

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

March 22, 2018

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

Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Monday, March 26, 2018 at 5:30 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

AGENDA:

- 1. Call to Order**
- 2. Clerk's Roll Call**
- 3. Pledge of Allegiance**
- 4. Adoption of Agenda**
- 5. Forward New Richmond - Proposed Economic Development Organization**
- 6. Capital Improvement Plan 2018 - 2022**
- 7. Northside Trail**
- 8. Comprehensive Salary and Benefits Study RFP**
- 9. Communications and Miscellaneous**
- 10. Adjournment**

Fred Horne, Mayor

cc: **The New Richmond News**
Northwest Communications
City Website



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TO: Mayor Fred Horne and City Council Members
FROM: Mike Darrow, City Administrator
DATE: March 20, 2018
RE: Forward New Richmond – Proposed Official Economic Development Organization

During this work session, staff will provide an overview of a new and rebranded economic development organization within the City of New Richmond under the working name of Forward New Richmond. Below is an overview of the organization as well as next steps in this process.

Forward New Richmond – Pending City Council approval, Forward New Richmond (FNR) would be the official economic development commission of the City of New Richmond. Our members would include business owners and residents who are dedicated to our community's past and are excited about our future. FNR is committed to ensuring that existing businesses and industries find a significant return on investment based upon our quality of life and partnerships from both the public and private sectors.

Beyond economic development and economic gardening, FNR will actively place value in personal relationships. Through ongoing business luncheons, networking activities, annual celebrations, marketing and promotions, we place our highest value on ensuring that all businesses and industries celebrate New Richmond as home.

As the representative body of the City Council, FNR advocates on behalf of our elected officials to promote all business, industrial, and redevelopment projects within the City of New Richmond.

Forward New Richmond: Because Our Best is Yet to Come

FNR would include encompass two official organizational bodies. The Executive Committee will be made up of a seven-member citizen board as appointed by the Mayor and City Council (see below). This board would meet as needed and assist in the overall review of financial transactions, financial proposals, real estate transactions and development concepts and proposals as needed. This group would then provide recommendations to the City Council prior to formal approval.

Seven Member Executive Board- This board will serve as the official economic development group for the City of New Richmond.

Chair - Resident, stakeholder or business owner (Appointed by Mayor and City Council)

Vice Chair - Resident, stakeholder or business owner (Appointed by Mayor and City Council)

5 at-large committee members

Staggered terms

Chair and Vice Chair will serve as two-year terms. Chair and Vice Chair may only serve as Chair and Vice Chair for a combined total of four years per seat. Each chair and vice chair must attend GOV 101 classes through the League of WI Cities on an annual basis.

Closed Session and Conflict of Interests

In the opinion of staff and/or our city attorney, if items need to be held in closed session, those meetings will be posted as such. Only members from FNR will be able to enter closed session. Any items that include real or potential conflicts with existing FNR members (property, business or shares) the subject members will not be invited to these closed meetings. All members will be required to sign confidentially agreements prior to officially joining FNR.

Forward New Richmond - Committee as a Whole

In addition to the FNR EC, additional members may be assigned to represent Forward New Richmond as a Whole. This group will assist in an advisory role in developing short and long-term economic and community development goals, assist as FNR economic “ambassadors,” assist with business functions and networking as well as assist in representing the City on a variety of economic development needs within the City of New Richmond. FNR membership as a whole will be limited to a total term of six years and the overall membership will be based on interest and formal approval of the Mayor and City Council.

For 2018, based on our draft Comprehensive Plan, the FNR group would look at vision and goals for year(s) ahead. Goals could be any of the following:

- Enhance Economic Development Marketing Efforts
- Expansion of the Business Parks / New Business Parks
- Ongoing Planning for the Highway 64 Corridor
- Promote and Enhance the Downtown
- Attract and Develop a Quality Labor Force
- Encourage Attractive Commercial and Industrial Developments
- Encourage the Growth of Tourism

Staff

Staff will serve as advisory members to FNR with the City Administrator and Community Development Director serving as the main staff representatives. Seth Hudson will serve as a consultant for business development. Seth’s comprehensive understanding of statewide trends, investments, angle investments and incentives will greatly enhance this group. Representatives from other groups will be invited as needed or requested (i.e. Momentum West, St. Croix EDC, etc.).

Next Steps

The next steps in this process are as follows:

March 26 - Phone interviews of interested candidates by Seth Hudson. Over the past month, the City (through social media and e-blasts) has received several applications from people who are interested in serving on this advisory committee. Through these initial conversations, Seth will provide an independent review of all applicants as well as review their letters of interest.

March 26 - The City Council will review the Forward New Richmond concept plan (as highlighted above). No formal action will take place during this meeting.

April 5 – 9 - The Mayor and Council Representative(s) will interview candidates.

April 9 - During the regularly scheduled Council meeting, staff will provide, in ordinance form, the official layout of Forward New Richmond as well as the specific language within our existing City Council pertaining to the Economic Development Commission which would be fully repealed.

April 17 - During the swearing-in meeting, the Mayor and Council would formally appoint members to serve on the Executive Committee as well as members for the Forward New Richmond group as a whole.

May 2018 - Forward New Richmond meeting as a whole would officially be kicked off at the Civic Center.



TO: Mayor Fred Horne and City Council

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

DATE: March 21, 2018

RE: Capital Improvement Plan 2018-2022

Background

The capital improvement plan (CIP) is a comprehensive plan focused on maintaining infrastructure and improvements and determining financial resource availability to ensure the health, safety and general welfare needs of the City are met today and into the future. Planning and development of the capital improvement plan is a complex, multi-step process, which is instrumental in ensuring a high quality of life and continued economic vitality is achieved for our community.

As part of the 2018 budgeting process, Council members and staff began working to update the City's five year CIP. Projects from the previous CIP as well as new projects identified by staff, Council and community input have been included for consideration. Staff prioritized the projects categorizing each project into one of the following three categories:

Red (Critical) = Project is in need of immediate replacement/repair. There is a direct impact on the safety or health of staff, residents, etc.

Yellow (Very Important) = Project is in need of replacement/repair soon, but not immediately, and can be addressed in the midterm.

Green (Important) = Project would be nice, but does not directly impact the safety or health of the community.

In January, the Council was asked to review the projects based upon priority given by staff as well as themes established by council, which include:

- Safety, health, and general welfare
- Preserving the past, engaging the present, and ensuring the future
- Public/private partnerships,
- Economic development
- Fiscal responsibility.

The list of proposed projects was also published on the City's website and social media in early January for public viewing.

Next Steps

During Monday’s work session we will focus on establishing critical projects. Staff prioritized projects based upon critical being defined as a project/item in immediate need of replacement or repair and has a direct impact on the safety or health of staff and residents.

The City Council will be asked to determine if the definition of “critical” is acceptable for the purposes of this document as well as the projects that fall within this category. Upon consensus of critical projects, staff will present to the Council sources of funding such as grants, TIF funds, borrowing or other opportunities as well as provide financial projections outlining the impact on the City’s debt during the work session in April. Community members will also be given opportunities to provide feedback to the projects and sources of funding outlined as we continue to move through the CIP process throughout the next month.

In the following months, we will continue to move through the remaining projects not identified as critical with the same process. Below is the proposed timeline for completion of the CIP project.

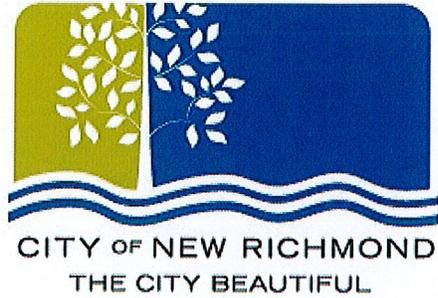
- March- Identification of critical projects and definition
- April- Sources and uses of funds for critical projects and definition of “very important” projects
- May- Sources and uses of funds for critical and very important projects
- June- Public process for two-year critical and very important projects, budget limits for those projects

**Capital Improvement Plan 2018-2022
City Projects by Priority**

<u>Project Number</u>	<u>Dept Name</u>	<u>Project Name</u>	<u>Capital Category</u>	<u>Priority</u>	<u>2018</u>	<u>2019</u>	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>Total</u>
ST-18-02	Streets (ST)	125th Ave - Pulverize & Repave	Street Construction	1 Critical	670,000					670,000
FI-19-01	Fire (FI)	SCBA Replacement	Equipment	1 Critical		105,000				105,000
PD-19-02	Police (PO)	Police Garage	Buildings	1 Critical		500,000				500,000
PA-19-03	Parks (PA)	CTH A Bike/Ped Path	Park/Trail Improvement	1 Critical		765,000				765,000
PA-20-03	Parks (PA)	Fox Run/Whispering Prairie Bike/Ped Path	Park/Trail Improvement	1 Critical			500,000			500,000
ST-20-03	Streets (ST)	Replace Dakota Ave/W 1st-W 4th/Minnesota	Street Construction	1 Critical			515,000			515,000
1 Critical Total					670,000	1,370,000	1,015,000	-	-	3,055,000
CC-19-01	Civic Center (CC)	Civic Center Reconfiguration	Buildings	2 Very Important	10,000	100,000			100,000	210,000
PD-18-07	Police (PO)	Police Department & Evidence Security	Improvement	2 Very Important	10,000					10,000
PA-EAB-09	Parks (PA)	EMERALD ASH TREE REMOVAL	Improvement	2 Very Important	11,535	43,850	43,850	53,814	53,814	206,863
AD-19-03	Administration (AD)	Tax Increment District 7 Projects	Improvement	2 Very Important	65,000	435,000		500,000	500,000	1,500,000
SWU-18-01	Storm Water Utility (SWU)	Reconstruction of Storm Water Pond #265	Infrastructure	2 Very Important	85,000					85,000
PA-18-01	Parks (PA)	E 1st Street Trail Connection	Park/Trail Improvement	2 Very Important	100,000					100,000
AI-18-01	Airport (AI)	Snow removal & mowing equipment	Equipment	2 Very Important	365,000					365,000
AD-19-01	Administration (AD)	Replace City Vehicle	Vehicle	2 Very Important		25,000				25,000
BU-19-01	Building Inspector (BU)	Building Inspector Vehicle	Equipment	2 Very Important		25,000				25,000
PD-19-03	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important		32,000				32,000
PD-19-04	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important		32,000				32,000
AI-19-01	Airport (AI)	Reconstruct north ramp	Improvement	2 Very Important		50,000				50,000
AI-19-02	Airport (AI)	Reconstruct south ramp planning	Improvement	2 Very Important		50,000				50,000
FI-19-02	Fire (FI)	Rebuild E3262 Pumper	Improvement	2 Very Important		50,000				50,000
PA-19-15	Parks (PA)	Whispering Prarie Park Addition	Park/Trail Improvement	2 Very Important		50,000				50,000
ST-19-16	Streets (ST)	Alley Reconstruction	Street Construction	2 Very Important		100,000				100,000
ST-19-17	Streets (ST)	Street Maintenance	Street Construction	2 Very Important		300,000				300,000
ST-19-18	Streets (ST)	Railroad crossing - Quiet Zones	Improvement	2 Very Important		320,000				320,000
AD-19-02	Administration (AD)	Software - ERP - HR	Equipment	2 Very Important		400,000				400,000
PD-20-05	Police (PO)	Detective Vehicle Replacement	Vehicle	2 Very Important			20,000			20,000
PD-20-06	Police (PO)	Detective Vehicle Replacement	Vehicle	2 Very Important			20,000			20,000
SWU-20-04	Storm Water Utility (SWU)	Replace Pierson Ave - 4th to 3rd	Infrastructure	2 Very Important			30,000			30,000
PD-20-01	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important			32,000			32,000
PD-20-02	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important			32,000			32,000
PA-20-15	Parks (PA)	Fox Run Park Addition	Park/Trail Improvement	2 Very Important			50,000			50,000
PA-20-02	Parks (PA)	Richmond Way - W8TH Street Trail	Park/Trail Improvement	2 Very Important			80,000			80,000
FI-20-01	Fire (FI)	Radio Replacement (Digital)	Equipment	2 Very Important			80,500			80,500
ST-20-16	Streets (ST)	Alley Reconstruction	Street Construction	2 Very Important			100,000			100,000
FI-20-02	Fire (FI)	Replace Brush Truck 3267	Vehicle	2 Very Important			130,000			130,000
ST-20-04	Streets (ST)	Replace Pierson Ave - 4th to 3rd	Street Construction	2 Very Important			205,000			205,000
SWU-20-01	Storm Water Utility (SWU)	Replace Dakota Ave/W 1st-W 4th Minnesota	Infrastructure	2 Very Important			250,000			250,000
ST-20-17	Streets (ST)	Street Maintenance	Improvement	2 Very Important			300,000			300,000
LI-20-02	Library (LI)	Renovation of Existing Library	Buildings	2 Very Important			500,000			500,000
AI-20-01	Airport (AI)	South Pavement Reconstruction	Improvement	2 Very Important			650,000			650,000
LI-20-01	Library (LI)	Library Building	Buildings	2 Very Important			7,384,653			7,560,200
PD-21-01	Police (PO)	Repaving of Police Dept Parking Lot	Improvement	2 Very Important				30,000		30,000
PD-21-02	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important				32,000		32,000
PD-21-03	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important				32,000		32,000
CC-20-01	Civic Center (CC)	Repaving of Civic Center Parking Lot	Improvement	2 Very Important				50,000		50,000
SWU-21-01	Storm Water Utility (SWU)	Replace Jefferson/Marshall/W Lincoln	Infrastructure	2 Very Important				53,306		53,306
ST-21-16	Streets (ST)	Alley Reconstruction	Street Construction	2 Very Important				100,000		100,000
PA-21-01	Parks (PA)	W 6th St Bike/Ped Path	Park/Trail Improvement	2 Very Important				240,000		240,000
ST-21-17	Streets (ST)	Street Maintenance	Improvement	2 Very Important				300,000		300,000

**Capital Improvement Plan 2018-2022
City Projects by Priority**

Project Number	Dept Name	Project Name	Capital Category	Priority	2018	2019	2020	2021	2022	Total
ST-21-01	Streets (ST)	Replace Jefferson/Marshall/W Lincoln	Street Construction	2 Very Important				360,935		360,935
AI-21-02	Airport (AI)	Perimeter fencing	Improvement	2 Very Important				400,000		400,000
AI-22-01	Airport (AI)	Replace rotating beacon	Equipment	2 Very Important					15,000	15,000
PD-22-01	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important					32,000	32,000
PD-22-02	Police (PO)	Squad Car Replacement	Vehicle	2 Very Important					32,000	32,000
ST-22-16	Streets (ST)	Alley Reconstruction	Street Construction	2 Very Important					100,000	100,000
ST-22-17	Streets (ST)	Street Maintenance	Street Construction	2 Very Important					300,000	300,000
SWU-22-01	Storm Water Utility (SWU)	Replace Parkview Dr - Billmar/S Hill	Infrastructure	2 Very Important					315,000	315,000
ST-22-03	Streets (ST)	Replace Bilmar Ave/Parkview Dr/Paperjack St	Street Construction	2 Very Important					390,879	390,879
ST-22-02	Streets (ST)	Replace Parkview Dr - Billmar/S Hill	Street Construction	2 Very Important					415,000	415,000
2 Very Important Total					646,535	2,012,850	9,908,003	2,152,055	2,253,693	17,148,683
PA-20-11	Parks (PA)	Northside Trail & Bridge	Park/Trail Improvement	3 Important	20,000	27,500	427,500			475,000
AD-18-03	Administration (AD)	VFW Building	Buildings	3 Important	200,000					200,000
CE-19-01	Cemetery (CE)	Cemetery Improvements	Improvement	3 Important		50,000				50,000
PA-19-01	Parks (PA)	Boat Landing - Mary Park	Park/Trail Improvement	3 Important		65,000				65,000
PA-19-10	Parks (PA)	Freedom Park Improvements	Park/Trail Improvement	3 Important		150,000				150,000
PA-20-01	Parks (PA)	Peninsula Heights Trail - Signage	Park/Trail Improvement	3 Important			15,000			15,000
PA-20-10	Parks (PA)	Freedom Park Improvements	Park/Trail Improvement	3 Important			150,000			150,000
PA-21-02	Parks (PA)	Freedom Park Improvements	Park/Trail Improvement	3 Important				150,000		150,000
PA-22-01	Parks (PA)	Freedom Park Improvements	Park/Trail Improvement	3 Important					150,000	150,000
3 Important Total					220,000	292,500	592,500	150,000	150,000	1,405,000
Total Cost of Projects					1,536,535	3,675,350	11,515,503	2,302,055	2,403,693	21,608,683



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TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: March 21, 2018

RE: Northside Trail

During this discussion item, staff will provide an overview of a proposed trail system along the Willow River for Phase I of the Northside project. Additionally, we will discuss short-term uses for the DQ property and next steps in this development process.



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TO: Mayor Fred Horne and City Council

FROM: Mike Darrow, City Administrator

DATE: March 21, 2018

RE: Comprehensive Salary Study RFP

Prior to kicking off the budget project for FY2019, we will be asking the City Council to consider directing staff to develop a Request for Proposal for salary and benefits for all positions within the City of New Richmond. This will allow an independent comprehensive analysis of all positions within the City of New Richmond and how we compare with others related to salary and benefits. If directed, staff would develop the RFP for Council consideration on April 9 with a potential selection occurring in May.