Road averages over 5,000 vehicles per day and currently lacks bicycle and pedestrian accommodations; and

WHEREAS, CTH A is expected to serve even more traffic in the future because of new residential and commercial development; and

WHEREAS, an off-street facility would improve connectivity to Westfields Hospital & Clinic, the Nature Center, the Business & Technical Park, and the City's existing trails system; and

WHEREAS, as part of the grant process, the State of Wisconsin Department of Transportation requires a resolution from the City Council agreeing to commence the project within four years from the date project award and complete all work prior to June 30, 2025.

THEREFORE, the New Richmond City Council resolves that the City of New Richmond, if awarded the funding from WisDot for the 2018-2022 TAP award cycle, is authorized to accept the award and enter into required agreements with WisDOT for this project; and

BE IT FURTHER RESOLVED that the City of New Richmond agrees to comply with the applicable laws, requirements, and regulations as outlined in the WisDOT 2018-2022 TAP application materials, the State-Municipal Agreement between WisDOT and the City of New Richmond, and all other program and project documentation.

Passed and approved: February 12, 2018.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, Clerk



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

TO: Mayor and City Council
FROM: Scottie Ard, Alderman
DATE: February 7, 2018
RE: Resolution for Loyalty Day

Background

The Loyalty Day Proclamation, once approved, will be in the official Loyalty Day Book and online.

Recommendation

Staff recommends approval of this resolution.

Resolution #021803

The City of New Richmond

Office of the Mayor

Proclamation

VFW Wisconsin State Loyalty Day Parade 2018

WHEREAS; Loyalty Day, first noticed in 1921 is the day whereby citizens affirm their loyalty to our flag, community, state and country; and

WHEREAS; Our Nation has endured and overcome times of tribulation and challenge by joining together in the defense of Freedom; and

WHEREAS; It is by the actions and sacrifice of American citizens that this Nation comprised of all manner of race, creed and religion defends and honors the right of all to be free; and

WHEREAS; New Richmond VFW Memorial Post 10818 and its Auxiliary have been selected to host the VFW Wisconsin State Loyalty Day Parade on Saturday, April 28, 2018 with the theme "United We Stand, We Will Not Be Divided,"

NOW, THEREFORE, I, Fred Horne, Mayor of the City of New Richmond, do hereby proclaim April 28 2018 as Loyalty Day in "The City Beautiful."

IN TESTIMONY WHEREOF, I have Hereunto set my hand and caused the Great Seal of the City of New Richmond to be affixed this 12th day of February, 2018.

Fred Horne
Mayor

ATTEST:

Tanya Batchelor
City Clerk



TO: Mayor Fred Horne and City Council

FROM: Jeremiah Wendt, Public Works Director
Rae Ann Ailts, Finance Director

DATE: February 1, 2018

RE: Requests for Proposals – Roof Repairs to Municipal Facilities

BACKGROUND

During the December 5th regular council meeting, approval was given to execute the Sworn Statement in Proof of Loss enabling the City to collect the actual cash value for damages to municipal building caused by the June 2017 hail storm. Insurance proceeds of \$377,273.76 were received on December 15th.

We would like to begin roof repairs as soon as the weather permits. The RFP's will solicit bids for roof replacement at the Sports Center, Well House #6, Pump Houses, Library and Park Shelters. The RFP's have been broken into three separate bids based upon material specification.

The following is the proposed timeline for the RFP process:

February 12, 2018	Approval of RFP by Council
February 22, 2018	Class 2 Notification Published
March 1, 2018	Class 2 Notification Published
March 8, 2018	Bid opening
March 12, 2018	Award of bid by Council

RECOMMENDATION

1. Staff recommends approval of the RFP for Sports Center Roof Replacement
2. Staff recommends approval of the RFP for Municipal Buildings Asphalt Shingle Roof Replacement
3. Staff recommends approval of the RFP for Well House #6 Roof Replacement



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: January 29, 2018
RE: Tax Increment District #6 Audit

BACKGROUND

Tax Increment District #6 was created on September 11, 1995 with the primary focus to assist in the expansion of the City's tax base and to create increased employment opportunities within the City through the encouragement of industrial development within the district. Infrastructure improvements installed over the expenditure period of TID 6 include extension of water and sewer mains, storm sewer construction, site grading/preparation, improved connectivity of roadways, trail construction and street lighting. These improvements have attracted development as well as job growth within the boundaries of the TID and the City. The base value of TID 6 in 1995 was \$228,500 and has grown to \$21,972,200 as of 2017; an increase of \$21,743,700 since inception of the district.

September 11, 2017 marked the end of the twenty-two year expenditure period for TID 6. After this date, increased property tax revenue *from* the district (the increment) cannot be used to finance public improvements *in* the district. However, increment generated through the final collection year of 2023 can be used to pay debt obligations and professional and administrative fees associated with the maintenance of the district.

Under state statute a tax increment district is required to have three audits conducted over the life of the district. These audits must be performed by a certified public accountant to ensure that financial transactions were made in a legal and proper manner in accordance with the project plan. Audits must be conducted at the following milestones:

- Twelve months after 30 percent of the project expenditures are made;
- Twelve months after the end of the expenditure period and
- Twelve months after the termination of the tax incremental district

Since the expenditure period for TID #6 ended September 11, 2017, an audit will need to be conducted in 2018 and issued prior to September 11, 2018.

Staff has obtained an engagement letter which is attached to this memo from Baker Tilly, our current auditing firm, to conduct the expenditure period audit for TID #6. The scope of the audit

includes compliance and financial testing. The estimated cost of the audit is \$5,750 to \$7,250 and will be paid by TID 6. Upon approval, compliance and financial testing will begin in February and will conclude in June with the auditor's opinion being issued in July 2018.

RECOMMENDATION

Staff recommends approval of Baker Tilly's engagement letter dated January 9, 2018 in an amount not to exceed \$7,250.



Baker Tilly Virchow Krause, LLP
225 S Sixth St, Ste 2300
Minneapolis, MN 55402-4661
tel 612 876 4500
fax 612 238 8900
bakertilly.com

January 9, 2018

Rae Ann Ailts, Finance Director
City of New Richmond
156 E. 1st Street
New Richmond, WI 54017

Dear Ms. Ailts:

Thank you for using Baker Tilly Virchow Krause, LLP ("Baker Tilly" or "we" or "our") as your auditors.

The purpose of this letter (the "Engagement Letter") is to confirm our understanding of the terms and objectives of our engagement and the nature of the services we will provide as independent accountants of the City of New Richmond ("you" or "your").

Services and Related Report

We will audit the Balance Sheet, the Historical Summary of Project Costs, Project Revenues and Net Costs to be Recovered Through Tax Increments and Historical Summary of Sources, Uses, and Status of Funds of the Tax Incremental ("TID") No. 6 of the City of New Richmond as of April 30, 2018 and from the date the TID was created through April 30, 2018, and the related notes to the financial statements. This audit represents the 100% audit of TID No. 6. If, for any reasons caused by or relating to the affairs or management of the City of New Richmond, we are unable to complete the audit or are unable to or have not formed an opinion, or if we determine in our professional judgment the circumstances necessitate, we may withdraw and decline to issue a report as a result of this engagement.

The following supplementary information accompanying the financial statements will also be subjected to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and our auditor's report will provide an opinion on it in relation to the financial statements as a whole.

Detailed Schedule of Sources, Uses and Status of Funds

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Our Responsibilities and Limitations

The objective of a financial statement audit is the expression of an opinion on the financial statements. We will be responsible for performing that audit in accordance with auditing standards generally accepted in the United States of America ("GAAS"). These standards require that we plan and perform our audit to obtain reasonable, rather than absolute assurance about whether the financial statements are free of material misstatement, whether caused by error or fraud. The audit will include examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements, assessing accounting principles used and significant estimates made by management, and evaluating the overall financial statement presentation. Our audit does not relieve management and the audit committee or equivalent group charged with governance of their responsibilities.

The audit will include obtaining an understanding of the City of New Richmond and its environment, including internal controls, sufficient to assess the risks of material misstatement of the financial statements and to determine the nature, timing and extent of further audit procedures. An audit is not designed to provide assurance on internal controls or to identify deficiencies in internal control. However, during the audit, we will communicate to management and the audit committee or equivalent group charged with governance internal control matters that are required to be communicated under professional standards.

We will design our audit to obtain reasonable, but not absolute, assurance of detecting errors or fraud that would have a material effect on the financial statements as well as other illegal acts having a direct and material effect on financial statement amounts. An audit is not designed to detect error or fraud that is immaterial to the financial statements. Our audit will not include a detailed audit of transactions, such as would be necessary to disclose errors or fraud that did not cause a material misstatement of the financial statements. It is important to recognize that there are inherent limitations in the auditing process. Audits are based on the concept of selective testing of the data underlying the financial statements, which involves judgment regarding the areas to be tested and the nature, timing, extent and results of the tests to be performed. Our audit is not a guarantee of the accuracy of the financial statements and, therefore, is subject to the limitation that material errors or fraud or other illegal acts having a direct and material financial statement impact, if they exist, may not be detected. Because of the characteristics of fraud, particularly those involving concealment through collusion, falsified documentation and management's ability to override controls, an audit designed and executed in accordance with GAAS may not detect a material fraud. Further, while effective internal control reduces the likelihood that errors, fraud or other illegal acts will occur and remain undetected, it does not eliminate that possibility. For these reasons, we cannot ensure that errors, fraud or other illegal acts, if present, will be detected. However, we will communicate to you, as appropriate, any such matters that we identify during our audit.

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We are also responsible for determining that the audit committee or equivalent group charged with governance is informed about certain other matters related to the conduct of the audit, including (i) our responsibility under GAAS, (ii) an overview of the planned scope and timing of the audit, and (iii) significant findings from the audit, which include (a) our views about the qualitative aspects of your significant accounting practices, accounting estimates, and financial statement disclosures; (b) difficulties encountered in performing the audit; (c) uncorrected misstatements and material corrected misstatements that were brought to the attention of management as a result of auditing procedures; and (d) other significant and relevant findings or issues (e.g., any disagreements with management about matters that could be significant to your financial statements or our report thereon, consultations with other independent accountants, issues discussed prior to our retention as independent auditors, fraud and illegal acts, and all significant deficiencies and material weaknesses identified during the audit). Lastly, we are responsible for ensuring that the audit committee or equivalent group charged with governance receives copies of certain written communications between us and management including written communications on accounting, auditing, internal controls or operational matters and representations that we are requesting from management.

Our audit will be conducted in accordance with the standards referred to above. As part of obtaining reasonable assurance about whether the TID financial statements are free of material misstatement, we will perform tests of compliance with tax increment financing district laws, regulations and the project plan. However, it should be noted that our objective was not to provide an opinion on overall compliance with the provisions included in Wisconsin State Statutes Section 66.1105.

The audit will not be planned or conducted in contemplation of reliance of any specific third party or with respect to any specific transaction. Therefore, items of possible interest to a third party will not be specifically addressed and matters may exist that would be addressed differently by a third party, possibly in connection with a specific transaction.

Management's Responsibilities

The City of New Richmond's management is responsible for the financial statements referred to above. In this regard, management is responsible for establishing policies and procedures that pertain to the maintenance of adequate accounting records and effective internal controls over financial reporting, the selection and application of accounting principles, the authorization of receipts and disbursements, the safeguarding of assets, the proper recording of transactions in the accounting records, and for reporting financial information in conformity with accounting principles generally accepted in the United States of America ("GAAP").

Management is also responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us in the management representation letter (i) about all known or suspected fraud affecting the City of New Richmond involving: (a) management, (b) employees who have significant roles in internal control over financial reporting, and (c) others where the fraud or illegal acts could have a material effect on the financial statements; and (ii) of its knowledge of any allegations of fraud or suspected fraud affecting the City of New Richmond received in communications from employees, former employees, analysts, grantors, regulators, or others.

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You are responsible for the preparation of the supplementary information in conformity with GAAP. You agree to include our report on the supplementary information in any document that contains, and indicates that we have reported on, the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon. Your responsibilities include acknowledging to us in the representation letter that (a) you are responsible for presentation of the supplementary information in accordance with GAAP; (b) that you believe the supplementary information, including its form and content, is fairly presented in accordance with GAAP; (c) that the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (d) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for (i) adjusting the financial statements to correct material misstatements and for affirming to us in a management representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period under audit are immaterial, both individually and in the aggregate, to the financial statements taken as a whole, and (ii) notifying us of all material weaknesses, including other significant deficiencies, in the design or operation of your internal control over financial reporting that are reasonably likely to adversely affect your ability to record, process, summarize and report external financial data reliably in accordance with GAAP. Management is also responsible for identifying and ensuring that the City of New Richmond complies with the laws and regulations applicable to its activities.

As part of management's responsibility for the financial statements and the effectiveness of its system of internal control over financial reporting, management is responsible for making available to us, on a timely basis, all of your original accounting records and related information and for the completeness and accuracy of that information and your personnel to whom we may direct inquiries. As required by GAAS, we will make specific inquiries of management and others about the representations embodied in the financial statements and the effectiveness of internal control over financial reporting. GAAS also requires that we obtain written representations covering audited financial statements from certain members of management. The results of our audit tests, the responses to our inquiries, and the written representations, comprise the evidential matter we intend to rely upon in forming our opinion on the financial statements.

Baker Tilly is not a municipal advisor as defined in Section 975 of the Dodd-Frank Wall Street Reform and Consumer Protection Act or under Section 15B of the Securities Exchange Act of 1934 (the "Act"). Baker Tilly is not recommending an action to the City of New Richmond; is not acting as an advisor to you and does not owe a fiduciary duty pursuant to Section 15B of the Act to you with respect to the information and material contained in the deliverables issued under this engagement. You should discuss any information and material contained in the deliverables with any and all internal and external advisors and experts that you deem appropriate before acting on this information or material.

Nonattest Services

Prior to or as part of our audit engagement, it may be necessary for us to perform certain nonattest services. For purposes of this letter, nonattest services include services that *Government Auditing Standards* refers to as non-audit services.

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Nonattest services that we will be providing are as follows:

- > Adjusting journal entries (if applicable)
- > Financial statement preparation

None of these nonattest services constitute an audit under generally accepted auditing standards including *Government Auditing Standards*.

We will not perform any management functions or make management decisions on your behalf with respect to any nonattest services we provide.

In connection with our performance of any nonattest services, you agree that you will:

- > Continue to make all management decisions and perform all management functions, including approving all journal entries and general ledger classifications when they are submitted to you.
- > Designate an employee with suitable skill, knowledge, and/or experience, preferably within senior management, to oversee the services we perform.
- > Evaluate the adequacy and results of the nonattest services we perform.
- > Accept responsibility for the results of our nonattest services.
- > Establish and maintain internal controls, including monitoring ongoing activities related to the nonattest function.

On a periodic basis, as needed, we will meet with you to discuss your accounting records and the management implications of your financial statements. We will notify you, in writing, of any matters that we believe you should be aware of and will meet with you upon request.

Other Documents

If you intend to reproduce or publish the financial statements in an annual report or other information (excluding official statements), and make reference to our firm name in connection therewith, you agree to publish the financial statements in their entirety. In addition, you agree to provide us, for our approval and consent, proofs before printing and final materials before distribution.

If you intend to reproduce or publish the financial statements in an official statement, unless we establish a separate agreement to be involved in the issuance, any official statements issued by the City of New Richmond must contain a statement that Baker Tilly is not associated with the official statement, which shall read "Baker Tilly Virchow Krause, LLP, our independent auditor, has not been engaged to perform and has not performed, since the date of its report included herein, any procedures on the financial statements addressed in that report. Baker Tilly Virchow Krause, LLP, has also not performed any procedures relating to this official statement."

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With regard to the electronic dissemination of audited financial statements, including financial statements published electronically on your Internet website, you understand that electronic sites are a means to distribute information and, therefore, we are not required to read the information contained in these sites or to consider the consistency of other information in the electronic site with the original document.

The documentation for this engagement, including the workpapers, is the property of Baker Tilly and constitutes confidential information. We may have a responsibility to retain the documentation for a period of time sufficient to satisfy any applicable legal or regulatory requirements for records retention. If we are required by law, regulation, or professional standards to make certain documentation available to regulators, the City of New Richmond hereby authorizes us to do so.

Timing and Fees

Completion of our work is subject to, among other things, (i) appropriate cooperation from the City of New Richmond's personnel, including timely preparation of necessary schedules, (ii) timely responses to our inquiries, and (iii) timely communication of all significant accounting and financial reporting matters. When and if for any reason the City of New Richmond is unable to provide such schedules, information, and assistance, Baker Tilly and you may mutually revise the fee to reflect additional services, if any, required of us to complete the audit. Delays in the issuance of our audit report beyond the date that was originally contemplated may require us to perform additional auditing procedures which will likely result in additional fees.

We estimate that our fees will range from \$5,750 to \$7,250. Invoices for these fees will be rendered each month as work progresses and are payable on presentation. A charge of 1.5% per month shall be imposed on accounts not paid within thirty (30) days of receipt of our statement for services provided. In accordance with our firm policies, work may be suspended if your account becomes thirty (30) days or more overdue and will not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notice of termination, even if we have not completed our report. You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket expenditures through the date of termination.

Legal Terms

In no event shall either party be liable for any punitive damages arising out of or related to this Engagement Letter, even if the other party has been advised of the possibility of such damages.

Resolution of Disagreements

In the unlikely event that differences concerning services or fees should arise that are not resolved by mutual agreement, both parties agree to attempt in good faith to settle the dispute by mediation administered by the American Arbitration Association ("AAA") under its mediation rules for professional accounting and related services disputes before resorting to litigation or any other dispute-resolution procedure. Each party shall bear their own expenses from mediation.

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If mediation does not settle the dispute or claim, then the parties agree that the dispute or claim shall be settled by binding arbitration. The arbitration proceeding shall take place in the city in which the Baker Tilly office providing the relevant services is located, unless the parties mutually agree to a different location. The proceeding shall be governed by the provisions of the Federal Arbitration Act (FAA) and will proceed in accordance with the then current Arbitration Rules for Professional Accounting and Related Disputes of the AAA, except that no pre-hearing discovery shall be permitted unless specifically authorized by the arbitrator. The arbitrator will be selected from AAA, Judicial Arbitration & Mediation Services (JAMS), the Center for Public Resources or any other internationally or nationally-recognized organization mutually agreed upon by the parties. Potential arbitrator names will be exchanged within fifteen (15) days of the parties' agreement to settle the dispute or claim by binding arbitration, and arbitration will thereafter proceed expeditiously. The arbitration will be conducted before a single arbitrator, experienced in accounting and auditing matters. The arbitrator shall have no authority to award non-monetary or equitable relief and will not have the right to award punitive damages. The award of the arbitration shall be in writing and shall be accompanied by a well-reasoned opinion. The award issued by the arbitrator may be confirmed in a judgment by any federal or state court of competent jurisdiction. Each party shall be responsible for their own costs associated with the arbitration, except that the costs of the arbitrator shall be equally divided by the parties. The arbitration proceeding and all information disclosed during the arbitration shall be maintained as confidential, except as may be required for disclosure to professional or regulatory bodies or in a related confidential arbitration. In no event shall a demand for arbitration be made after the date when institution of legal or equitable proceedings based on such claim would be barred under the applicable statute of limitations.

Our services shall be evaluated solely on our substantial conformance with the terms expressly set forth herein, including all applicable professional standards. Any claim of nonconformance must be clearly and convincingly shown.

Release

Because of the importance of the information that you provide to Baker Tilly with respect to Baker Tilly's ability to perform the services, you hereby release Baker Tilly and its present and former partners, principals, agents and employees from any liability, damages, fees, expenses and costs, including attorney's fees, relating to the services, that arise from or relate to any information, including representations by management, provided by you, City of New Richmond personnel or agents, that is not complete, accurate or current.

Each party recognizes and agrees that the warranty disclaimers and liability and remedy limitations in this Engagement Letter are material bargained for bases of this Engagement Letter and that they have been taken into account and reflected in determining the consideration to be given by each party under this Engagement Letter and in the decision by each party to enter into this Engagement Letter.

The terms of this section shall apply regardless of the nature of any claim asserted (including, but not limited to, contract, tort or any form of negligence, whether of you, Baker Tilly or others), but these terms shall not apply to the extent finally determined to be contrary to the applicable law or regulation. These terms shall also continue to apply after any termination of this Engagement Letter.

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Other Matters

Neither this Engagement Letter, any claim, nor any rights or licenses granted hereunder may be assigned, delegated, or subcontracted by either party without the written consent of the other party. Either party may assign and transfer this Engagement Letter to any successor that acquires all or substantially all of the business or assets of such party by way of merger, consolidation, other business reorganization, or the sale of interest or assets, provided that the party notifies the other party in writing of such assignment and the successor agrees in writing to be bound by the terms and conditions of this Engagement Letter.

Baker Tilly Virchow Krause, LLP represents as follows: Baker Tilly Virchow Krause, LLP is an independent member of Baker Tilly International. Baker Tilly International Limited is an English company. Baker Tilly International provides no professional services to clients. Each member firm is a separate and independent legal entity and each describes itself as such. Baker Tilly Virchow Krause, LLP is not Baker Tilly International's agent and does not have the authority to bind Baker Tilly International or act on Baker Tilly International's behalf. None of Baker Tilly International, Baker Tilly Virchow Krause, LLP, nor any of the other member firms of Baker Tilly International has any liability for each other's acts or omissions. The name Baker Tilly and its associated logo is used under license from Baker Tilly International Limited.

This Engagement Letter constitutes the entire agreement between the City of New Richmond and Baker Tilly regarding the services described in this Engagement Letter and supersedes and incorporates all prior or contemporaneous representations, understandings or agreements, and may not be modified or amended except by an agreement in writing signed between the parties hereto.

The provisions of this Engagement Letter, which expressly or by implication are intended to survive its termination or expiration, will survive and continue to bind both parties. If any provision of this Engagement Letter is declared or found to be illegal, unenforceable or void, then both parties shall be relieved of all obligations arising under such provision, but if the remainder of this Engagement Letter shall not be affected by such declaration or finding and is capable of substantial performance, then each provision not so affected shall be enforced to the extent permitted by law or applicable professional standards.

If because of a change in the City of New Richmond's status or due to any other reason, any provision in this Engagement Letter would be prohibited by, or would impair our independence under laws, regulations or published interpretations by governmental bodies, commissions or other regulatory agencies, such provision shall, to that extent, be of no further force and effect and this agreement shall consist of the remaining portions.

This agreement shall be governed by and construed in accordance with the laws of the state of Wisconsin, without giving effect to the provisions relating to conflict of laws.

We appreciate the opportunity to be of service to you.

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If there are any questions regarding the Engagement Letter, please contact Kim Shult, the engagement partner on this engagement who is responsible for the overall supervision and review of the engagement and for determining that the engagement has been completed in accordance with professional standards. Kim Shult is available at 612 876 4912, or at kimberly.shult@bakertilly.com.

Sincerely,

BAKER TILLY VIRCHOW KRAUSE, LLP

Baker Tilly Virchow Krause, LLP

The services and terms as set forth in the Engagement Letter are agreed to by:

Official's Name

Official's Signature

Title

Date



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

TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: February 7, 2018

RE: Economic Development Commission (EDC)

Over the last several months, we have been reviewing current and future economic development needs within the City of New Richmond. Last month, the City Council heard from community members as part of our comprehensive plan project, the importance of economic development, as well as the creative economic development vision from those that have participated in this project.

After gathering feedback and balancing future needs, staff is recommending that the Council consider a "call for service" to participate in a new economic development commission. As a part of this call for service, existing EDC members, as well as any other community members/stakeholders, will be invited to submit an interest request to be a part of a new board.

In addition to a new board, we are recommending additional subcommittees to assist with marketing and branding, economic gardening and business retention, as well as community development. It is anticipated that the chairs of these subcommittees would be elected to the formal EDC.

Below is the proposed process for the solicitation of members:

February 13- Begin Call for Service requests. Interested stakeholders will be asked to provide a short narrative of their interest in serving.

March 5- Informal interviews will occur with the Mayor and members of the Council.

March 12- Formal recommendations to the Council as well as proposed ordinance language for this new committee.

RECOMMENDATION

Staff would like the City Council to consider moving forward with the proposed EDC process and bring back additional ordinance language, as well as a list of candidates to the City Council meeting in March.