



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

October 18, 2018

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

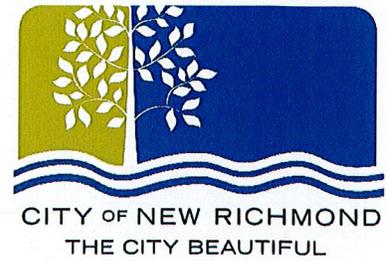
Notice is hereby given there will be a Special Session of the Council of the City of New Richmond on Monday, October 22, 2018 at 4:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, New Richmond, WI 54017.

**AGENDA:**

1. Call to Order
2. Clerk's Roll Call
3. Pledge of Allegiance
4. Adoption of Agenda
5. Applications for Operator's License from Stephanie D. Cody, New Richmond; Sean G. Heitzler, New Richmond; Molly C. Blackwell, New Richmond; Roger W. Lindloff, New Richmond; Mary C. Maske, New Richmond; Tiffany S. White, New Richmond; Denise I. Myren, New Richmond; Megan A. Lyons, Somerset; and Bonnie K. Hanson, New Richmond
6. Family First Committee Overview
7. Sale of Surplus Airport Equipment
8. Municipal Assessor RFP Update
9. Municipal Taxi Service Update
10. Recycling RFP
11. Development Agreement with GMTZ for Fox Run (Beaver Way)
12. 2019 Budget Review
13. Capital Improvement Plan 2018 - 2022
14. Communications and Miscellaneous
15. Closed Session per State Statute 19.85(1)(e) –
  - a. Potential Sale of City Property
  - b. Redevelopment of 243 Paperjack Drive & Potential Investment of Public Funds
  - c. TIF #9
16. Open Session – Action on Closed Session Agenda
17. Adjournment

*Fred Horne, Mayor*

cc: The New Richmond News  
Northwest Communications  
City Website



TO: Mayor Fred Horne and City Council Members

FROM: Sarah Reese, HR Manager and Executive Assistant  
Mike Darrow, City Administrator and Utility Manager

DATE: October 17, 2018

RE: Family First Committee Overview

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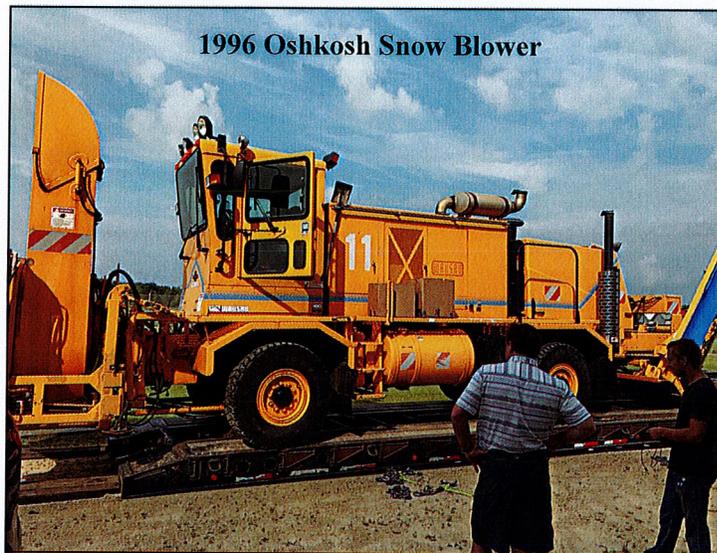
There will also be a short presentation by members of the Family First Committee regarding the structure and intent behind the group. The group will provide an overview of the committee and its makeup along with outlining the priorities thus far.

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**To:** City Council Members  
**From:** Mike Demulling, Airport Manager (mike@nrairport.com or 715-246-7735)  
**Date:** October 15, 2018  
**RE:** Work session agenda Item - surplus airport equipment

Last June, the airport purchased a 1996 Oshkosh 5,000 ton per hour snow blower at a public, online auction. The Airport Commission met on October 11th and discussed the purchase. A decision was made to declare the former snow blower, a 1979 SMI 3,500 ton per hour unit, as surplus and allow the sale at an auction. The SMI snow blower has a fair market value in excess of \$500.

The next step in the process, per the city ordinances, is to have the city council declare the item as surplus, waive the requirements in the code that are mainly focused on live auctions in section 2-245, paragraph C, sub 3 and 4 as well as paragraph E, sub 2, and allow the sale on a national scale, most likely online at govdeals.com or similar site.





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

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

**DATE:** October 22, 2018

**RE:** Municipal Assessor Services

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**Background**

In July, Council approved staff to issue a request for proposals (RFP) for municipal assessing services as the City's municipal assessing contract expires on December 31, 2018. The RFP detailed various assessing criteria which included a three-year service period from 2019-2021. With 2019 and 2021 as maintenance years and a full revaluation to be conducted in 2020.

Two proposals were received by the deadline and interviews were held in September with both firms.

On Monday evening, the interview committee will provide an update to the Council related to municipal assessing services and next steps.



**TO:** Mayor Fred Horne and City Council  
**FROM:** Rae Ann Ailts, Finance Director  
**DATE:** October 22, 2018  
**RE:** Municipal Taxi Services

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**Background**

The City of New Richmond contracts with a firm to operate the shared-ride taxi services within the City. The City's current contract commences on December 31, 2018; as such, the City issued a request for proposals for qualified contractors to operate the shared-ride taxi services for the City. The City's shared-ride taxi is mainly funded through the Federal Transit Administration 5311 program. The RFP seeks a firm who will provide services for the next two years, with one, 1-year renewal option. The RFP outlines the following anticipated hours of operation:

Monday-Thursday	7:00am to 8:00pm
Friday and Saturday	7:00am to 2:00am
Sunday	8:00am to 6:00pm

No action is requested of Council at this time as staff will provide an updated related to proposals and timeline during Monday evening's work session.



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## MEMORANDUM

**TO:** Mayor and City Council  
**FROM:** Tanya Batchelor, City Clerk  
**DATE:** October 18, 2018  
**SUBJECT:** Recycling RFP

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### **Background**

The Public Works Committee is meeting today to discuss the Recycling RFP and make a recommendation to the City Council.

### **Recommendation**

Council may consider this recommendation and take action on the Recycling RFP if they so choose.



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## MEMORANDUM

**TO:** Mayor and City Council

**FROM:** Tanya Batchelor, City Clerk

**DATE:** October 18, 2018

**SUBJECT:** Development Agreement with GMTZ for Fox Run

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### **BACKGROUND**

GMTZ would like to move forward with the next phase of development in Fox Run on Beaver Way. Staff has been working with the City Attorney in drafting the development agreement for this project. The agreement will be presented at the Council meeting.

### **RECOMMENDATION**

Staff recommends Council approval of the Development Agreement with GMTZ.



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

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

**DATE:** October 22, 2018

**RE:** 2019 Budget

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During the September work session, department heads presented proposed 2019 department revenues and expenditures along with the general themes and key needs related to the 2019 budget which include: technology enhancements, leading the region as a destination for our residents, businesses and employees, and ensuring affordability in a volatile health insurance market.

On Monday evening, we will provide additional overview of the 2019 proposed general fund revenues and expenditures. We will also present information related to the debt service, tax increment and capital replacement funds.

**Recommendation**

No action is being requested by Council as formal adoption of the budget occurs in late November following the public hearing. However, in accordance with statute, the proposed budget is required to be published for 15 days prior to the budget adoption hearing. Therefore, staff recommends the Council approve the publication of the proposed budget so the budget adoption hearing can be set for late November/early December. Budget decreases or increases can still occur after publication of the proposed budget.



**TO:** Mayor and Council

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

**DATE:** October 22, 2018

**RE:** Capital Improvement Plan – 2019 Projects

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On Monday, October 22<sup>nd</sup> staff will provide an overview on suggested Capital Improvement Plan projects for 2019. Over the last fourteen months, these projects have been presented to the Council and have been available for public comment.

As you are aware, the City evaluated projects in two primary ways. The first prioritized projects based upon need. The prioritization included three categories: critical, very important and important.

Additionally, the City Council also looked at the following elements when reviewing each project:

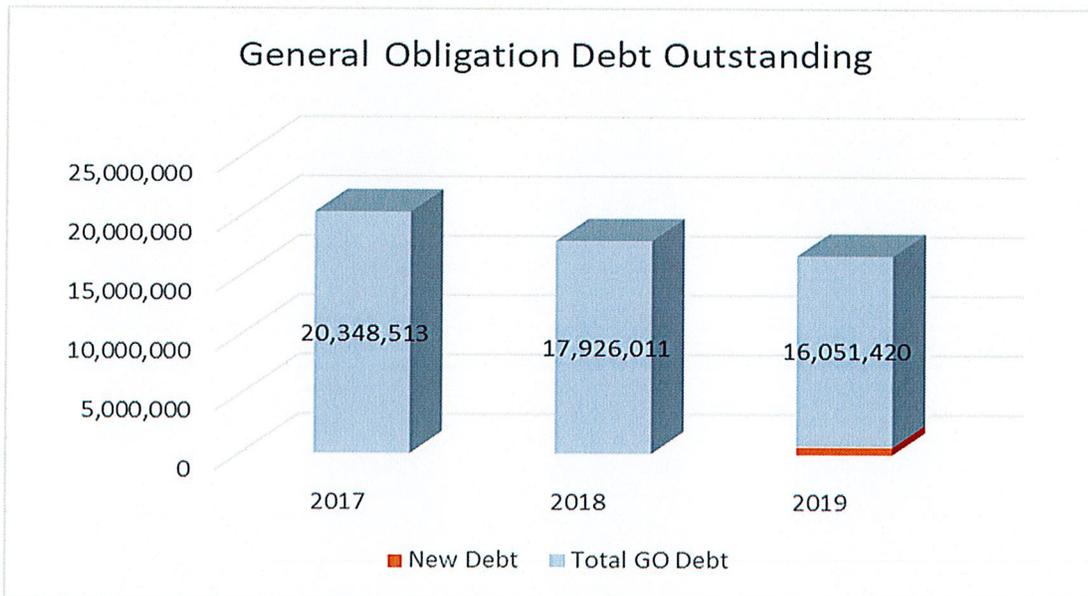
- *ECONOMIC DEVELOPMENT* - Will this project positively impact or promote economic development within the City of New Richmond?
- *PRESERVING THE PAST* - Will this project preserve or celebrate the rich history of our community?
- *ENGAGING THE PRESENT* - Does this project have current momentum? Will it positively impact existing stakeholders, citizens, and/or City services?
- *ENSURING THE FUTURE* - Will this project enhance the future? Will it provide quality service, reduce future costs, or provide additional value or services to the community?
- *FISCAL RESPONSIBILITY* - Is this project cost effective? Will it provide a return on investment for years to come? Can long-term operating costs be sustained over the lifespan of the project?
- *PUBLIC PRIVATE PARTNERSHIP* - Does this project offer partnership opportunities that could minimize costs, improve quality, and build relationships as compared to a go-it-alone approach?

- *HEALTH, SAFETY, GENERAL WELFARE* - Will this project improve safety for staff or the public? Does it have the potential to improve community health? Will it provide enhancements to general welfare and quality of life for citizens?

As part of the 2019 CIP projects, staff recommends \$1,340,511 of projects are funded based upon the following sources of funding:

- \$641,530 financed via the State Trust Fund loan or local option
- \$208,390 funded through the 2019 Capital Replacement Levy
- \$114,957 funded through impact fees
- \$150,102 funded through grants
- \$131,452 funded through other sources (other jurisdictions, parkland funds, in-kind labor)

It is important to note that **bonding** is not proposed in 2019 to support the projects. Instead local financing or State Trust Fund loans would be utilized and will be amortized over a period of 10-years or less. If approved, the general obligation debt of the City at the end of 2019 would be \$16,051,420 a decrease of \$1,874,5891 from prior year. The below chart outlines debt outstanding from 2017, 2018 and 2019.



Below is an overview of 2019 projects by discipline:

Police- \$121,457

- Squad Car Replacements – Each year the City has replaced squad cars as part of fleet management.
- Squad Car Camera Replacements – Replacement of obsolete and aging equipment in squad vehicles. New Cameras would be installed in all squad cars and would support future features as operational needs change into the future.

- PD Evidence Security Upgrades- These updates are needed as part of improving and monitoring evidence in the custody of the PD.
- Police Garage Concept Plan – The design concept would allow the police department to provide drawings of what a proposed garage would look like and how it would be used.

Fire- \$192,000

- SCBA Replacements- These are needed due to the age of existing equipment.
- Radio Replacements- These are needed due to the age and functionality of our existing radios.
- Refurbish Brush Truck- This concept has been discussed with the City Council and with the Fire Advisory Board.

Parks- \$611,054

- Freedom Park Improvements- These funds would assist the Park Board with continued enhancements of Freedom Park.
- County Road A Bike and Ped Design- This would be funds for just the design phase of this project. The City was awarded a grant to assist with the construction of the project.
- Nature Center Bike and Ped Design- This would be funds for just the design phase of this project. The City anticipants grant funds to assist with the construction of the project.
- Fob Systems for outdoor restrooms- The fob system, similar to the fob system used within the Civic Center, would be used for all outdoor rest rooms. This will allow the City to control times in which facilities can be used. (Currently the NRPD has to manually close and lock rest rooms nightly).
- Zero Turn Mower- Needed due to the age and use of the existing zero turn mower.
- Mary Park Boat Landing- Funds needed to match the grant that was awarded to the City for this project.
- East First Trail Connection- Needed to close a loop within the trail system while improving safety of bike/pedestrian traffic. (Impact fees will be used)
- Whispering Prairie Park- Needed to provide a park within this area as outlined in the 2018 Park System Plan.
- Emerald Ash Tree Removal – Beginning phase to address emerald ash removal. We will be utilizing city staff to assist with this project.

Streets - \$20,000

- Compost Site Gate and Security System – Needed to assist with security and control access at the compost site.

City Services - \$396,000

- Building Inspector Vehicle – Replacement of aging vehicle.
- Financial Software System – Updating an extremely old existing system. This system will assist with payroll, timesheets, accounting and budgeting for all departments.

- Cemetery Improvements - Continued upgrades to the cemetery, which will include additional wayfinding, road improvements and maintenance and mowing.
- City Vehicle - Replacement of aging vehicle.
- Council Room Equipment Upgrades - Includes updates on monitors, microphones, cameras.
- Civic Center and Library Upgrades - Includes video recordings in the inside and outside of these buildings.
- Computer and Computer Software Upgrades - Additional upgrades to computer software systems throughout the City.

### **Recommendation**

Formal recommendation is not being requested at time; however, staff is seeking consensus on the 2019 projects and funding sources. Upon consensus, formal adoption of 2019 projects will be sought during the November 12<sup>th</sup> regular council meeting.