

AGENDA FOR COUNCIL MEETING

CITY OF NEW RICHMOND, WISCONSIN

MONDAY, FEBRUARY 11, 2019 - 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 14, 2019
2. Applications for Temporary Class B Beer from Knights of Columbus at 155 East Fourth Street for March 10, 17, 24, 29, 31, April 5, 7, 14, 21, 26, 28, May 5, 12, 19, July 12, 13, 2019
3. Application for Amplification Permit from New Richmond Area Chamber:
 - a) Mary Park on June 7, 2019, 5:00 to 9:00 p.m. and June 8, 2019, 9:00 a.m. to 4:00 p.m.
 - b) Cyclone Park on July 11, 2019, 5:00 p.m. to midnight; July 12, 2019, 9:00 a.m. to Midnight
July 13, 2019 9:00, a.m. to midnight; and July 14, 2019, noon to 6:00 p.m.
4. Application for Street Use Permit from New Richmond Area Chamber:
 - a) Green Avenue from Hughes Street to Mary Park Entrance – June 7, 2019 3:00 p.m. to 10:00 p.m.
And June 8, 2019 from 8:00 a.m. to 6:00 p.m.
 - b) Campus Drive from Wisconsin Avenue to Homestead Drive - July 11- 14, 2019
5. Payment of VO#63068 through VO#63196 totaling \$433,908.17 plus electronic fund transfers totaling \$9,716,939.67 for a grand total of \$10,150,847.84
6. Park Donations:
Travis Helland: \$800 (Legacy Bench – In Memory of Sheli Jirik)
Steven & Paula Bilitz: \$50 (Tim Peters Memorial – Nature Center)
J.A. Counter: \$2,500 (Citizens Field Scoreboard)
Johnson Motors: \$2,500 (Citizens Field Scoreboard)
Bremer Bank: \$500 (Citizens Field Advertising)
Gibby's Lanes: \$500 (Citizens Field Advertising)
Frontier Ag & Turf: \$500 (Citizens Field Advertising)
Federal Foam Technologies: \$700 (Citizens Field Advertising)
Guinn, Vinopal & Zahradka LLP: \$500 (Citizens Field Advertising)
7. Department Reports - Administration, Finance, Planning, Community Development, Public Works, Police, Fire, Library, Airport, and 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. Plan Commission Recommendations:
 - a) Certified Survey Map from Harvy Christensen Sr.
 - b) Certified Survey Map from Skoglund Properties
 - c) Certified Survey Map from City of New Richmond
2. Freedom Park Trail Design
3. Surplus Computer and Office Equipment
4. Assessor RFP Process
5. Investment Advisor Recommendation
6. Resolution #021901 – Designating Depository
7. Resolution #021902 – Designating Depository
8. Outlot 1, Whispering Prairie, Quiet Title
9. Agenda Management Software/Video Manager
10. Police Department Repairs for Hail Damage:
 - a. RFP for Roof Replacement
 - b. RFP for Siding Replacement
11. Public Works Winter Maintenance Operations Policy
12. Work Session on February 26, 2019 at 4:30 p.m.
13. Communications & Miscellaneous
14. Closed Session per State Statute 19.85 (1)(e) – TID #5
15. Open Session – Action on Closed Session Agenda
16. Resolution #021903 – Authorizing Sale of Property to Dance Explosion LLC
17. 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 14, 2019 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 Fred Horne, Alderman Kittel, Ard, Jackson, Montello, Zajkowski and Volkert

The Pledge of Allegiance was recited.

Alderman Ard moved to adopt the agenda as amended, seconded by Alderman Jackson and carried.

Public Comment

Consent Agenda

1. Approval of the Minutes from the Previous Regular Council Meeting, December 10, 2018 and Special Council Meetings, November 26, 2018; December 5, 2018; and December 17, 2018
2. Applications for License to Serve from Dedrie D. Swanson, New Richmond; Jeff G. Anderson, New Richmond; Kimberly A. Dimick, New Richmond; and Reed D. Kelly, New Richmond
3. Application for Class B Beer License from Kim Dimick, Agent for Brahm's Hospitality DBA Best Western Plus at 240 Paperjack Drive
4. Application for Temporary Class B License from WITC Foundation, Inc at 1019 South Knowles Avenue for January 24, 2019
5. Application for Temporary Class B License from New Richmond Fire Department for the Annual Chili Feed at 106 South Arch Avenue on April 13, 2019
6. Application for Street Use Permit for Arch Avenue from First Street to Second Street from 3:00 p.m. to 9:00 p.m. on April 13, 2019 for the Fire Department Annual Chili Feed
7. Application for Temporary Class B License from Knights of Columbus at 155 East Fourth Street for January 13, 20, 25, 27, February 3, 10, 17, 22, 24, and March 3, 2019
8. Application for Parade Permit for St. Patrick's Day Parade on March 17, 2019 at 2:00 p.m.
9. Application for Parade Permit from American Legion Post 80 for September 14, 2019 at 1:00 p.m.
10. Extension of Premise for Those Holding a Liquor License along the Parade Route for 30 Minutes prior to the St. Patrick's Day parade and the Fun Fest parade and 1 hour after these parades are finished
11. Payment of VO#628898 through VO#63067 totaling \$3,654,261.72 plus electronic fund transfers totaling \$3,479,956.48 for a grand total of \$7,134,218.20

General Fund	\$3,406,418.95
Impact Fees Fund	23,393.50
Cemetery Fund	356.36
Debt Service Fund	6,022.42
Capital Projects	320,185.04
Landfill Cleanup Fund	13,512.65
Storm Water Utility	3,728.43
Park land Trust Fund	7,352.04
Tax Agency Fund	4,950.13

12. Department Reports - Administration, Finance, Community Development, Public Works, Police, Fire, Library, Airport, and City Clerk

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

Plan Commission Recommendation – Request for Rezoning

The Plan Commission recommended approval of the request for Rezoning from Harvy Christensen Sr. Trust for property located at 1488 County Road K, New Richmond, WI 54017. Alderman Zajkowski moved to suspend the rules and adopt Ordinance #529 rezoning this property, seconded by Alderman Montello and carried.

Building and Zoning Office – Dwelling Unit Updates

Beth Thompson compared the number of new dwelling units of 16 in 2010 to 157 in 2018. She showed a map of the areas where the new dwelling units are located in the City. Beth also gave a comparison to the neighboring communities and those that are close in size to New Richmond. The City is certainly growing quickly.

Public Works Committee Recommendation

Public Works staff have identified several pieces of equipment that are no longer needed. The Public Works Committee recommended auctioning these items to free up storage space for current equipment with the proceeds to be deposited in the Capital Replacement Fund for street department equipment and the Parkland Trust Fund for park department equipment.

Street Department Equipment

Two roll up doors
 Sediment Logs
 Approximately 200 18-gallon recycling bins
 Two welding screens
 Two Grinder Wheels
 Two Briggs and Stratton Motors
 Four 12' One-way Front Plows
 Grader V-Plow
 Sand blaster
 Hydraulic floor jacks
 Parts washer

Park Department Equipment

Used playground equipment
 Multi-level park & camp grills
 20 gallon waste containers
 decorative commercial waste containers
 Skateboard T-Shirts (donate)
 Orange construction fence
 Office desks
 Filing cabinets

Alderman Zajkowski moved to declare the equipment listed as surplus, seconded by Alderman Kittel and carried. Alderman Montello clarified the motion to authorize City staff to sell the surplus items at auction and deposit in the funds into the accounts as designated, seconded by Alderman Zajkowski and carried.

RFQ for Beebe Building

Noah Wiedenfeld explained the RFQ process for the Beebe Building. 1) Send out RFQ and set up interviews; 2) Finalists Chosen for Request for Proposals; 3) Development Agreement for development of site. Alderman Zajkowski suggested additional description to be included in the RFQ. Alderman Montello moved to authorize staff to publish the request for qualifications as presented with Alderman Zajkowski's additions, seconded by Alderman Zajkowski and carried.

RFQ for Northside Development

Noah Wiedenfeld explained the RFQ process for the Northside Development. 1) Send out RFQ and set up interviews; 2) Finalists Chosen for Request for Proposals; 3) Development Agreement for development of site. Alderman Montello moved to authorize staff to publish the request for qualifications as presented, seconded by Alderman Ard and carried.

Farm Lease Amendment

The City has an existing farm lease with Roger Neumann. Roger passed away last year, so the name needs to be changed to Laurie Neumann. Also, property included in the lease has since been sold and needs to be removed from the lease. Alderman Zajkowski moved to approve the amended lease as presented, seconded by Alderman Kittel and carried.

Police and Fire Department Training in Beebe Building

The Police Department and Fire Department would like to use the Beebe building for training to include search and rescue, ladder training, scenario-based training, K-9 training, etc. All training would be non-destructive. Alderman Ard moved to approve the request to use the Beebe Building for training, seconded by Alderman Jackson and carried.

Next Work Session will be on February 25, 2019 at 4:00 p.m.

Communications and Miscellaneous

The Public Works Department has given out snow/ice notifications. There has been some feedback regarding City sidewalks with ice on them. Public Works staff have been out clearing City sidewalks as well. Staff is also noting the areas of sidewalk that have water standing on them so they can be addressed next summer. There will be an open house for Mary Park on January 23, 2019 at 5:30 p.m. in the Civic Center and a Knowles Avenue Corridor Open House on January 29, 2019 at 5:30 in Champ's Greaton Room.

Closed Session

Alderman Ard moved to go into Closed Session per State Statute 19.85 (1)(e) – TIF #5, seconded by Alderman Jackson and carried.

Open Session

Alderman Montello moved to approve the sale of land in TIF#5, as discussed in Closed Session, seconded by Alderman Ard and carried.

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

Meeting adjourned at 7:50 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL FEBRUARY 11, 2019

VO #	PAYMENT TO:	AMOUNT
61437	VOIDED CHECK	(50.00)
58878	VOIDED CHECK	(79.99)
61504	VOIDED CHECK	(2,000.00)
63053	VOIDED CHECK	(135.63)
63068	BASS LAKE, INC	2,000.00
63069	BP AMOCO	79.99
63070	E O JOHNSON BUSINESS TECHNOLOGIES - 2	4,950.00
63071	FIRST NATIONAL COMMUNITY BANK	1,995.27
63072	GIBBY'S INC	50.00
63073	PEDERSON, JOEL	75.00
63074	REGISTER OF DEEDS	30.00
63075	ROYAL CREDIT UNION	1,311.74
63076	ST CROIX COUNTY TREASURER - DOG LICENSES	737.00
63077	GHD SERVICES INC	5,560.99
63078	MICHAEL BEST & FRIEDRICH LLP	570.00
63079	SHORT-ELLIOTT-HENDRICKSON	4,562.27
63080	STOCK, TAMMY	42.10
63081	WESTCONSIN CREDIT UNION	1,025.34
63082	WI DEPT OF TRANS - TV & RP UNIT	35.00
63083	JOHNSON, ERIC & KAREN	41.70
63084	LUNGLOW LLC	31,353.76
63085	ST CROIX COUNTY HIGHWAY DEPT	103.95
63086	WAL-MART (OTHER PMTS)	109.94
63087	WILLIAMSON & SILER S.C.	2,743.44
63088	WITC NEW RICHMOND	579.00
63089	BURKE, VICKI	171.38
63090	CITY UTILITIES - OTHER	717.58
63091	FUSION METAL PRODUCTS INC	1,500.00
63092	RAEDEKE, RONALD	20,000.00
63093	BOARDMAN & CLARK LLP	41.00
63094	CREATIVE HOME CONSTRUCTION	970.00
63095	ELLCOTT DREDGE TECHNOLOGIES	125.00
63096	HIRSCH, STEVEN J	1,189.53
63097	NEHLICH, TODD	187.50
63098	RAEDEKE, RONALD	1,073.47
63099	SPINE PRO CHIROPRACTIC	437.50
63100	WARREN, CRAIG	122.00
63101	WEISS, MICHAEL & MICHELE	482.44
63102	WI DEPT OF TRANS - TV & RP UNIT	25.00
63103	WITC - SHELL LAKE OFFICE	687.50
63104	ADVANCED DISPOSAL	1,208.30
63105	CITY UTILITIES - 2ND BILLING	27,821.08
63106	CITY UTILITIES - INVOICES	5,470.16
63107	CORELOGIC INC	4,149.22
63108	CREATIVE HOME CONSTRUCTION	882.73
63109	FORREST, KEVIN L	40.55
63110	FRONTIER COMMUNICATIONS (2)	54.69
63111	INDUSTRIAL SAFETY	365.00
63112	LARSON, JOHN & TARA	171.38
63113	LAVOIE, SEAN & DANIELLE	171.38
63114	MSA PROFESSIONAL SERVICES INC (WI)	13,115.00
63115	NEWMANN, TED & NANCY	171.38
63116	PEIRSON, SCOTT & MARYJO	100.00
63117	POLFUS LAKEVIEW, LLC	357.57
	SUBTOTAL	137,499.21

	SUBTOTAL CARRIED FORWARD	137,499.21
63118	SCHNEIDER, MICHAEL & JEWEL	171.38
63119	TRI-STATE BOBCAT - HUDSON	56,612.10
63120	VILLAGE OF STAR PRAIRIE	142.51
63121	XCEL ENERGY (2)	27.12
63122	ANDERSON, AARON	690.30
63123	BALOW, ADAM	690.30
63124	CHEVRIER, KATIE	690.30
63125	CRAMLET, NICOLAS	690.30
63126	CRUBAUGH, MICHAEL	690.30
63127	DE LA CRUZ, CARLOS	690.30
63128	HAZEN, MCKENZIE	690.30
63129	KASTENS, JOSEPH	690.30
63130	KOEHLER, VERONICA	690.30
63131	LUBOW, NICHOLAS	690.30
63132	MCCLAIN, JARRED	690.30
63133	NOEL, JASON	690.30
63134	RADTKE, KATERINA	690.30
63135	SATHER, JACOB	690.30
63136	SHAFER, TODD	690.30
63137	THOMPSON, BRADLEY	690.30
63138	WESTMORELAND, ANDY	690.30
63139	YEHLIK, CRAIG	1,003.85
63140	CORELOGIC INC	1,659.32
63141	KOBS, JESSE & SARAH	166.87
63142	NEW RICHMOND AREA COMMUNITY FOUNDATION	5,000.00
63143	OTIS ELEVATOR COMPANY	3,171.12
63144	WELLS FARGO	171.38
63145	BALDWIN LIGHTSTREAM	582.75
63146	BERWALD, REBECCA LYNN	42.16
63147	BREMER BANK, NATIONAL ASSOCIATION	1,324.25
63148	GAME TIME	4,098.41
63149	IWORQ SYSTEMS INC	3,792.00
63150	PREFERRED BUILDERS INC	2.37
63151	PREFERRED PROPERTIES & MANAGEMENT LLC	244.04
63152	SCHOSTEK, MAXAMILLION	171.38
63153	WI DEPT OF JUSTICE - TIME	366.00
63154	XCEL ENERGY	7,678.65
63155	AMAZON (LIBRARY)	5,328.89
63156	ATWOOD, JOSEPH	338.25
63157	BAKER TILLY VIRCHOW KRAUSE, LLP	1,814.50
63158	BENEFIT EXTRAS, INC	368.25
63159	BOND TRUST SERVICES CORPORATION	800.00
63160	CEDAR CORPORATION	1,264.70
63161	CITY UTILITIES - 1ST BILLING	1,492.77
63162	CITY UTILITIES - INVOICES	116,373.20
63163	CITY UTILITIES - LANDFILL	201.41
63164	CITY UTILITIES - SAC CHARGES	5,868.00
63165	CITY UTILITIES - SALES TAX	294.48
63166	CITY UTILITIES - WATER IMPACT FEES	5,868.00
63167	E O JOHNSON COMPANY, INC	1,666.75
63168	FORUM COMMUNICATIONS COMPANY	25.75
63169	FRONTIER AG & TURF	7,600.00
63170	GARDEN EXPRESSIONS, INC	221.00
63171	J A COUNTER & ASSOCIATES INC	65.00
63172	J H LARSON COMOPANY	85.17
63173	JOHNSON, SARAH	20.00
	SUBTOTAL	385,358.09

	SUBTOTAL CARRIED FORWARD	385,358.09
63174	KWIK TRIP / KWIK STAR STORES	3,648.12
63175	MENOMONIE PUBLIC LIBRARY	11.67
63176	MINNESOTA/WISCONSIN PLAYGROUND	4,070.00
63177	NORTHERN BUSINESS PRODUCTS	390.35
63178	OWEN ASSESSING LLC	2,066.67
63179	RUNNING, INC	16,189.19
63180	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	141.90
63181	SECURIAN FINANCIAL GROUP, INC	2,274.09
63182	ST CROIX - EDC	2,500.00
63183	ST CROIX COUNTY FIRE OFFICER'S ASSN INC	100.00
63184	ST CROIX COUNTY HIGHWAY DEPT	1,080.00
63185	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	1,381.57
63186	STATE OF WI - COURT FINES & ASSESSMENTS	3,723.77
63187	SUNRISE LAWNS	935.00
63188	THE MAGIC OF ISAIAH	250.00
63189	TRANSCENDENT TECHNOLOGIES	270.00
63190	WASHINGTON NATIONAL INS CO	200.80
63191	WASTE MANAGEMENT OF WI - MN	487.15
63192	WEST WISCONSIN INSPECTION AGENCY, LLC	8,000.00
63193	WI MUNICIPAL COURT CLERKS ASSN	45.00
63194	WI PROFESSIONAL POLICE ASSN, INC	672.00
63195	WINGS OF NEW RICHMOND	72.80
63196	WISCONSIN STATE FIRE INSPECTORS ASSN	40.00

SUBTOTAL

433,908.17

SUBTOTAL CARRIED FORWARD 433,908.17

TOTAL VOUCHERS 433,908.17

ELECTRONIC FUND TRANSFERS

PAYROLL (1/18, 2/1)	241,059.11
DEFERRED COMP	11,695.10
ROTH - WI	650.00
FEDERAL W/H	90,009.84
STATE W/H	17,676.84
MEDICAL PREMIUMS	83,618.94
RETIREMENT	64,724.25
VISA P-CARDS	28,349.99
HRA	6,204.74
HSA - ER CONTRIBUTIONS	1,500.66
WI-SCTF	2,967.64
FLEX SPENDING	5,334.88
EMPLOYEE FUND	260.00
FIREMAN DUES	570.00
AFLAC	1,026.96
DISABILITY INSURANCE	2,702.36
INVOICE - SUPER AMERICA	2,984.15
DELQ STATE TAX - REMITTANCES	150.00
INVESTMENT TRSFR - BREMER	4,800,000.00
INVESTMENT TRSFR - LGIP	4,350,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	1,287.54

TOTAL ELECTRONIC FUNDS 9,716,939.67

GRAND TOTAL 10,150,847.84

FRED HORNE, MAYOR



TO: Mayor Fred Horne and City Council

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

DATE: February 6, 2019

RE: Administration Update

Wellness Survey Update – A survey was sent out to all employees to obtain information on what they felt was important for our 2019 Wellness initiatives. We received an overall 74% participation rate for the survey that gave us employee preferences on the types of activities they would like to see offered, how long they would like a particular activity to last, what time of day is best, etc. Taking our Family First focus into account, we created a second survey that was sent out to all of our employees that we asked be completed with the input of their family. The family survey encompasses both wellness and family components. The reason being, as we are looking at wellness moving forward, we are being mindful of the shift from simply wellness being the physical component of a person (i.e. exercise, eating well), but taking into account the overall wellbeing of an employee. To date, we have received 20 of the family surveys back.

New Hires – Arik Mahler started in February as a PW1 with the Streets/Parks department. Jim Groebner started in February as a Limited Term Airport Maintenance/Snow Removal employee out at the Airport.

Work Anniversary Highlights – In the month of January, we celebrated the following employees work anniversaries:

- Aaron Anderson - Police Department celebrated 7 years
- Matt Brown – Electric Department, celebrated 18 years
- Joel Enders – Utilities, celebrated 1 year
- Todd Kittel – Library, celebrated 1 year
- Leann Marson – Police Department, celebrated 13 years
- Andy Miller – Public Works, celebrated 1 year
- Debbie Powers – Utilities, celebrated 11 years

- Mitch VanderWyst – Fire Department, celebrated 8 years

Library Project Update- This recap includes three pieces of information we are working on for our joint meeting on Tuesday, February 26, 2019. The first is an overview of construction costs per square foot from recent library projects. The second item is an overview of information pertaining to the existing library site from Noah. The last item is the proposed agenda for our meeting on February 26.

Costs per square foot / Recent Projects

Jennifer sent out an email to a handful of local Wisconsin Libraries that are currently working on a building project or have recently completed the project so we could get some estimates of actual square footage building costs. We have not heard from many yet, so we will continue compiling cost estimates/expenses. Below is what we have to date.

Colby, Wisconsin – “The Colby Community Library: Remembering the Past—SERVING THE COMMUNITY—Envisioning the Future”

Building is 10,600 square feet, single level

The price of the building came to \$1,700,000.

The cost per square foot was \$160. (We were listed in Library Journal, and we have had calls about our LOW cost per sf from areas that are not getting that kind of number from their contractors.)

We had \$300,000 in demolition and furnishings budgeted as we bought all new furniture and thousands of feet of shelving, etc.

We added to the project a 150-seat amphitheater which is built, a gazebo (to be built this spring), an amphitheater backdrop/stage to be installed this spring, blacktopped a 31 stall parking lot, put in a pond, and did additional landscaping to the tune of \$200,000.

We did not have to “skimp” on this project, as we had the money to back it.

So, our total project was \$2.2 million.

Eau Claire, Wisconsin –

The quote they received for a 90-100,000 square foot building was \$26-\$29,000,000 (this was for new construction, not renovation). This doesn't include FFE costs. They are estimates for the range of construction cost based on our area, and not detailed estimates based on design since we don't have a design for a new building.

Average estimated cost per square foot - \$290.00

Milltown, Wisconsin –

Proposed addition – single level - \$225.00 per square foot (does not include FFE)

Contingency – 10%

Architectural/Engineering & Regulatory Fees 10%

Below is the information that Noah has put together regarding the potential historic preservation designation for the existing library. Please note that we will not know the results until February 28, 2019.

General Background

- Efforts to promote local history
 - Downtown façade grants
 - John Doar History Trail
 - Official State Historical Marker

Background: Intensive Survey

- City applied for grant from Wisconsin Historical Society in 2017 for intensive survey of historic properties
- Survey identifies properties that could be eligible for National Register of Historic Places
- City received grant in early 2018, interviewed firms, and selected Legacy Architecture as consultant
- Research team spent one week in New Richmond in the fall of 2018 and held a public program
- Research team will present final report to the community on Feb. 28, 2019

Criteria for National Register of Historic Places

- Generally must be 50+ years old and meet at least one of four criteria:
 - Architectural style and design
 - Associated with an important person
 - Represent an important historic trend, movement, or event
 - Potential to yield information (e.g. archaeological site)

Benefits for Listing on the National Register

- State and federal income tax credits
- Federal grants for restoration
- Honor

Frequently Asked Questions

- Are there rules/restrictions that have to be followed?
- How does a building get nominated? What's the process?

Next Steps

- Research findings presented by Legacy Architecture – Feb. 28
- Staff gathering feedback from historic architectural consultants about feasibility of renovating existing library

Proposed Agenda for February 26, 2019

- Guest Speaker – What makes for a successful project
- Overview of sites – Discussion of findings Council / Library Board members
- RFQ project for site(s)
 - Examples, proposed dates, etc.
- Community Engagement process
 - Needs, sites, excitement
- City Capital Improvement Funds
 - Overview of borrowing scenarios / ROI



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: February 11, 2019

RE: Finance Department Monthly Update

Moody’s Annual Comment

The City engages Moody’s to provide a credit rating when general obligation (GO) bonds are issued. A credit rating provides insight to investors on the quality and risk of the obligation. The higher the credit rating the lower the risk and the higher the quality of the obligation to the investor. When the City issued GO bonds in 2017, Moody’s rated the City as A1; investment quality grade.

Annually, Moody’s, provides comment on the City’s ongoing credit position. Attached to this memorandum is the annual report issued by Moody’s. The report notes the City’s strong financial position, stable reserves, liquidity, healthy wealth and income profile and tax base. As indicated in the 2017 rating report, credit challenges for the City are overlapping jurisdiction debt and fixed costs.

The attached 2018 annual report confirms Moody’s 2017 rating report, which assigned the City’s A1 rating. Continued growth and increase in the City’s tax base is anticipated to positively impact the City’s rating in the coming years as well as accelerated debt repayment.

Credit Rating Scales by Agency, Long-Term

Moody's	S&P	Fitch	
Aaa	AAA	AAA	Prime
Aa1	AA+	AA+	High grade
Aa2	AA	AA	
Aa3	AA-	AA-	
A1	A+	A+	Upper medium grade
A2	A	A	
A3	A-	A-	
Baa1	BBB+	BBB+	Lower medium grade
Baa2	BBB	BBB	
Baa3	BBB-	BBB-	
Ba1	BB+	BB+	Non-investment grade speculative
Ba2	BB	BB	
Ba3	BB-	BB-	
B1	B+	B+	Highly speculative
B2	B	B	
B3	B-	B-	
Caa1	CCC+	CCC	Substantial risk
Caa2	CCC		Extremely speculative
Caa3	CCC-		Default imminent with little prospect for recovery
Ca	CC	CC	In default
/	C	C	
C	D	D	
/			

ISSUER COMMENT

16 November 2018

RATING

General Obligation (or GO Related) ¹

A1 No Outlook

Contacts

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CLIENT SERVICES

Americas	1-212-553-1653
Asia Pacific	852-3551-3077
Japan	81-3-5408-4100
EMEA	44-20-7772-5454

City of New Richmond, WI

Annual Comment on New Richmond

Issuer Profile

The City of New Richmond is located along Willow River in St. Croix County in northwestern Wisconsin, approximately 40 miles northeast of the Minneapolis-St. Paul metro area. The county has a population of 86,726 and a moderate population density of 120 people per square mile. The county's median family income is \$86,948 (1st quartile) and the August 2018 unemployment rate was 2.9% (1st quartile) ². The largest industry sectors that drive the local economy are manufacturing, health services, and retail trade.

Credit Overview

The credit position for New Richmond is sound. That said, its A1 rating is a little weaker than the median rating of Aa3 for cities nationwide. Notable credit factors include a strong financial position, a healthy wealth and income profile and a modestly sized tax base. Also reflected are a moderate pension liability and a sizable debt burden.

Finances: The city has a very solid financial position, which is relatively strong with respect to the assigned rating of A1. New Richmond's cash balance as a percent of operating revenues (17.3%) is materially below the US median. However, this percentage stayed flat between 2013 and 2017. Additionally, the fund balance as a percent of operating revenues (19%) is beneath other cities we rate nationwide.

Economy and Tax Base: The economy and tax base of New Richmond are satisfactory overall and are consistent with its A1 rating. The median family income is 104% of the US level. Moreover, the full value per capita (\$80,009) is roughly equivalent to the US median, and saw an impressive increase from 2013 to 2017. That said, the total full value (\$717 million) is weaker than the US median.

Debt and Pensions: Overall, the debt and pension liabilities of New Richmond are mid-ranged and are in line with city's A1 rating. The Moody's-adjusted net pension liability to operating revenues (1.1x) favorably is slightly under the US median. On the other hand, this ratio rose between 2013 and 2017. Moreover, the net direct debt to full value (2.7%) is much higher than the US median.

Management and Governance: Wisconsin cities have an Institutional Framework score ³ of A, which is moderate compared to the nation. Institutional Framework scores measure a sector's legal ability to increase revenues and decrease expenditures. The sector's major revenue source, property tax revenue, is subject to a cap that restricts cities from increasing their operating property tax levies except to capture amounts represented by net new construction growth. Revenues and expenditures tend to be predictable. Across the sector, fixed and mandated costs are generally high. Expenditures are somewhat flexible, as

collective bargaining is allowed for public safety employees but is curbed for non-public safety employees.

Sector Trends - Wisconsin Cities

Wisconsin cities will continue to benefit from an improving state economy. The overall economy continues to experience steady growth but remains dependent on manufacturing. Property tax revenues will remain stable or will slightly improve due to increased construction activity and development within tax increment districts. Most Wisconsin cities participate in the Wisconsin Retirement System, which continues to be relatively well-funded. Overall, fixed costs are manageable and not a pressure for cities.

EXHIBIT 1

Key Indicators ⁴ ⁵ New Richmond

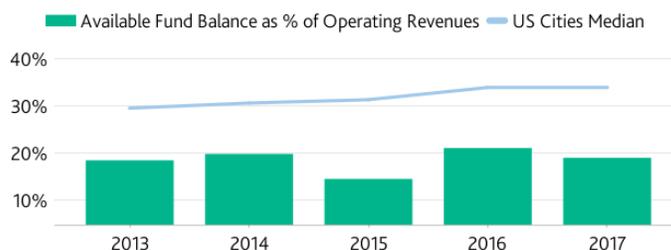
	2013	2014	2015	2016	2017	US Median	Credit Trend
Economy / Tax Base							
Total Full Value	\$554M	\$575M	\$607M	\$661M	\$717M	\$1,867M	Improved
Full Value Per Capita	\$65,635	\$67,697	\$70,621	\$76,111	\$80,009	\$89,200	Improved
Median Family Income (% of US Median)	106%	101%	100%	104%	104%	113%	Stable
Finances							
Available Fund Balance as % of Operating Revenues	18.4%	19.8%	14.5%	21.0%	19.0%	33.9%	Stable
Net Cash Balance as % of Operating Revenues	16.3%	17.2%	12.5%	17.8%	17.3%	36.9%	Stable
Debt / Pensions							
Net Direct Debt / Full Value	3.6%	3.1%	2.9%	3.0%	2.7%	1.1%	Improved
Net Direct Debt / Operating Revenues	2.32x	2.08x	1.54x	2.32x	1.89x	0.88x	Stable
Moody's-adjusted Net Pension Liability (3-yr average) to Full Value	0.7%	0.9%	1.1%	1.5%	1.6%	1.8%	Weakened
Moody's-adjusted Net Pension Liability (3-yr average) to Operating Revenues	0.43x	0.59x	0.60x	1.14x	1.09x	1.51x	Weakened
	2013	2014	2015	2016	2017	US Median	
Debt and Financial Data							
Population	8,441	8,501	8,599	8,687	8,966	N/A	
Available Fund Balance (\$000s)	\$1,596	\$1,716	\$1,636	\$1,792	\$1,957	\$7,419	
Net Cash Balance (\$000s)	\$1,409	\$1,490	\$1,414	\$1,518	\$1,786	\$8,404	
Operating Revenues (\$000s)	\$8,657	\$8,673	\$11,302	\$8,517	\$10,318	\$21,930	
Net Direct Debt (\$000s)	\$20,093	\$18,005	\$17,380	\$19,742	\$19,489	\$18,580	
Moody's Adjusted Net Pension Liability (3-yr average) (\$000s)	\$3,764	\$5,090	\$6,837	\$9,696	\$11,294	\$32,507	

Source: Moody's Investors Service

This publication does not announce a credit rating action. For any credit ratings referenced in this publication, please see the ratings tab on the issuer/entity page on www.moody.com for the most updated credit rating action information and rating history.

EXHIBIT 2

Available fund balance as a percent of operating revenues increased from 2013 to 2017



Source: Issuer financial statements; Moody's Investors Service

EXHIBIT 3

Full value of the property tax base increased from 2013 to 2017



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

EXHIBIT 4

Moody's-adjusted net pension liability to operating revenues increased from 2013 to 2017



Source: Issuer financial statements; Government data sources; Offering statements; Moody's Investors Service

Endnotes

- The rating referenced in this report is the issuer's General Obligation (GO) rating or its highest public rating that is GO-related. A GO bond is generally backed by the full faith and credit pledge and total taxing power of the issuer. GO-related securities include general obligation limited tax, annual appropriation, lease revenue, non-ad valorem, and moral obligation debt. The referenced ratings reflect the government's underlying credit quality without regard to state guarantees, enhancement programs or bond insurance.
 - The demographic data presented, including population, population density, per capita personal income and unemployment rate are derived from the most recently available US government databases. Population, population density and per capita personal income come from the American Community Survey while the unemployment rate comes from the Bureau of Labor Statistics.
- The largest industry sectors are derived from the Bureau of Economic Analysis. Moody's allocated the per capita personal income data and unemployment data for all counties in the US census into quartiles. The quartiles are ordered from strongest-to-weakest from a credit perspective: the highest per capita personal income quartile is first quartile, and the lowest unemployment rate is first quartile.
- The institutional framework score assesses a municipality's legal ability to match revenues with expenditures based on its constitutionally and legislatively conferred powers and responsibilities. See [US Local Government General Obligation Debt \(December 2016\)](#) methodology report for more details.
 - For definitions of the metrics in the Key Indicators Table, [US Local Government General Obligation Methodology and Scorecard User Guide \(July 2014\)](#). Metrics represented as N/A indicate the data were not available at the time of publication.
 - The medians come from our most recently published local government medians report, [Medians - Property values key to stability, but pension burdens remain a challenge \(March 2018\)](#) which is available on Moodys.com. The medians presented here are based on the key metrics outlined in Moody's GO methodology and the associated scorecard.

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MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 6, 2019

SUBJECT: Monthly Update

Below are some updates from the past month, as well as a look ahead at a few upcoming projects. Please feel free to contact me if you have any questions. Thank you!

CSM Applications

The Plan Commission will be reviewing three certified survey map (CSM) review applications prior to the City Council meeting on February 11. The Plan Commission was rescheduled due to a lack of a quorum on February 5.

Covenants

City staff are working with City Attorney Nick Vivian to begin the process of terminating the three sets of protective covenants in the Business & Technical Park. The covenants impose conditions and restrictions which no longer serve the purpose that they once did, and have become an administrative and regularly burden in recent years – in some cases even deterring development. The termination process will require staff to obtain signatures from property owners over the next month.

Knowles Avenue Corridor Study

The next Knowles Avenue Corridor Study open house will be Tuesday, February 19 from 5:30 to 7:00 p.m. at the New Richmond 8 Theater (1261 Heritage Drive). We would like as much feedback as possible from the community as we look at alternative lane configurations, parking, pedestrian and bicyclist safety, etc.

Mary Park Boat Ramp & Master Plan

Following a public open house meeting on January 23, the Park Board recommended a design option for the Mary Park boat ramp and authorized City staff to bid the project, with floating and roll-in docks as alternates. Bids will be opened on February 22 and presented to the Park Board on February 27. The City Council would consider awarding a contract at the March 11 meeting. Some of the materials from the public open house related to the boat ramp and the Mary Park Master Plan are displayed on the wall in the Council Chambers.

Park Facility Reservation Policy

The Park Board will have a work session on February 13 at 6:00 p.m. at the Civic Center to discuss the park facility reservation policy that is being developed. City staff are inviting local stakeholders including youth and adult sports associations to attend and provide feedback and make revisions to help improve the final policy. The Park Board will consider a recommendation at their regular meeting on February 27. The policy would proceed to the City Council for final action on March 11.

Intensive Survey of Historic Properties

The intensive survey of historic properties, which began this past fall, will be completed in February. Legacy Architecture will present their final report on February 28 at 6:00 p.m. at the Civic Center. The report will identify potential historic districts and properties that individually may be candidates for the State and National Registers of Historic Places.

Downtown Cigarette Receptacles

The Public Works staff will be installing some cigarette receptacles in the downtown business district. The cigarette butts are recycled by a company on the East Coast, which uses the plastic filter material from cigarettes to manufacture playground equipment, benches, patio furniture, etc. The receptacles will hopefully help reduce the amount of cigarette litter on sidewalks and in flower planters, while also promoting sustainability.



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Beth Thompson, Community Development Director
DATE: February 6, 2019
SUBJECT: Monthly Report

Updates from last month's report: The City Council asked for a bit of clarification on a couple of points from my report last month. For the first update, please see the attachment from the State of Wisconsin, Department of Revenue's report. The report highlights the percentage increase for equalized value. I have taken just one page of the 82-page report that has to do with St. Croix County. You will find New Richmond listed second from the bottom. If you would like to see the full report please click on the following link: <https://www.revenue.wi.gov/SLFReportsassessor/nnc-2018.pdf>

The second update was to have the building dwelling unit informational map placed on our website. Please feel free to browse out to our website under www.newrichmondwi.gov and click on the building and zoning department and in large red letters is our new residential dwelling units map.

Building Permit January Update: Below please find our numbers for building permits, dwelling units and construction values for January 2019:

Number of Permits:	19
Number of Dwelling Units:	6
Residential Construction Value:	\$1,092,444
Commercial Construction Value:	\$ 8,750
Permit Fees collected w/o Impact Fees:	\$ 10,239

Building Inspector Update: We are still in the process of hiring a full-time inspector for the City of New Richmond.

Economic Development Update: In January Forward New Richmond (FNR) held a "Retreat" to discuss goals and objectives for 2019. Using the Comprehensive Plan as a guide, FNR will dig deep into these four main areas: Development and Redevelopment, Business Support, Marketing New Richmond, and Livability. This meeting also focused on Governmental meetings versus private meetings, open session versus closed session, etc. A representative from Eckberg Lammers was on hand to discuss these items in detail.

NET NEW CONSTRUCTION 2018

COMUN CODE	MUNICIPALITY	2017 EQUALIZED VALUE	2018 NET NEW CONSTRUCTION	PERCENT
55002	TOWN OF BALDWIN	82,184,300	1,054,000	1.28%
55004	TOWN OF CADY	76,497,000	871,500	1.14%
55006	TOWN OF CYLON	54,888,700	513,200	0.93%
55008	TOWN OF EAU GALLE	108,660,300	1,363,800	1.26%
55010	TOWN OF EMERALD	57,655,100	1,648,800	2.86%
55012	TOWN OF ERIN PRAIRIE	67,467,800	350,000	0.52%
55014	TOWN OF FOREST	45,546,900	244,700	0.54%
55016	TOWN OF GLENWOOD	55,099,700	306,400	0.56%
55018	TOWN OF HAMMOND	205,148,500	6,450,300	3.14%
55020	TOWN OF HUDSON	1,044,710,100	9,740,800	0.93%
55022	TOWN OF KINNICKINNIC	212,521,900	2,221,700	1.05%
55024	TOWN OF PLEASANT VALLEY	49,318,700	1,957,900	3.97%
55026	TOWN OF RICHMOND	335,123,500	8,287,000	2.47%
55028	TOWN OF RUSH RIVER	48,466,000	117,300	0.24%
55030	TOWN OF SAINT JOSEPH	599,733,100	7,900,000	1.32%
55032	TOWN OF SOMERSET	453,480,600	8,275,000	1.82%
55034	TOWN OF SPRINGFIELD	74,786,400	552,900	0.74%
55036	TOWN OF STANTON	72,245,300	1,082,800	1.50%
55038	TOWN OF STAR PRAIRIE	326,688,900	3,593,500	1.10%
55040	TOWN OF TROY	809,638,800	17,460,600	2.16%
55042	TOWN OF WARREN	173,216,000	4,806,900	2.78%
55106	VILLAGE OF BALDWIN	286,316,100	3,423,700	1.20%
55116	VILLAGE OF DEER PARK	12,691,000	8,800	0.07%
55136	VILLAGE OF HAMMOND	124,191,200	809,800	0.65%
55161	VILLAGE OF NORTH HUDSON	381,651,800	1,514,800	0.40%
55176	VILLAGE OF ROBERTS	133,702,500	7,052,200	5.27%
55181	VILLAGE OF SOMERSET	217,077,300	7,172,800	3.30%
55182	VILLAGE OF STAR PRAIRIE	40,313,600	108,700	0.27%
55184	VILLAGE OF SPRING VALLEY *	1,215,700	116,500	9.58%
55191	VILLAGE OF WILSON	10,368,400	4,700	0.05%
55192	VILLAGE OF WOODVILLE	81,427,000	1,573,900	1.93%
55231	CITY OF GLENWOOD CITY	60,408,200	228,900	0.38%
55236	CITY OF HUDSON	1,830,570,100	34,915,100	1.91%
55261	CITY OF NEW RICHMOND	717,356,800	20,646,800	2.88%
55276	CITY OF RIVER FALLS *	344,806,300	21,003,100	6.09%
55999	COUNTY OF ST CROIX	9,195,173,600	177,378,900	1.93%

* Split districts are summed at the end of the report



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MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: February 1, 2019
SUBJECT: Public Works Month in Review – January 2019

Knowles Avenue Corridor Study

Public Involvement Meeting #2 was originally planned for this week Tuesday, but due to the cold temperatures we have rescheduled it for February 19th from 5:30-7:00. The New Richmond 8 Theater has generously offered to host the meeting, so we will be in their Party Room for a change of scenery. You'll laugh, you'll cry, you'll place round stickers on your favorite corridor options.

Park Shop Transition

Public Works staff has been diligently working to transition out of the Park Shop, relocating all items either to the Street Shop or temporary storage locations. As of today, we have officially removed everything from the shop and handed over the keys to Fusion Metals. Great work by the whole team on this extra project. Sorting through and moving 20 years of accumulated stuff is no mean feat.

Winter Maintenance

We did have one major snow event in January, which our crew did a nice job cleaning up just in time for the historic cold snap.

Mary Park

Staff hosted a public open house to discuss the short and long term future of Mary Park. Short term plans include reconstruction of the boat launch this year. Based on the feedback received at the open house, plans are currently being finalized by MSA, and we will be opening bids for this project on February 22. In addition to the boat launch, we are planning to replace the fishing pier, possibly later this year. We have proceeds from last year's insurance claim on the dock, and applied today for grant funding from DNR for that project as well. On the long term horizon, we got feedback from folks on the overall master plan. Those results will be presented to the Park Board in late February.

Sidewalk Replacements

The Public Works Committee approved the 2019 sidewalk replacement plan at their January meeting, and staff have assembled the bid documents for that work. Bids will be opened on February 28 for that project.

Safety

One of the City's pillars is safety, and this was a focus for the 2019 budget. To that end, Mark Evans has been helping get the City's first aid kits updated, along with adding stop the bleed kits at the Civic Center and Library, and providing tourniquets for all city vehicles. Thanks to Mark for all his help with this.

WWTP Upgrade Design

In the world of wastewater, we are continuing to move forward with the design of the upgrade at that facility. Staff continue to work with MSA on the details of the design. We plan to have that design, which includes grit removal, blower upgrades, sludge storage tank covers, sludge thickening modifications, and other minor improvements, completed for bidding this fall and 2020 construction.

Watermain Breaks

On the drinking water side, we had two leaks to fix in January. In one case on Mallard Lane, we had a water service that broke on the City's side of the curb stop. On Sharron Ave, we had a main break on a stretch of cast iron pipe that has had problems in the past. The leaks were repaired on back to back days, and before the real cold set in. With the extreme cold, we did have some sensors that froze up in the south water tower, but no major issues.



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Craig Yehlik
Chief of Police

Veronica Koehler
Lieutenant



New Richmond City Council update
February 11, 2019

Sgt. Nick Cramlet, Officer Adam Balow and Officer Katerina Radtke are attending evidence room management February 5 to February 7.

Citizens Academy just finished week #3 and attendance has been good and topics well received.

The New Richmond Police Department annual Burger Night fundraiser for the K-9 is on March 12, from 5:30 to 8:30 at Champs. Hope to see you all there.



NEW RICHMOND FIRE & RESCUE

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January 2019 Month In Review

In the past I've been providing a brief report to the council and Fire Advisory Board. In an effort to provide greater transparency and a bit more in depth, I will attempt to expand the monthly report.

The end of December and the beginning of January proved to be a challenge with the overall budget and normal day to day operations. I'm happy to report that all bills are paid and major purchases obtained, even though we've experienced a few costly repairs with the vehicles.

DSPS 330 - The State of Wisconsin has been working on SPS 330 Fire Department Safety and Health for more than 15 years and in January the entire chapter experienced a major upgrade. A class was provided by the Northwestern Fire Association, inviting two people who spent time re-writing the chapter to explain the changes and answer questions. We have a bit of work to do this year to meet the new rules, however we're not far off.

New Brush Truck – The Ford F-350 cab & chassis was ordered and arrived in January. Upgraded rims and tires we're ordered and should arrive soon. New warning lights we're installed and so forth. Next step is to get the truck to Foreman Fire to have the build completed. Time is critical as we need to take advantage of the winter discount.

Portable Radios – New portable radios had been ordered and should arrived soon. From the beginning of time until now we've always used Motorola radios. They are dependable and easy to use when it comes to switching banks of channels. With 3 banks and a total of 48 channels, this becomes confusing at times. However, throughout 2018 much more research had been conducted into the Kenwood brand. Kenwood has come out with an upgraded portable that's easy to use and is very similar to Motorola at a much lower cost. Consulting with some of our neighbors that had been using them, we found they are as every bit as dependable with good communications. We then had a few demonstrations and after using them for over a month, became convinced that the Kenwoods would be a good fit. With a trade-in promotion, we were able to obtain about 20 radios.

SCBAs – Our Vehicle and Equipment Committee began to explore the leading brands in preparation for the anticipated purchase this coming fall. More on this in February's report.

DATCAP – Attended a class in Madison in January. Keeping current with the rules and regulations and required credits for the Department of Agriculture Trade and Consumer Protection – Above and underground tank program. Spent 3 hours in the classroom and another 3 hours touring a local factory that makes fueling equipment. Very interesting class this year.

Training and Activities:

Training for January included CPR re-certification, Blood Borne Pathogens and Ice Water Rescue.

There were a total of 16 responses for the month of January.

10 City

5 Rural

1 MABAS event in Somerset

Chief Jim VanderWyst

To: Mayor Fred Horne and City Council
From: Jennifer Rickard, Interim Director
Date: 02.05.19
RE: Library Department Report

New materials for checkout –

- [VOX books](#) are children’s picture and nonfiction books with built-in audio readers. The audio reader is built right into the book and is very simple to use; no additional equipment is needed to listen. We are the third library in the MORE system to offer these books which have been really well received from patrons so far. We currently have 76 titles and will continue to add new titles through 2019.
- [LaunchPads for Adults](#) – LaunchPads are tablets with pre-loaded games and activities. The collections of apps included on each device are strategically selected to train the mind by challenging memory, reaction time and problem-solving and observation skills. The use of basic technology by any adult, but specifically seniors, boosts confidence, creates a sense of independence and improves fine motor and cognitive skills. The LaunchPads utilize technology for brain exercises to keep their minds active. We have 10 new devices that will be ready to check out any day. No internet connectivity required.



January Statistics –

- Checkouts, physical materials – 16,014
- Checkouts, eContent (eBooks, Audiobooks, digital magazines) – 2,008
- New patrons registered – 49
- New items added – 415
- Computer sessions – 898
- Wireless sessions – 2,936
- Door Counter – 10,062 (averages 402 people/day)
- Programs hosted:
 - Kids at the library – 17
 - Adults at the library – 8
 - Kids offsite – 14
 - Adults offsite – 3
- Programs total attendance – 913

January Funding –

- Revenue (fines, copies, faxes, replacement library cards) - \$1,568.68
- We received \$36,779.13 from Dunn and Polk Counties for our ACT150 reimbursements. We should receive payment from the St. Croix, Pierce and Barron in the near future.
- We received \$1,500.00 from the AnnMarie Foundation for new Memory Maker Kits. The goal of these kits is to include items related to our senses to easily trigger recollections of their past. There would be something to read, watch, hear and touch along with an activity. Themes that we would like to offer include: America, Animals, Birds, Colors, Fun & Games, Memories of the Midwest, Music and Sewing. We hope to have them ready to circulate in the next month or so.
- We were notified that we received a grant from Bosch for \$9,130.00 for a Hatch, Early Literacy Table. This early literacy table is an active play center designed to encourage two to four children to cooperate and play together while developing early literacy skills. Each table is intended for early childhood ages, including over 275 pre-loaded educational games. The variety of games are designed to promote collaborative play, develop critical and emotional skills, vocabulary and cognitive development of literacy, math and STEM skills. Through the games on the multi-touch table, children not only learn essential basic skills, they also engage with other children to collaborate, problem solve and improve their social skills. As soon as we receive the grant agreement and funding, we will order the table for installation.

Upcoming events –

- **January 7-March 1 – Adult Winter Reading Challenge – “Read A Latte”** - This challenge is to encourage participants to cozy up and read or try something new during the winter months. Throughout the months, they can also stop in for weekly “Boredom Buster” activity sheets.
- **Babygarten, Little University and Homeschool Hub** – Weekly classes for all ages. Stop in to see what fun topics we will learn about during February.
- **February 18, 1:00 pm – No School, no problem – Meet an Eagle** – The National Eagle Center will be joining us this President's Day to teach us a bit about these majestic birds that represent our nation. This event will be held in the City Council Chambers due to our limited space. **Event subject to date and/or time change as school has been reinstated.
- **February 19, 6:00 pm – From Grapes to Glass!** – A brief overview on the Wisconsin grape growing and winemaking industry. Can we really grow grapes and make wine in this climate? Presented by 65 Vines Winery in Roberts, Wisconsin.
- **Movie Club** – Third Thursday of the month, 4:00 pm – Stop in monthly to discuss some of your favorite movies and discover new movies to watch.
- **February 23, 10:00 am – LEGO Animate** – Crossing LEGO® with technology, we'll have car races, challenges, stop motion, green screen, and more.
- **February 26, 6:00 pm – Crafty Adults** – The 4th Tuesday of each month we will host an adult crafting class on a variety of topics. February we will be making bath bombs and shower steamers.

- **March 1, 5:00 pm – SoulSpace Farm Sanctuary** - Learn about how SoulSpace Farm Sanctuary is a nonprofit farmed animal rescue and protection organization, working to end cruelty to farm animals. SoulSpace promotes compassionate living through rescue, rehabilitation and education.

Below you will find our “Year in Review” for 2018, highlighting many of our successes for the year. There are additional handouts available in the entry of the Civic Center, otherwise, please let me know and I am happy to provide you with additional copies.

2018 YEAR IN REVIEW



143,328
Annual Visits

473
Visits a Day

47
Visits an Hour



54,496
Physical Items



10,418
Registered Users

LEARN EXPLORE CONNECT

208,371
Digital Items
Available Through:



Flipster



Libby



Freeding



Overdrive

228,520
Total Checkouts
(including e-content)



398

Classes & Events

Attended by

13,072

Community Members

Local Author Showcase



Early Literacy Classes

Babygarten

Little University

Early Literacy Outreach

Bear Buddies

The Centre

First Lutheran Child Care Center

Hansen's Learning Center

Sonshine Learning Center

St. Mary School

Starr Elementary Early

Childhood Classroom

Featured Programs

DIY Creative Workshops

Heritage Holiday Tea
with the Heritage Center

Homeschool Hub

Intro to Wild Mushrooms

No School? No Problem!

Saturday Stories & More

Touched by Alzheimer's
with Community Partners

Veteran's Roundtable
with The Deerfield

Voter Registration



893

Summer Readers

Fire Prevention Month



12,139

Public Computer Uses

30,660

Wireless Logins

7

Mobile Hotspots



A special thank you to all of our community partners, customers, donors and the Friends of the Library.

To: City Council Members
From: Mike Demulling, Airport Manager (mike@nrairport.com or 715-246-7735)
Date: February 6, 2019
RE: Airport Update

1. The Oshkosh snow blower we purchased at auction last summer is working very well. The snow blower portion of the vehicle is capable of relocating snow over 250 feet away. The vehicle is also equipped with a 24' plow capable of producing considerable down pressure on the pavement. This function was very helpful during the snow and ice events over the past week.





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

MEMORANDUM

TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: February 6, 2019
SUBJECT: Clerk's Monthly Report

Tax Collection

On December 10, 2018, the City began collecting real estate and personal property taxes and on February 6, 2019 we finished collecting. Any payments will now need to be sent or delivered to the St. Croix County Treasurer. The total amount collected for 2018 taxes is \$10,796,166.85. That is compared to the amount of 2017 taxes collected of \$10,778,210.54.

Taxpayers had several payment options to remit their payments including in person, online or mail. This year we tracked how tax payments are remitted.

Mail	3,510	83.9%
In Person	582	13.9%
Online	92	2.2%
Total Payments	4,184	

With the implementation of remote deposit earlier this year, it reduced the number of trips to the bank as check images are uploaded and credited to our account daily.



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MEMORANDUM

TO: Plan Commission
FROM: Noah Wiedenfeld, Director of Planning
DATE: February 1, 2019
SUBJECT: Certified Survey Map: 1488 County Road K

PROJECT PROPOSAL

Harvey Christensen, Sr. has submitted an application for certified survey map review. The applicant seeks to divide a 22-acre parcel located at 1488 County Road K into two lots. The southeast lot would be 0.568 acres, and the remaining lot would be 21.432 acres.

PROCESS

Per Section 117-12.B of the City Code of Ordinances, any division of land that creates 4 or less parcels or building sites, inclusive of the original remnant parcel, by division or successive divisions of any part of the original property within a period of 5 years, shall be surveyed and a certified survey map of such division approved and recorded pursuant to the provisions of the City Code of Ordinances and Chapter 236 of the Wisconsin Statutes.

Certified survey map applications are first reviewed by the Development Review Committee, proceed to the Plan Commission for review and recommendation, and final action is taken by the City Council. An approved certified survey map and corresponding resolution are then filed with the St. Croix County Register of Deeds.

ACTION	DATE
Initial Application Received	Oct. 5, 2018
Staff Meeting with Applicant	Oct. 18, 2018
Staff Meeting with Applicant	Nov. 30, 2018
Certified Survey Map Received	Jan. 3, 2019
DRC Review	Jan. 3, 2019
Plan Commission Review	Jan. 8, 2019
Plan Commission Recommendation	Feb. 5, 2019
City Council Meeting – Final Action	Feb. 11, 2019

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends **approval** of the certified survey map, with the following conditions:

1. The CSM shall be revised to indicate the building setbacks of Lot 2 per Section 117-18.E of the City Code of Ordinances.
2. A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.
3. The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway.
4. A deed restriction shall be recorded stating that Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.
5. Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for any and all connection charges and fees. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn or mobile home located on Lot 2. If the well is to be abandoned, the abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.
6. The property at 1492 County Road K shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for any and all connection charges and fees.
7. The subdivider, and his heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. The Director of Public Works has determined that connection to public sewerage facilities is not currently feasible. Design information for the existing septic system shall be submitted for review by the Director of Public Works. The existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.
8. The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

DETAILED ANALYSIS

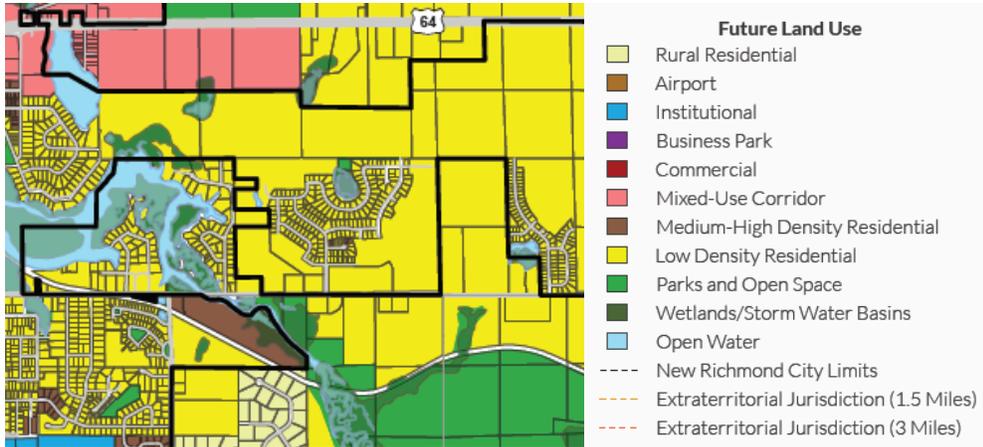
COMPREHENSIVE PLAN

The Future Land Use Plan found in the City of New Richmond's Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. Figure 3-2 indicates that the future land use of the applicant's property shall be low density residential. This land use category includes the traditional residential neighborhoods adjacent to the downtown and the predominantly single-family detached subdivisions that occur throughout the remainder of the community. Additional policies in the Comprehensive Plan that support the application include the following:

LU-1.1 Promote development opportunities to meet future growth needs by prioritizing infill development within the current City boundaries, revitalizing blighting or undeveloped areas, and taking advantage of existing infrastructure capacities.

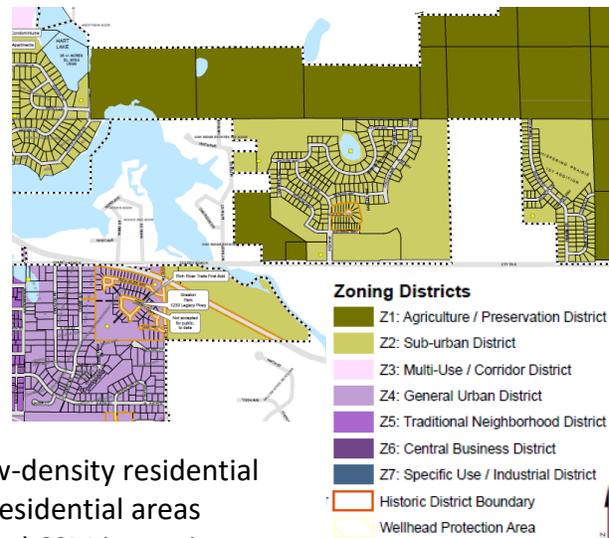
LU-1.4 Ensure consistency between the Land Use Plan and the Zoning Map for all properties that have the ability to be connected to public sewer and water services.

The proposed CSM is consistent with the Comprehensive Plan.



ZONING

The site was previously zoned Z1 Agriculture/Preservation District. In January, the City Council approved the application to rezone the property to Z2 Sub-Urban District. The purpose of the Z2 Zoning District is to provide opportunities for low density residential areas, limited neighborhood commercial uses, and complementary uses. New development within this district will be allowed only when a full range of municipal services and facilities are available to serve the area. New development is intended to create low-density residential areas and to preserve and enhance transitional residential areas between lower and higher densities. The proposed CSM is consistent with the Zoning Map, with the recently approved Z2 Sub-Urban District designation.



SURROUNDING USES

The Fox Run subdivision is located to the northeast of the property. The Oak Ridge development (Town of Stanton) is located to the west, and some rural residential dwelling units are located to the south (Town of Richmond). The intended use of the site is not changing at this time as a result of the proposed certified survey map. The applicant has expressed a desire

to develop the remaining 21.432 acres in the future. The proposed CSM is compatible with the surrounding uses.

LOT OCCUPATION

Per Table 5 of the Zoning Ordinance, lots must be a minimum of 80 feet wide and have a maximum lot coverage of 40 percent. The proposed CSM meets the lot occupation standards identified in Table 5 of the Zoning Ordinance.

SETBACKS

Lot 1 on the proposed CSM meets the minimum building setbacks identified on Table of the Zoning Ordinance. The CSM shall be revised to indicate the building setbacks of Lot 2 per Section 117-18.E of the City Code of Ordinances.

SETBACK	PRINCIPAL FRONT	SIDE	REAR
PRINCIPAL BUILDING MINIMUM	25'	5'	20'
PROPOSED	58'	54'	25'

RIGHT-OF-WAY

County Road K is classified in the Comprehensive Plan as a minor arterial, which requires 110 feet of right of way (ROW) per the City’s Official Map of Right-of-Way. The City of New Richmond’s Comprehensive Plan, Bicycle & Pedestrian Master Plan, and Complete Streets Policy support future bicycle and pedestrian accommodations along CTH K in order to connect the Fox Run and Whispering Prairie residential developments to the rest of the City’s trails system. The CSM indicates 55 feet of right-of-way from the centerline of County Road K, which complies with the City’s Official Map of Right-of-Way.

ACCESS

The existing access to Lot 1 is a shared gravel driveway. A corresponding 25-foot access easement is identified on the CSM. A document establishing the rights and responsibility for shared use of driveways within the access easement, including a termination clause if street construction occurs, shall be drafted and recorded with the CSM.

The property owner received a variance from the St. Croix County Board of Adjustment to construct a driveway 60 feet east of the west property line of Lot 2, which would provide access to Lot 2. This complies with Section 70-39 of the City Code of Ordinances, which requires the property to have access to a public street. The applicant shall receive a driveway permit from St. Croix County prior to any construction of a driveway; the permit is valid for 12 months.

Table 1 of the City’s Subdivision Ordinance indicates that there shall be a high level of access management on arterial streets. A high level of access management uses medians and consolidated driveways, and controls the spacing of intersections. Per Section 117-28.I., where a land division abuts or contains an existing or proposed arterial highway, or railroad right-of-way, the subdivider shall provide a frontage road, platted access restriction along the property

contiguous to such highway, or other such treatment as may be determined necessary by the Director of Public Works to ensure safe, efficient traffic flow and adequate protection of residential properties. A deed restriction shall be recorded stating that Lot 2 shall not be further subdivided without provision of local street access to existing and proposed lots; additional direct access to County Road K in the future for any new lots shall be prohibited.

WATER

The existing single family dwelling on Lot 1 is served by a private well on Lot 2. The well also serves a neighboring single family dwelling unit; a shared well water agreement was prepared in 2017. Per Section 117-22.F of the City Code of Ordinances, areas within the City capable of being served by public sewer and water shall be required to connect to the City public water distribution and/or public sewerage system if determined by the Director of Public Works to be feasible. The City Code of Ordinances does not however specify a timeline or deadline as to when the property shall connect to the City public water distribution and/or public sewerage system. Thus, City staff believe allowing two construction seasons for water connection provides the applicant with a reasonable amount of time to connect to City water.

Municipal water is available, and Lot 1 shall be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for all connection charges and fees. A well operation permit is required per Section 86-135.C of the City Code of Ordinances if the well owner wishes to continue to operate a private well to serve the barn located on the original parcel. If the well is to be abandoned, the abandonment method shall comply with Wis. Adm. Code Chapter NR 812 and Section 86-135 of the City Code of Ordinances.

The well on Lot 2 also serves a neighboring single family dwelling unit, located at 1492 County Road K (PID 261-1281-00-120). A shared well water agreement was prepared in 2017, a copy of which was provided with the application. Per Section 117-22.F of the City Code of Ordinances, areas within the City capable of being served by public sewer and water shall be required to connect to the City public water distribution and/or public sewerage system if determined by the Director of Public Works to be feasible. This is consistent with Wisconsin State Statute 281.45, which allows municipalities to require properties adjacent to utility mains with dwellings used for human habitation to connect to the municipal water system. The requirement to connect to the municipal system must be uniformly applied to all properties adjacent to the main. The property at 1492 County Road K shall also be required to connect to the City public water distribution on or before December 31, 2020. The property owner shall be responsible for all connection charges and fees.

SEWER

Lot 1 is served by a septic system located on the parcel to the east (1492 County Road K). The Director of Public Works has determined it is not feasible at this time to connect Lot 1 to public sewer. Per Section 117-22.F of the City Code of Ordinances, if such connections are not determined feasible, the proposed land division shall provide for adequate on-site systems and such special piping provisions as may be necessary to serve the anticipated development during

the interim period until such City public water and/or sewerage systems are determined by the Director of Public Works to be feasibly available for connection. The subdivider, and his heirs and assigns, shall, by written plat restriction, agree to abandon the interim sewage facilities and connect to the City public sewerage facilities upon a determination by the Director of Public Works that such facilities are available for feasible connection. Design information for the existing septic system shall be submitted for review by the Director of Public Works. The existing septic system shall also be inspected by a licensed septic designer to ensure that it is functioning properly and that there is adequate space for a drainfield site.

EASEMENTS

A 25-foot access easement for the shared gravel driveway is identified on the CSM. A 10-foot wide drainage and utility easement is provided on the perimeter of the original parcel. The CSM shall be revised to provide for a 5-foot wide drainage and utility easement on the interior lot lines of Lot 1 and Lot 2, per Section 117-41 of the City Code of Ordinances.

REF # 68270
10/5/18



City of New Richmond
156 East First Street ❖ New Richmond, WI 54017
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117 & 121
www.newrichmondwi.gov

<input type="checkbox"/>	SITE PLAN/STORM WATER REVIEW FEE:	\$250.00	ESCROW:	\$1,500.00
<input type="checkbox"/>	CONCEPT PLAN FEE:	\$150.00	ESCROW:	\$1,500.00
<input checked="" type="checkbox"/>	CERTIFIED SURVEY MAP FEE:	\$200.00	ESCROW:	\$1,500.00
<input type="checkbox"/>	AMENDED CERTIFIED SURVEY FEE:	\$200.00	ESCROW:	\$1,500.00

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____

Last name: Christensen First name: Harvy

Address: 1833 County Road T City/State/Zip: New Richmond WI 54017

Phone number: 715-377-2701 Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

1488 County Road K

4. Zoning Designation: Z1 Agriculture/Preservation District

5. Statement of Intent: Briefly describe what will be done on or with the property: _____
An existing residence with existing well and septic is being split from the remaining 22 acres.
Part of Parcel ID #'s 261-1281-00-110

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: 

Date: 10-4-18

Applicant: _____

Date: _____

Fee Paid: 200.00

Date: 10/5/18

Receipt # 68220

Escrow Paid: 1500.00

Date: 10/5/18

Receipt # 68270

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

CERTIFIED SURVEY MAP

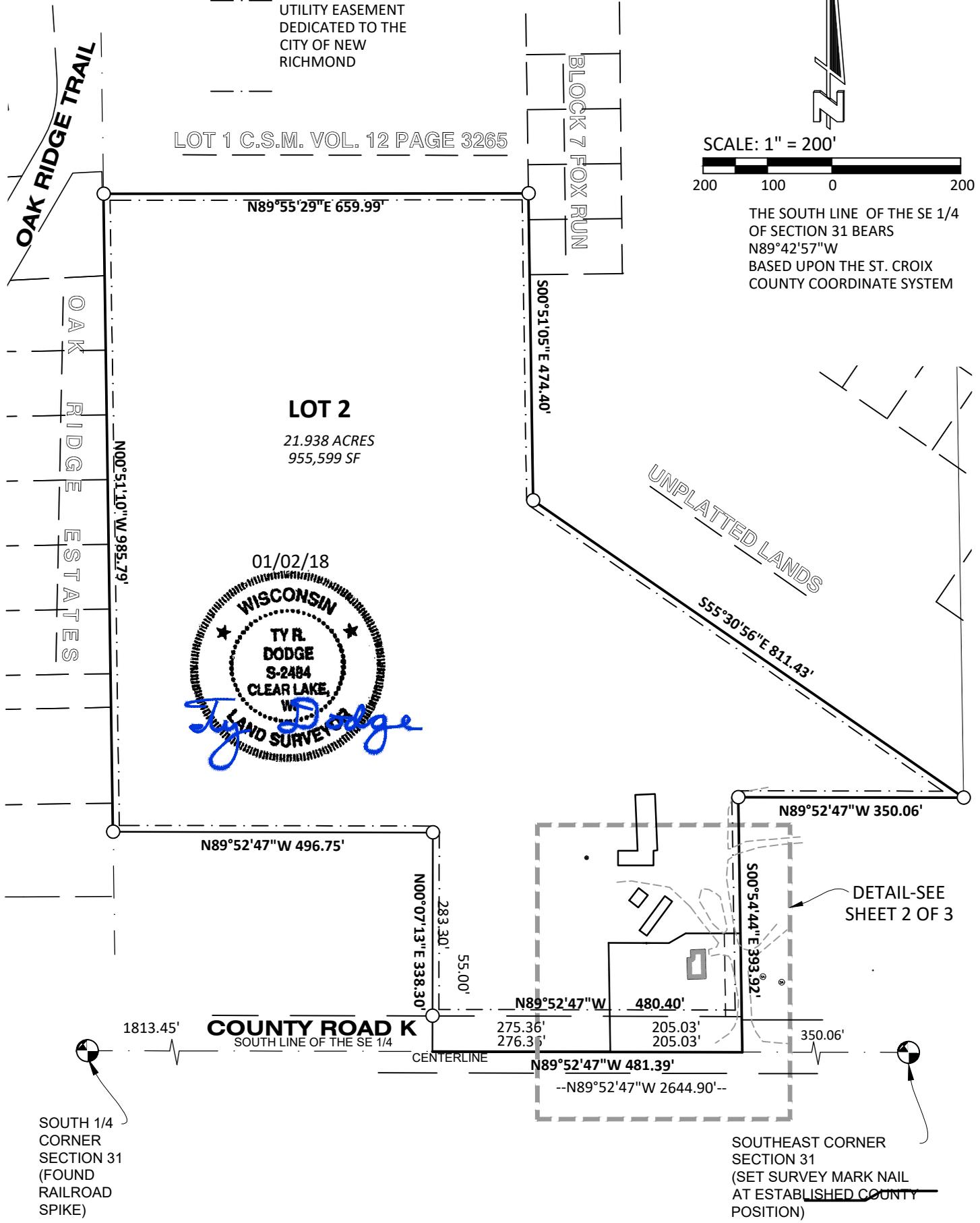
LOCATED IN PART OF THE SE 1/4 OF THE SE1/4 OF SECTION 31, T31N, R17W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN

PREPARED FOR:

Harvy B. Christensen, Sr.
1833 County Road T
New Richmond, WI 54017

LEGEND

-  COUNTY SECTION CORNER MONUMENT OF RECORD
-  SET 1" OUTSIDE DIAMETER BY 18" LONG IRON PIPE, WEIGHING 1.13 LBS. PER LINEAR FOOT
-  10' DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE CITY OF NEW RICHMOND



CERTIFIED SURVEY MAP

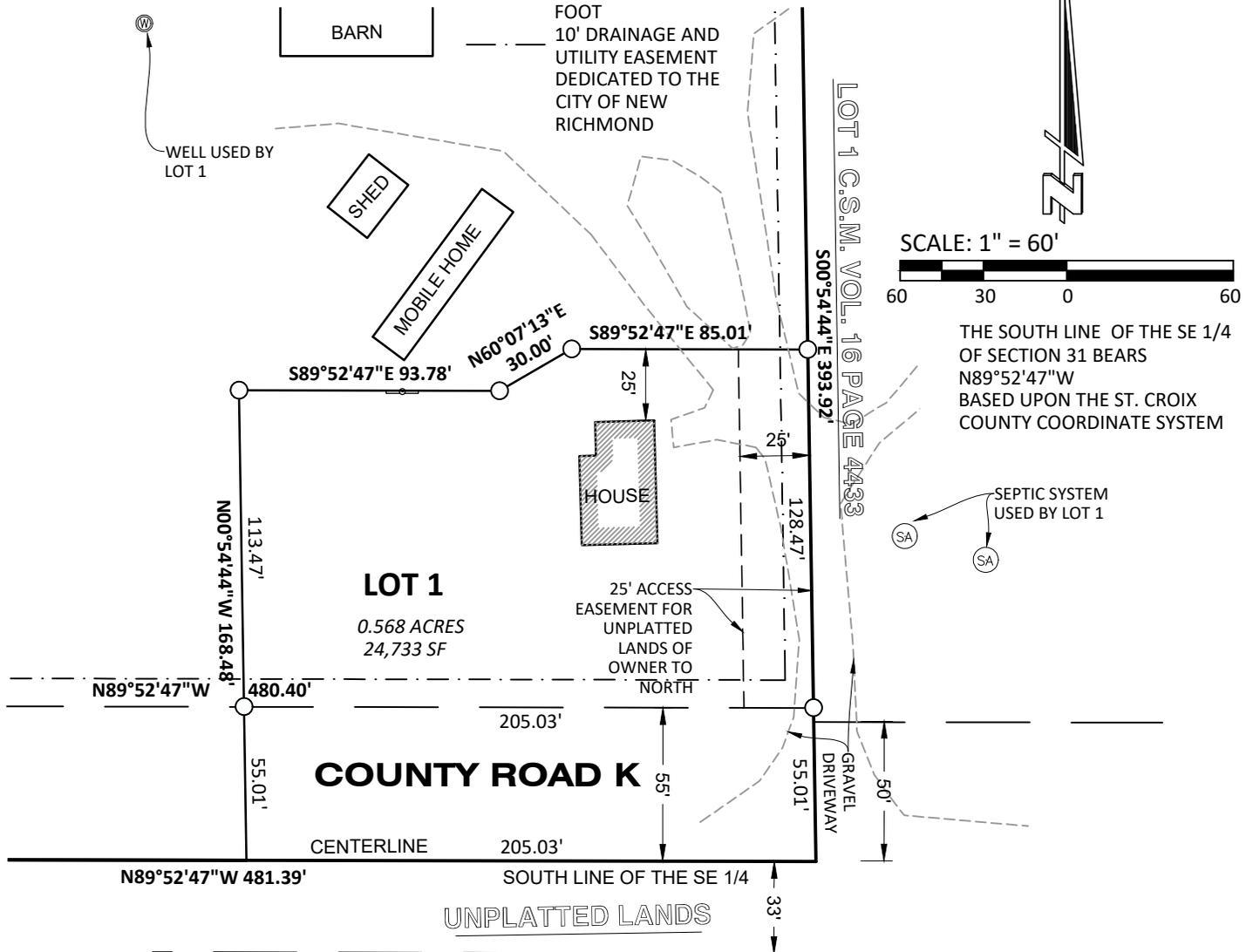
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-  10' DRAINAGE AND UTILITY EASEMENT DEDICATED TO THE CITY OF NEW RICHMOND



SURVEYOR'S CERTIFICATE

I, Ty R. Dodge, Wisconsin Professional Land Surveyor, hereby certify that by the direction of Harvy B. Christensen Sr., I have surveyed, divided, and mapped a part of the Southeast Quarter of the Southeast Quarter of Section 31, T31N, R17W, City of New Richmond, St. Croix County, Wisconsin; described as follows:

Commencing at the Southeast Corner of said Section 31; thence, along the south line of the Southeast Quarter of Section 31, N89°52'47"W a distance of 350.06 feet to the point of beginning; thence, along last said south line, N89°52'47"W a distance of 481.39 feet; thence N00°07'13"E a distance of 338.30 feet; thence N89°52'47"W a distance of 496.75 feet to the west line of the Southeast Quarter of the Southeast Quarter; thence along said west line, N00°51'10"W 985.79 feet to the south line of Certified Survey Map Volume 12 Page 3265; thence along said south line, N89°55'29"E a distance of 659.99 feet to the west line of Block 2 of the plat of Fox Run; thence along last said west line and the southerly extension thereof, S00°51'05"E 474.40 feet; thence S55°30'56"W a distance of 811.43 feet to the north line of Certified Survey Map Volume 16 Page 4433; thence along said north line, N89°52'47"W a distance of 350.06 feet; thence, along the west line of last said Certified Survey Map, S00°54'44"W a distance of 393.92 feet to the point of beginning. Containing 22.545 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; and 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 PLS #2484
Auth Consulting Associates
2920 Enloe Street Suite 101
Hudson WI 54016

01/03/18
Date



Ty Dodge



10/03/18

CERTIFIED SURVEY MAP

LOCATED IN PART OF THE SE 1/4 OF THE SE1/4 OF SECTION 31, T31N, R17W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN

OWNER'S CERTIFICATE OF DEDICATION

As owner, I hereby certify that I caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. I (we) also certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:
City of New Richmond

WITNESS the hand and seal of said owner(s) this _____ day of _____, 20____.
In presence of:

Harvy B. Christensen Sr.
STATE OF WISCONSIN)

COUNTY) ss

Personally came before me this _____ day of _____, 20____, the above named Harvy B. Christensen Sr.
, to me known to be the same person who executed the foregoing instrument and acknowledged the same.

(Notary Seal) _____

Notary Public, _____, Wisconsin

My commission expires _____.

CITY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Beverly Langenback, being the duly elected, qualified and acting treasurer of the City of New Richmond, do hereby certify that the records in my office show no unpaid taxes or special assessments as of _____ affecting the land included on this Certified Survey Map.

Beverly Langenback, City Treasurer

Date

COUNTY TREASURER'S CERTIFICATE

State of Wisconsin)
County of St. Croix)SS

I, Denise Anderson, being the duly appointed, qualified and acting treasurer of St. Croix County, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ affecting the land included on this Certified Survey Map.

Denise Anderson, County Treasurer

Date

CITY COUNCIL RESOLUTION

Resolved, that this Certified Survey Map, in the City of New Richmond, Harvy B. Christensen Sr. owner, is hereby approved by the City Council.

Fred Horne, Mayor

Date

I hereby certify that the foregoing is a copy of a resolution adopted by the City Council of the City of New Richmond.

Tanya Batchelor, Clerk

Date



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

MEMORANDUM

TO: Plan Commission
FROM: Noah Wiedenfeld, Director of Planning
DATE: February 1, 2019
SUBJECT: Certified Survey Map – Skoglund Properties LLP

PROJECT PROPOSAL

Skoglund Properties LLP has submitted an application for certified survey map review. The applicant seeks to change the boundaries of parcels located at 729 N Knowles Avenue and 753 N Knowles Avenue. The east parcel (Lot 1) would be 0.89 acres in area, and the west parcel (Lot 2) would be 0.88 acres in area. As a result of the CSM, the existing fueling canopy would be on the same parcel as the existing convenience store, and the existing multi-tenant commercial building would be on a separate parcel.

PROCESS

Per Section 117-12.B of the City Code of Ordinances, any division of land that creates 4 or less parcels or building sites, inclusive of the original remnant parcel, by division or successive divisions of any part of the original property within a period of 5 years, shall be surveyed and a certified survey map of such division approved and recorded pursuant to the provisions of the City Code of Ordinances and Chapter 236 of the Wisconsin Statutes.

Certified survey map applications are first reviewed by the Development Review Commission, proceed to the Plan Commission for review and recommendation, and final action is taken by the City Council. An approved certified survey map and corresponding resolution are then filed with the St. Croix County Register of Deeds.

ACTION	DATE
Development Review Committee	January 23, 2019
Plan Commission	February 5, 2019
City Council Final Action	February 11, 2019

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends **approval** of the certified survey map application, with the following conditions:

1. The proposed CSM shall be revised to show the approximate building setbacks, per City Code 117-20.G
2. A document establishing the rights and responsibilities for the shared use driveway on North Fourth Street shall be drafted and recorded with the CSM.
3. All utility issues are subject to review and approval of the Public Works Director.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond's 2040 Comprehensive Plan guides the community's land toward a desired land use pattern and identifies areas in the City for future growth. The Future Land Use Plan guides the site for Mixed-Use Corridor. Areas within this land use category includes a mixture of regional commercial, retail, office, lodging, and multi-family residential uses. The existing use of the site is not changing or expanding. The proposed CSM complies with the Future Land Use Plan.

ZONING

The site is currently zoned Z6 Central Business District. The purpose of the Z6 Central Business District is to provide opportunities for multi-story, mixed and single use commercial block buildings, townhouses, multi-family residential, lodging, and civic buildings; predominately attached buildings, plazas, pocket parks, and an interconnected street grid with sidewalks. Gas station/convenience stores and medium box buildings are allowed uses subject to a conditional use permit. The existing use of the site is not changing or expanding, thus the proposed CSM complies with the Zoning Ordinance.

SURROUNDING USES

Nearby uses include a car wash (south), automotive sales business (north), boat and watercraft storage (west), and a thrift store and automotive service business (across the street to the east). The existing use of the site is not changing at this time as a result of the proposed CSM. The proposed CSM is compatible with the surrounding uses.

LOT OCCUPATION

The Z6 Zoning District allows for 100% lot coverage and no minimum lot width is provided in Table 9 of the Zoning Ordinance. The proposed CSM complies with the Zoning Ordinance.

SETBACKS

Table 9 of the Zoning Ordinance indicates that principal and accessory buildings and off-street parking shall be distanced from lot lines as shown:

SETBACK	PRINCIPAL FRONT	SECONDARY FRONT	SIDE	REAR
Principal & Accessory Structures	0 FEET MIN. 5 FEET MAX.	0 FEET MIN. 5 FEET MAX.	0 FEET MIN.	0 FEET MIN.
Off-Street Parking	0 FEET MIN. 5 FEET MAX.	0 FEET MIN. 5 FEET MAX.	5 FEET MIN.	10 FEET MIN.

Per Section 121-17 of the City Code of Ordinances, a lawful nonconforming building or structure existing as of January 1, 2015 may be continued although it does not conform to the provisions of this Ordinance with respect to bulk characteristics including, but not limited to, setback, height, density, parking facilities, amount of parking, and style, provided that any additions or enlargements shall conform to the provisions of this Ordinance. The proposed CSM shall be revised to show the approximate building setbacks, per City Code 117-20.G.

ACCESS

Lot 1 has existing access to Knowles Avenue. Lot 1 and Lot 2 share a driveway with access to North Fourth Street, and Lot 2 has an additional driveway with access to North Fourth Street, located near the northwest corner of the property. A document establishing the rights and responsibilities for the shared use driveway shall be drafted and recorded with the CSM.

PARKING

Lots 1 and 2 individually meet the minimum parking requirements for commercial/retail/service and automotive uses in the Z6 Zoning District. Section 121-52.A.4 of the City Code of Ordinances encourages shared parking arrangements between nearby uses in the Z6 Zoning District. Any shared parking agreement at this time would be at the discretion of the applicant.

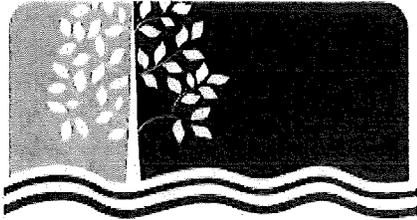
PARCEL	BUILDING AREA	PARKING MIN.	PARKING STALLS PROVIDED
LOT 1	3,325.78 SF	1/100 SF = 33 STALLS	39 STALLS
LOT 2	6,124.22 SF	2/1000 SF = 12 STALLS	36 STALLS

UTILITIES

Municipal utilities, including water, electric, and sanitary sewer, are available to both lots. All utility issues are subject to review and approval of the Public Works Director.

EASEMENTS

Section 117-41 of the City Code of Ordinances requires an easement for drainage and utilities at least 10 feet wide along front and rear lot lines, and 5 feet wide along all abutting side lot lines. Due to the zero-foot minimum secondary front and side setbacks, and the location of the existing primary structure on Lot 1, no drainage or utility easement are required on the east property line of Lot 1. The CSM includes 5-foot wide drainage and utility easements on the remaining side lot lines of Lot 1 and Lot 2, and 10-foot wide setbacks along the front (north) and rear (south) lot lines of Lot 1 and Lot 2, in accordance with the City Code of Ordinances.



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CITY ORDINANCE SECTION 117 & 121
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- | | | |
|---|----------|--------------------|
| <input type="checkbox"/> SITE PLAN/STORM WATER REVIEW FEE: | \$250.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> CONCEPT PLAN FEE: | \$150.00 | ESCROW: \$1,500.00 |
| <input checked="" type="checkbox"/> CERTIFIED SURVEY MAP FEE: | \$200.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> AMENDED CERTIFIED SURVEY FEE: | \$200.00 | ESCROW: \$1,500.00 |

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: Skoglund Properties LLP

Last name: Skoglund First name: Karl

Address: 1985 145th Street City/State/Zip: New Richmond, Wisconsin 54017

Phone number: 715-246-4767 Email address: dustin.lablonde@cedarcorp.com

2. Applicant Information: (if different from above)

Company name: Cedar Corporation

Last name: LaBlonde First name: Dustin

Address: 604 Wilson Avenue City/State/Zip: Menomonie, Wisconsin 54751

Phone number: 715-235-9081 Email address: dustin.lablonde@cedarcorp.com

3. Address(es) of Property Involved: (if different from above)

729 N. Knowles Ave

4. Zoning Designation: Z6: Central Business District

5. Statement of Intent: Briefly describe what will be done on or with the property: _____

CSM reconfiguration of PIN's 261-1212-20-000 & 261-1212-10-000.

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: Karel Skoglund

Date: 12/28/18

Applicant: Dmitry

Date: 12/27/2018

Fee Paid: _____ Date: _____ Receipt # _____

Escrow Paid: _____ Date: _____ Receipt # _____

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.

**CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.**

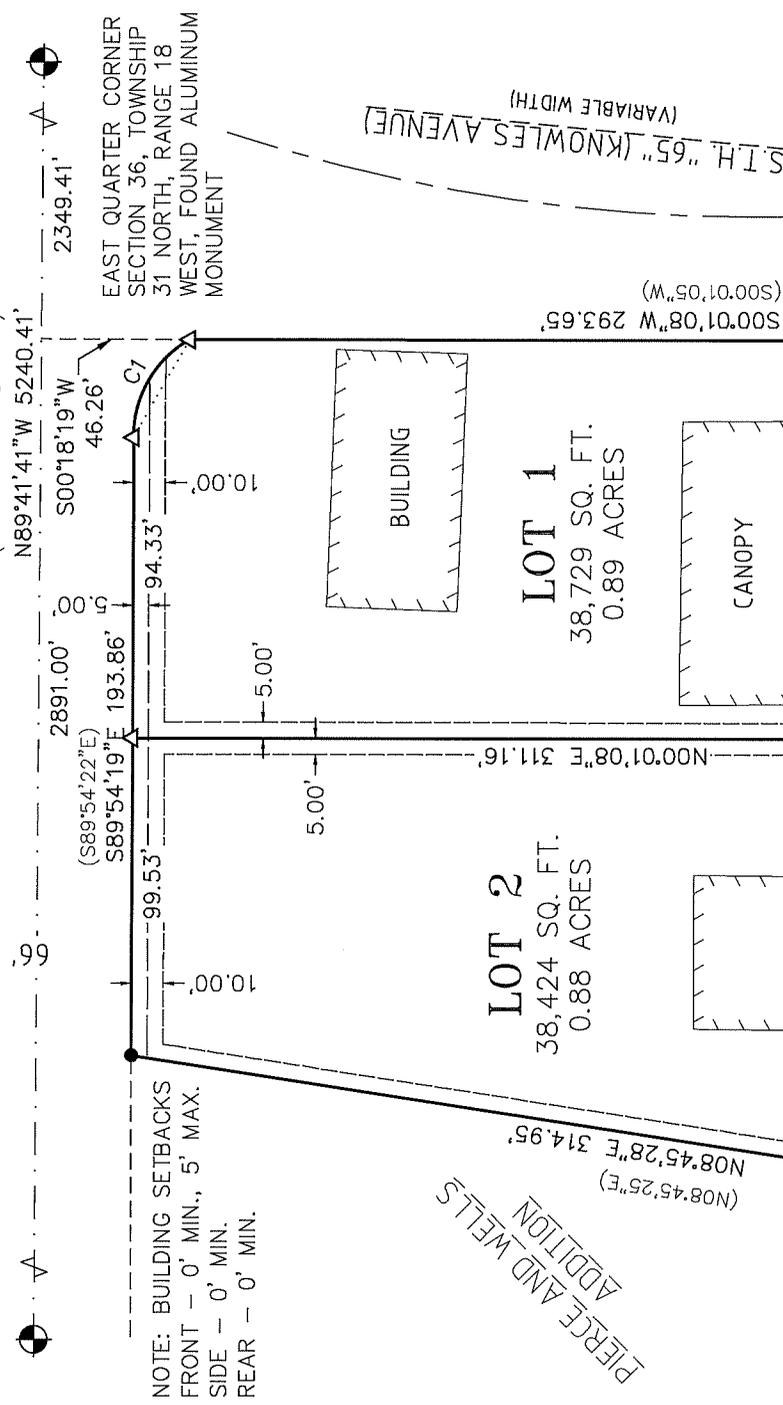
LOCATED IN PART OF THE NORTHWEST QUARTER OF THE
SOUTHEAST QUARTER AND PART OF THE NORTHEAST QUARTER
OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 31
NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX
COUNTY, WISCONSIN, INCLUDING ALL OF LOT 1 OF CERTIFIED
SURVEY MAP RECORDED IN VOLUME 14, PAGE 3818 AS DOCUMENT
NUMBER 619882.

WEST QUARTER CORNER
SECTION 36, TOWNSHIP
31 NORTH, RANGE 18
WEST, FOUND ALUMINUM
MONUMENT

OWNER/PREPARED FOR:
SKOGLUND PROPERTIES LLP
KARL SKOGLUND
1958 145TH STREET,
NEW RICHMOND, WISCONSIN 54017

UNPLATTED
LANDS

FOURTH ST. NORTH

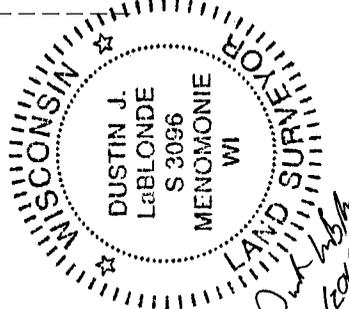


NOTE: BUILDING SETBACKS
FRONT - 0' MIN., 5' MAX.
SIDE - 0' MIN.
REAR - 0' MIN.

PIECE AND WELLS
ADDITION

EAST QUARTER CORNER
SECTION 36, TOWNSHIP
31 NORTH, RANGE 18
WEST, FOUND ALUMINUM
MONUMENT

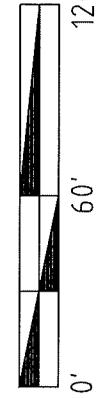
S. I.H. "65" (KNOWLES AVENUE)
(VARIABLE WIDTH)



LEGEND

- Government Corner (As Noted)
- Set 3/4" x 18" Iron Rebar Weighing 1502 Pounds/Lineal Foot
- ▲ Set P.K. Nail
- Found 1" Iron Pipe
- () Recorded Bearing/Distance
- Drainage and Utility Easement
- Building Setback - 5 FOOT MAX.

SCALE: 1" = 60'



Dustin J. LaBlonde, PLS
Cedar Corporation
604 Wilson Avenue
Menomonie, Wisconsin 54751

North is referenced to the North line of
the Southeast 1/4, Section 36-31-18
which bears S89°41'41"E
(St. Croix County Grid System)

**CERTIFIED SURVEY MAP NO. _____
VOLUME _____, PAGE _____.**

LOCATED IN PART OF THE NORTHWEST QUARTER OF THE
SOUTHEAST QUARTER AND PART OF THE NORTHEAST QUARTER
OF THE SOUTHWEST QUARTER OF SECTION 36, TOWNSHIP 31
NORTH, RANGE 18 WEST, CITY OF NEW RICHMOND, ST. CROIX
COUNTY, WISCONSIN, INCLUDING ALL OF LOT 1 OF CERTIFIED
SURVEY MAP RECORDED IN VOLUME 14, PAGE 3818 AS DOCUMENT
NUMBER 619882.

SURVEYOR'S CERTIFICATE

I, Dustin J. LaBlonde, Wisconsin Professional Land Surveyor, hereby certify that I have surveyed, divided, and mapped part of the Northwest quarter of the Southeast quarter and part of the Northeast quarter of the Southwest quarter of Section 36, Township 31 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin, including all of Lot 1 of Certified Survey Map recorded in Volume 14, page 3818 as Document Number 619882, more particularly described as follows:

Commencing at the East quarter corner of said Section 36;
Thence N89°4'14"W 234.94 feet along the North line of the Southeast quarter of said Section 36;
Thence S00°18'19"W 46.26 feet to the Westerly right-of-way of S.T.H. "65" and the point of beginning;
Thence S00°01'08"W 293.65 feet along said Westerly right-of-way;
Thence N89°58'52"W 272.38 feet;
Thence N08°45'28"E 314.95 feet to the Southerly right-of-way of Fourth St. North;
Thence S89°54'19"E 193.86 feet along said Southerly right-of-way;
Thence Southeasterly 36.85 feet along said Southerly right-of-way and the arc of a 35.91 foot radius curve concave Southwesterly whose chord bears S60°25'36"E 35.26 feet to the point of beginning.

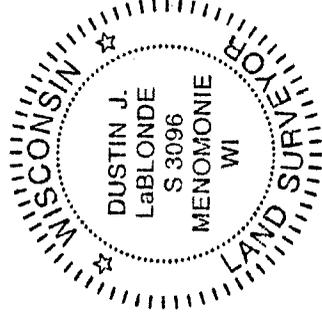
Said parcel contains 77,153 square feet 1.77 acres).

That I have made such survey, land division, and map at the direction of Karl Skoglund, Owner, 1985 145th Street, New Richmond, Wisconsin 54017. That such map is a correct representation of the exterior boundaries of the land surveyed, and the subdivision thereof made. That I fully complied with the provisions of Chapter 236.34 of the Wisconsin State Statutes, A-E 7 of the Wisconsin Administrative Code and the subdivision regulations of the City of New Richmond, St. Croix County in surveying, dividing and mapping the same. Said survey is subject to easements of record.

Dated this 27th day of December, 2018.

Dustin J. LaBlonde

Dustin J LaBlonde, P.L.S. #3096 - Revised 01/28/2019



APPROVED BY THE CITY OF NEW RICHMOND

This _____ Day of _____, 2019.

FRED HORNE, MAYOR

TANYA BATCHELOR, CLERK

Curve Table							
Curve #	Length	Radius	Delta	Chord Bearing	Chord Length	1st Tangent	2nd Tangent
C1	36.85'	35.91'	58°48'04"	S60°25'36"E	35.26'	S31°01'34"E	S89°49'38"E

Dustin J. LaBlonde, PLS
Cedar Corporation
604 Wilson Avenue
Menomonie, Wisconsin 54751



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

MEMORANDUM

TO: Plan Commission

FROM: Noah Wiedenfeld, Director of Planning

DATE: February 1, 2019

SUBJECT: City of New Richmond: Certified Survey Map

BACKGROUND

The City of New Richmond seeks to subdivide property located on St. Croix Avenue in the Business and Technical Park (PID 261-1234-40-060). The proposed CSM will create two lots, approximately 1.83 acres and 0.14 acres in size.

Consideration of a certified survey map is governed by Section 117-20 of the City's Code of Ordinances. If the proposed certified survey map complies with all City ordinances, rules, regulations, comprehensive plans, comprehensive plan components, and neighborhood plans, the certified survey map should be approved.

Date	Certified Survey Map
Jan. 22	Application Received
Jan. 23	Development Review Committee
Feb. 5	Plan Commission Meeting & Recommendation
Feb. 11	City Council Final Action

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee recommends the following action be taken by the Plan Commission:

Recommend approval of the certified survey map with the following conditions:

1. All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.
2. All utility, grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

- The CSM shall be revised to provide a 10 foot wide utility easement along the rear lot line of Lot 3, and a 5 foot wide utility easement along the east side lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.

DETAILED ANALYSIS

COMPREHENSIVE PLAN

The Future Land Use Plan in the City of New Richmond’s 2040 Comprehensive Plan guides the community’s land toward a desired land use pattern and identifies areas in the City for future growth. The site is located on land designated as Business Park. Areas with this land use category include manufacturing, assembly, warehousing, laboratory, distribution, tech/flex, related office uses, and truck/transportation terminals. Development will include landscaped parking lots, screened loading, service and storage areas, and interconnected sidewalks or multi-use trails.

ZONING

The property is zoned Z7 Special Use/Industrial. The purpose of the Z7 Special Use/Industrial Zoning District is to allow for continuation and expansion of industrial uses in specific areas of the City where they will have less conflict with other functions.

SURROUNDING USES

Surrounding uses include Zaxx Cabinets to the south, Countryside Plumbing & Heating to the east, Balsam Millwork to the west, and S & S Service Parts, Inc. across the street to the north.

LOT OCCUPATION

The minimum lot width is 80 feet, and the maximum lot coverage is 60%. The existing lot width is not impacted by the proposed CSM.

SETBACKS

Principal building and off-street parking setbacks that apply to the subject site are shown in the table below. Some setbacks are more restrictive due to protective covenants.

SETBACK	PRINCIPAL FRONT	SECONDARY FRONT	SIDE	REAR
Principal Building	30 ft.	30 ft.	15 ft.	25 ft.
Off-Street Parking	15 ft.	10 ft.	5 ft.	5 ft.

ACCESS

In accordance with Section 117-33.B of the City Code of Ordinances, Lot 3 has frontage on a public street (St. Croix Avenue). Lot 4 does not have access. According to Section 117-33.F of the City Code, all remnants of lots below minimum size left over after dividing of a larger tract must be added to adjacent lots, or a plan shown as to future use rather than allowed to remain as unusable parcels. The applicant intends to attach Lot 4 to the abutting parcel to the south (475 Wisconsin Drive).

UTILITIES

Municipal utilities are available at the property, including water, electric, and sanitary sewer. All utility issues are subject to review and approval of the Public Works Director and Electric Superintendent.

GRADING

Future development of the site will require preparation of a grading, drainage, and erosion control plan. A post construction stormwater management plan may also be required according to Section 109-285 of the City Code of Ordinances. All grading, drainage, and erosion control issues are subject to review and approval of the Public Works Director.

EASEMENTS

Per Section 117-41 of the City Code of Ordinances, the CSM shall include an easement for drainage and utilities at least 10 feet wide along front and rear lot lines, and 5 feet wide along all abutting side lot lines. The draft CSM identifies a 10 foot wide easement on the front and side lot lines of Lot 3, and a 10 foot wide easement on the front and west side lot lines of Lot 4. Since Lot 4 is to be attached to the abutting parcel located to the south (475 Wisconsin Drive), no rear easement is needed. The CSM shall be revised to provide a 10 foot wide utility easement along the rear lot line of Lot 3, and a 5 foot wide utility easement along the east side lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.



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- CONCEPT PLAN FEE: \$150.00 ESCROW: \$1,500.00
- CERTIFIED SURVEY MAP FEE: \$200.00 ESCROW: \$1,500.00
- AMENDED CERTIFIED SURVEY FEE: \$200.00 ESCROW: \$1,500.00

Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: City of New Richmond

Last name: _____ First name: _____

Address: 156 E First Street City/State/Zip: New Richmond, WI 54017

Phone number: 715-246-4268 Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

PID 261-1234-40-060

4. Zoning Designation: Z7 Specific Use/Industrial District

5. Statement of Intent: Briefly describe what will be done on or with the property: _____
Certified Survey Map to subdivide into two parcels (1.83 acres and 0.14 acres)

6. Additional Required Information:

- a. **Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. **Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. **Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

7. **Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: Wah Weidenbeck

Date: 1/23/2019

Fee Paid: _____

Date: _____

Receipt # _____

Escrow Paid: _____

Date: _____

Receipt # _____

Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



142
555
261-1233-55-000
55-000

457
261-1233-65-000
65-000

409
261-1233-60-000
60-000

16
345
261-1233-70-000
70-000

261-1233-80-050
80-050

10
524
261-1234-70-050
70-050

1
261-1234-40-060
40-060

21
321
261-1234-30-000
30-000

261-1234-60-050
60-050

939423
28
261-1234-50-150
50-150
475

2
261-1234-40-070
40-070
453

261-1232-50-000
50-000

261-1232-30-000
30-000

0 50 100 150ft

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

CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE NE1/4 AND IN THE NE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W,
CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 1 OF CERTIFIED SURVEY MAP
RECORDED IN VOLUME 26, PAGE 5970, DOCUMENT NUMBER 986689.

LEGEND

-  ST. CROIX COUNTY SECTION CORNER POSITIONED FROM COUNTY COORDINATES. POSITION VERIFIED WITH MONUMENT AS NOTED OR TIES OF RECORD
-  1" O.D. IRON PIPE FOUND
-  3/4" IRON REBAR FOUND
-  3/4" X 18" IRON REBAR SET WEIGHING 1.50 LBS. PER LINEAR FOOT
- (R-xxxxx) PREVIOUSLY RECORDED DATA
- · — · — 10' WIDE UTILITY EASEMENT

REQUESTED BY:
CITY OF NEW RICHMOND
156 EAST FIRST STREET
NEW RICHMOND, WI 54017

SURVEYOR
EDWIN C FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 152
AMERY, WI 54001

THIS INSTRUMENT DRAFTED BY EDWIN FLANUM
JOB NO: 19-20 DWG: CSM4
DRAFTED: 1/22/19 FIELD: 1/21/19

DRAFT

BEARINGS ARE REFERENCED TO THE NORTH LINE OF
THE NE1/4, SECTION 10. BEARING S89°47'24"E.
ST. CROIX COUNTY COORDINATE SYSTEM

C.S.M. V.10, P.2818, DOC. #521596

LOT 28

LOT 29

N1/4 COR. SEC. 10
(R-S89°30'05"E)
S89°47'24"E
1389.64'

NE COR. SEC. 10
(R-S89°30'05"E)
S89°47'24"E
1272.26'

NEW RICHMOND BUSINESS
AND TECHNICAL PARK

LOT 16

S00°08'15"W 316.10'

33'

ST. CROIX AVENUE

60'

33'

(R-S89°30'06"E)
S89°47'25"E 328.93'

N

LOT 25 - NEW RICHMOND BUSINESS AND TECHNICAL PARK

N00°05'09"E 286.40'

(R-N00°22'28"E) 243.04'

LOT 3
1.83 ACRES
79,689 SQ. FT.

(S89°44'37"E)
S89°58'04"W 328.71'

S00°08'15"W 241.65'

(R-S00°25'34"W)

LOT 21 - C.S.M. V.13, P.3728, DOC. #611053

161.11'

(S87°24'00"W)

S87°06'41"W 161.33'

Q.C.D. DOC. #939423

LOT 28 - C.S.M.
V.17, P.4615, DOC. #740775

S89°58'04"W 167.60'

(S89°44'37"E)

LOT 2 - C.S.M.

V.26, P.5970, DOC. #986689

S00°05'09"W 35.32'

(R-N00°22'28"E)

LOT 4 AREA
0.14 ACRES
6,338 SQ. FT.

SCALE IN FEET 1" = 60'



CERTIFIED SURVEY MAP

LOCATED IN THE NW1/4 OF THE NE1/4 AND IN THE NE1/4 OF THE NE1/4 OF SECTION 10, T30N, R18W, CITY OF NEW RICHMOND, ST. CROIX COUNTY, WISCONSIN; BEING LOT 1 OF CERTIFIED SURVEY MAP RECORDED IN VOLUME 26, PAGE 5970, DOCUMENT NUMBER 986689.

REQUESTED BY:
CITY OF NEW RICHMOND
156 EAST FIRST STREET
NEW RICHMOND, WI 54017

SURVEYOR
EDWIN C FLANUM
NORTHLAND SURVEYING, INC.
P.O. BOX 152
AMERY, WI 54001

SURVEYOR'S CERTIFICATE

I, Edwin C. Flanum, Professional Wisconsin Land Surveyor, hereby certify that by the direction of the City of New Richmond, 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:

Lot 1 of Certified Survey Map recorded in Volume 26, Page 5970, Document Number 986689 at the St. Croix County Register of Deeds Office. Located in the NW1/4 of the NE1/4 and in the NE1/4 of the NE1/4 of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin.

Described parcel contains 1.97 acres (86,027 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, P.L.S. #2487

Date

DRAFT

Common Council Approval Certificate

Resolved, that this Certified Survey Map in the City of New Richmond, St. Croix County, owner, is hereby approved by the common council.

Date approved: _____ Signed: _____, Frederick Horne, Mayor

Date signed: _____ Signed: _____, Frederick Horne, Mayor

Clerk's Certificate

I hereby certify that the foregoing is a copy of a resolution adopted by the common council of the City of New Richmond.

Tanya Batchelor, Clerk

Date



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, Director of Planning

DATE: February 6, 2019

SUBJECT: Freedom Park Trail

BACKGROUND

In recent years, completing the remaining 5,000 feet of trail at Freedom Park has been one of the more important, large project priorities for the Park Board according to the project rankings completed by each member. The estimated cost of completing the project (using 2018 pricing) is about \$300,000 for an outside contractor to construct a 10' wide bituminous asphalt trail. The Army National Guard has expressed an interest in completing the grading work in 2019 as a training exercise, which could reduce the labor costs associated with the project.

City staff received a proposal from Short Elliott Hendrickson Inc. (SEH) for design and staking services for the trail project, which is estimated to be \$23,900.

RECOMMENDATION

The Park Board recommends approval of the contract with SEH for design and staking services for the Freedom Park Trail project. The source of funds would be park impact fees.

Supplemental Letter Agreement

In accordance with the Master Agreement for Professional Services (Master Agreement) between City of New Richmond (“Client”), and Short Elliott Hendrickson Inc. (Consultant), effective November 1, 2000, this Supplemental Letter Agreement dated September 20, 2018 authorizes and describes the scope, schedule, and payment conditions for Consultant’s work on the Project described as: **Design and Staking Services for Freedom Park Trail, Phase 2.**

Client’s Authorized Representative: Jeremiah Wendt, Director of Public Works

Address: 156 East First Street
New Richmond, WI 54017

Telephone: 715.246.4268 **e-mail:** jwendt@newrichmondwi.gov

Project Manager: David F. Simons, P.E.

Address: 156 High Street, Suite 300
New Richmond, WI 54017

Telephone: 715.861.4870 **e-mail:** dsimons@sehinc.com

Scope: The Basic Services to be provided by Consultant as set forth herein is provided subject to the Master Agreement and any Exhibits attached to this Agreement.

General design tasks include project management, wetland field delineation, utility locates, topographic surveys in areas where recent grading has been completed, final design, DNR storm water permit, plan/profile sheets, cross section sheets, erosion control sheets, and construction staking. Specific scope of work and assumptions are listed below.

Base Scope of Work – Freedom Park Trail, Phase 2

The proposed 10’ wide bituminous trail in Freedom Park will extend approximately 5,000 feet around the north half of the site to complete the looped trail system around the park. The trail will roughly follow the alignment of the existing mowed trail which encircles the existing farm field. Some areas of the proposed trail will not follow the existing mowed trail, especially in areas near wetlands.

A wetland delineation was completed in 2005 of the entire site. Wetland delineations are only valid for a period of 5 years from the date of the original delineation, so another wetland delineation will be required in the area of the proposed work. For the purposes of this proposal, it is assumed that all grading work will be at least 75’ from the edge of any existing wetlands. This will save the cost of having to prepare a wetland report. The existing wetlands will be flagged in the field, but no wetland report will be prepared and no DNR concurrence will be required. If it is determined during design that grading will need to occur within the 75’ buffer zone, then a contract amendment will be prepared to add the wetland report and DNR concurrence to the scope and fee.

Since the ground disturbance for the project will exceed 1.0 acre, a DNR Stormwater Permit will be required. The permit application, erosion control plans, and stormwater calculations will be completed and submitted to the DNR for approval. It is assumed that no post-construction stormwater improvements will be required for this project.

It is understood that the grading work will be completed by the Army National Guard in 2019 as a training exercise, and that soil borings, construction quantities and bidding documents will not be required. All of the land

is owned by the City, so no land acquisition or easement preparation will be required. Construction staking will be included in the scope of work.

A topographic site survey was previously done for the entire site in 2010. It is assumed that this file will be usable and adequate for purposes of design, except that supplemental field surveys will be required on the west side of the site where a low area has been filled after the date of the original topographic surveys.

Assumptions:

- Assumes project is designed and constructed in the 2019 calendar year.
- A field topographic survey is available in electronic form, and is suitable for use.
- Does not include construction engineering services, other than staking.
- Does not include permit fees (City to pay any permit fees directly).
- No public informational meetings will be required.
- Soils exploration will not be needed for this project.
- No boundary surveys, easements, right-of-way plats or acquisition services will be required.
- Grading limits will be at least 75' from existing wetlands, so no wetland report, DNR concurrence or wetland permit application will be needed.

Schedule: Work will begin upon receipt of a signed contract and upon authorization to begin the work, and a completion schedule will be developed jointly with the City.

Fees: The total fee for the specific Base Scope of Work listed herein is estimated to be **\$23,900**, including expenses and equipment. This amount will be considered a not-to-exceed fee for the specific base scope of work listed herein.

The payment method, basis, frequency and other special conditions are set forth in the Master Agreement. Work will be billed hourly in accordance with Exhibit A-1 of the Master Agreement. Additional items requested by the City which are outside the base scope of work as specifically listed herein shall be invoiced on a time and materials basis, plus expenses, over and above the base price as listed above.

Other Terms and Conditions: Other or additional terms contrary to the General Conditions that apply solely to this project as specifically agreed to by signature of the Parties and set forth herein: None.

Short Elliott Hendrickson Inc.

City of New Richmond

By: David F. Simons

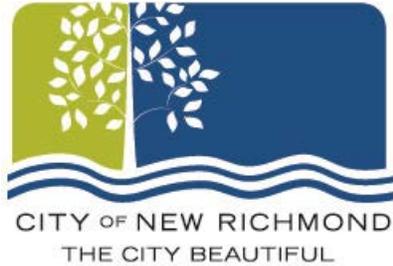
By: _____

David F. Simons, PE

Title: Office Manager | Principal

Title: _____

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156 EAST FIRST STREET
NEW RICHMOND, WI 54017
715-246-4268
WWW.NEWRICHMONDWI.GOV

MEMORANDUM

TO: City Council
FROM: Kyle Wells, GIS Analyst
DATE: February 11, 2019
SUBJECT: City Surplus Equipment

BACKGROUND

In the interest of reducing clutter, City Staff identified electronic equipment throughout City offices and buildings that are redundant, obsolete, broken, or no longer serve an intended purpose. Many of these items have minimal to zero value, thus making recycling the optimal form of disposal. Recycling these items would free up office and storage space.

Following is a list of items that staff would like to declare as surplus City property pursuant to Sec. 2-245 of the New Richmond Code of Ordinances and dispose of via recycling. Items would be recycled with First Choice Recycling in Eau Claire, because of costs savings compared to other area recyclers, which includes the following.

- 1) Computers (x16)
- 2) Laptops (x6)
- 3) Computer Monitors (x25)
- 4) Monitor Stands
- 5) Printers (x2)
- 6) Phones (x4)
- 7) Cell Phones (x10)
- 8) Keyboards (x15)
- 9) Computer Mouse (x15)
- 10) Cameras (x2)
- 11) VCR (x2)

- 12) Headphones (x6)
- 13) Phone Headsets (x4 boxed)
- 14) TV Tube Style
- 15) 18 Port Switches (x2)
- 16) Tape Recorders
- 17) Typewriter
- 18) Calculator
- 19) Wireless Router
- 20) Label Maker
- 21) AV Equipment
- 22) Barcode Scanner
- 23) Hard drives (x8)
- 24) Police Squad Car Video Equipment (x4 boxes)
- 25) AED Batteries (x4)
- 26) Water Meter Readers (x3)
- 27) Power Cables (1 box)
- 28) Printer Cables (1 box)
- 29) Monitor Cables (1 box)
- 30) Microwave (x2)
- 31) Batteries
- 32) Dehumidifier (x2)
- 33) Laminator
- 34) Coiling Machine
- 35) Toaster
- 36) Toaster Oven
- 37) Electric Grill
- 38) Paper Shredder
- 39) Other Minor Miscellaneous

RECOMMENDATIONS

Staff is requesting that the equipment noted above be declared surplus City property and that Staff be authorized to recycle it.

Attachment

First Choice Recycling Rates

FIRST CHOICE

FREE Recycling for

**Computers, Laptops, Keyboards, Cell phones, Cameras, Wire/Cable, Small Appliances,
Fans, Vacuums, Microwaves, Washers, Dryers, Furnaces, Stoves, Water Heaters,
Accessories and Metals**

COMPUTER MISC

LCD Monitors \$3
Hard Drive Shredding \$2
CRT Monitor \$8
Printers, Scanners, Fax Machines \$3
VCR, DVD, Typewriters, Radio, Stereos, Satellite Receivers \$3

APPLIANCES

Small Appliances & Fans FREE
Vacuums FREE
Microwave FREE
Washer, Dryer, Furnaces, Stoves, Water Heater FREE

FREON APPLIANCES

Dehumidifier, Air Conditioner, Freezers, Refrigerators \$20

MISCELLANEOUS

Treadmills & Exercise Equipment \$15

LCD TVS

LCD TVs up to 20" \$15
LCD TVs 21"-30" \$20
LCD TVs 31"-42" \$25
LCD TVs 43"-54" \$30
LCD TVs 55" & up \$35

PLASTIC TVS

TVs Plastic up to 13" \$15
TVs Plastic up to 21" \$20
TVs Plastic up to 27" \$25
TVs Plastic up to 32" \$30
TVs Plastic up to 36" \$35

TV Wood Console or Projector \$50

**Pick-up Fee- Local \$35*

525 Park Ridge Court | Eau Claire, WI 54703 | www.firstchoicerecycling.com M-T 8am-5pm | F-Sa 9am-1pm | | 715-833-2005



TO: Mayor Fred Horne and City Council

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

DATE: February 11, 2019

RE: Municipal Assessor Services

Background

In July 2018, the Council approved the issuance of an RFP for municipal assessing services. Two proposals were received by the bid deadline and interviews were held in September 2018 with both firms. During the October 2018 work session, the interview committee expressed the need to take the next 60-90 days to evaluate several aspects in providing assessment services for the city in the coming years. Based on the recommendation of the interview committee, the Council rejected bids in November 2018 and extended a one-year contract for assessment services with Owen Assessing.

Based on Council direction in December, staff evaluated in-house assessment services, partnerships with other municipalities and solicited feedback to a revised Request for Proposals within sixty days. Due to the importance of conducting a full revaluation in 2020, the option of an in-house assessor or partnering with another municipality in the coming year would likely require additional coordination time and contracted assistance to accomplish.

Therefore, staff has attached a revised draft RFP (changes noted in red), which incorporates the following key criteria:

- The assessor is an extension of staff and as such, this RFP places an emphasis on embodying the **New Richmond Way**. Selection criteria has been expanded to include the City's communication principles as well as commitment to the City's main pillars of safety and family first.
- Clarifies proposals shall only provide a **full revaluation for assessment year 2020**.
- Modifications to the RFP were based upon feedback received on the initial RFP issued in July 2018 in which the feedback highlighted the need to clarify the type of revaluation required by the city.

Below is the estimated timeframe for issuance, review and award of the RFP:

February 21, 2019	Publication of RFP
April 8, 2019	Proposals are due
April 22, 2019	Council interview with firms during work session
May 13, 2019	Award of Contract

Recommendation

Staff recommend approval of the draft Request for Proposals for Assessment Services for publication.



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

Request for Proposals (RFP) Assessment Services

SUMMARY

The City of New Richmond is seeking proposals from qualified assessment firms/individuals to provide annual assessment services for the City of New Richmond, Wisconsin, (hereafter, referred to as “City”) located in St. Croix County, for the **2020, 2021, and 2022 assessment rolls**. The City is seeking a firm/individual to serve as its statutory assessor. The scope of work is to provide annual maintenance work in a competent, timely, efficient, cost-effective and customer service-oriented manner. **The City will conduct a full revaluation for assessment year 2020.**

BACKGROUND

The City has a population of 9,070, and it is located in St. Croix County. The City’s 2018 Equalized Value (including manufacturing and TID) is \$768,451,500 with an assessment ratio for 2018 of 82.70%. The City has six active Tax Incremental Financing districts.

The City has the following parcel counts (from 2018 Statement of Assessment):

	<u>Total Land</u>	<u>Improvements</u>
Residential	3,550	2,875
Commercial	368	309
Manufacturing	31	7
Agricultural	84	0
Undeveloped	29	0
Agricultural Forest	5	0
Forest Lands	3	0
Agricultural homesite	3	3
Exempt	236	21
Total	4,073	3,191
Exempt Value for PFP (Public Fire Protection roll)	236	21

Personal Property Accounts: For 2018, 381 accounts, including 99 buildings on leased land and airport hangars. In addition, there is one mobile home parks located in the city, with a total of 27 home sites.

A city-wide market revaluation was completed in 2009.

The City of New Richmond has experienced steady residential growth since 2015. The City has experienced increased residential growth over the last eighteen months with commercial growth remaining consistent. The City projects residential growth to continue at a rate of 3-4% annually.

City of New Richmond Building Permit and Value Table

	2018	2017*	2016	2015
New Dwelling Permits	157	102	57	56
Other Permits	637	971	250	231
Total Permits	794	1,073	307	287
Construction Value				
Commercial	\$17,483,470	\$18,719,119	\$20,754,923	\$24,603,631
Residential	\$32,748,845	\$26,511,831	\$9,936,132	\$8,888,830
Total Construction Value	\$50,232,315	\$45,230,950	\$30,691,055	\$33,492,461

**There is a significant number of siding and roofing permits issued in 2017 and 2018 due to hail storm damage which occurred in June 2017.*

Due Date of Proposal

Proposals must be received by April 8, 2019, by 12:00 p.m.

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

Information Preparation

The costs of developing and submitting a proposal, discussions required to clarify items related to the proposal, and/or future interviews is entirely the responsibility of the applicant. All proposals and other information provided to the City become the property of the City. The City reserves the right to use such proposals and other material or information and any of the ideas presented therein without cost to the City.

Acceptance/Rejection Process

The City may schedule discussions with applicants submitting proposals if it becomes necessary to clarify elements of the proposal. The City will award the contract for assessment services based upon the proposal that the City determines is in the best interests of the City.

The City reserves the right to reject any and/or all proposals received. The City will reject any proposal that does not meet all of the terms, services, and conditions requested in this RFP.

Amendments and Withdrawal

The City reserves the right to amend or withdraw this RFP at any time at its sole discretion prior to the due date of the RFP. If it becomes necessary to amend any part of the RFP, an addendum will be provided. **Responders must include acknowledgment of all addenda as part of the RFP.** Any withdrawal is effective upon issuance of such notice.

The City reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is selected. Submission of a proposal indicates acceptance by the respondent of the conditions contained in this RFP, unless clearly and specifically noted in a subsequent contract between the City and the selected applicant.

Surveying Premises

Applicants are encouraged to carefully inspect the community and facilities of the City, and judge for themselves, the circumstances affecting the cost of the work and the time requirements for its completion. Failure to do so will not relieve the assessor of the obligation to furnish and perform the work, to carry out the provisions of the contract or to complete the contemplated work for the consideration set forth in the proposal in a timely manner.

Questions regarding desired services or general operations are to be directed to:

Rae Ann Ailts, Finance Director
156 E 1st Street
New Richmond, WI 54017
Phone: 715-246-4268
Email: railts@newrichmondwi.gov

Term of Engagement

This proposal is for the term beginning January 1, 2020 through December 31, 2022 the 2020 assessment roll (estimated on or before July 31, 2020). In addition, the bidder must be willing to answer questions/defend the tax roll if needed beyond the completion of the roll as needed.

TIME REQUIREMENTS

The following is a list of key dates up to and including the date proposals are due to be submitted:

Due date for proposals:	April 8, 2019
Interview with Council:	April 22, 2019
Selected firm notified (anticipated):	May 13, 2019
Coverage beginning date:	January 1, 2020

SCOPE OF WORK

SPECIFIC SERVICES REQUIRED

1. The City of New Richmond is seeking professional services that embody the New Richmond Way. Selection of a qualified assessor will be based not only on the professional services offered, but on how customer service, communication and problem-solving is delivered. A premium will be placed on the ability to work with staff, elected officials, stakeholders, customers and taxpayers throughout our community. The New Richmond way focuses on solution-based resolution and excellent communication. In addition, our service providers, consultants, staff, elected officials and board and commission members place safety and family-first as main pillars in the work we do.
2. The assessor shall be responsible for all of the work performed to properly and professionally assess and defend values for the real and personal property of the City in accordance with applicable Wisconsin State Statutes and in full compliance with all rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue. The individual shall be certified Assessor Level II. The individual designated as such shall be available to the City for the entire contract. Should the project supervisor be reassigned, that person shall be replaced by an equally qualified individual, subject to review and approval of the City.

The assessor shall be accountable and report to the City Administrator or his/her designee. The assessor shall meet with the City Administrator or designee on a regularly scheduled basis as applicable (not less than monthly) to discuss the progress of the work and to review the data and the reports completed. The City reserves the right to inspect the data and the progress of the work performed at any time without limitation.
3. The assessor and his/her City-approved designee(s) shall be available to address assessment related question during the City's hours of 7:30 am–4:30pm. The assessor is expected to respond to assessment issues within twenty-four hours. The assessor will be required to schedule and work with the City Clerk to post Open Book and Board of Review meetings. The assessor will be required to attend the Open Book and Board of Review meeting. In addition, the assessor may be required to attend city meetings as requested by the City Administrator.
4. The assessor shall oversee and assist in all assessment-related clerical duties and customer service, as needed.
5. The assessor will provide a phone number and email address for City officials to contact the assessor during regular business hours, Monday through Friday, and shall return calls and emails within twenty-four (24) hours.
6. The assessor will conduct in the field review and assessment of all properties that were under partial construction as of January 1st of the previous year.
7. The assessor will conduct in the field review and assessment of new construction as of January 1st of the current year.

8. The assessor will conduct in the performance of interior inspections on all newly constructed homes, partially constructed homes from the previous year, any interior remodeling including kitchen, bath, basement remodeling, and additions.
9. The assessor will conduct in the field visit and measurement of all properties with building permits for exterior remodeling and for detached buildings and decks, air conditioning and other miscellaneous permits.
10. The assessor will conduct in the field review, as deemed necessary, for properties that have been sold, for which a building permit has not been issued.
11. The assessor will be diligent in discovering and assessing all personal property. Assessor will conduct in the field visit of all personal property accounts annually to discover new accounts and account for business that may have closed prior to the assessment year. Assessor will cross reference personal property account with the corresponding real property and parcel number.
12. The assessor will be responsible for mailing of State approved Personal Property Forms to all holders of personal property in the City by January 15th of each year, audit the returned forms, and place the new values in the assessment roll. Assessor will be responsible to collect the name and address of each personal property contact person, separate from the business name. The assessor shall keep on file in the office a doorage listing prior to open book review.
13. The assessor will be responsible for the accounting of all buildings destroyed or demolished.
14. The assessor will be responsible for implementing the of use value assessments of agricultural lands per specifications set forth by the Wisconsin Department of Revenue.
15. The assessor will be responsible for determining whether an organization or individual meets the requirements for exemption from property tax, and will mail written determinations to owners when requests are received.
16. The assessor will assist in the processing of parcel subdivisions, lot line adjustments, new subdivision plats, certified survey maps, and any other land divisions – forwarding any changes to the City’s GIS Analyst.
17. The assessor will take digital photographs of new construction on or about January 1st annually, and also during the review process if needed.
18. The assessor will maintain and annually update property owner lists, with current name and address changes.
19. The assessor will validate sales and provide assessment data through the Department of Revenue PAD System, and recording of sales information to property record cards electronically.

20. The assessor will annually update all property owner information with new legal descriptions electronically.
21. The assessor be responsible to mail Notice of Assessment to property owners and others as required by Wisconsin Statute.
22. The assessor shall notify the City Administrator and City Clerk for the publication of open book and Board of Review notices prior to open book – at least 40 days prior to a revaluation year, or 25 days in a maintenance year.
23. The assessor will work with the City Clerk, who is statutorily responsible for scheduling and coordinating the annual Board of Review proceedings, notification shall be sent to the City Administrator as well. The assessor will conduct open book sessions in accordance with Wisconsin State Statutes. Assessor shall prepare written hearings, incorporating record of open book contacts to file with the State required AAR (Annual Assessor's Report).
24. The assessor will prepare an annual report of assessment roll changes for the Board of Review. The assessor shall update the City's assessment computer records within fourteen (14) days of the final adjournment of the Board of Review. The assessor shall oversee updating the City's assessment computer data. Assessment roll summaries and totals shall be forwarded to the City Clerk, Finance Director, City Administrator, necessary County and State representatives.
25. The assessor will attend the Board of Review hearings, serve as City staff at the hearings and defend the assessor's valuations and work products. The assessor will promptly and adequately follow up and respond to any appeals made at the Board of Review assessment modifications as approved.
26. The assessor will be responsible for providing the Wisconsin Department of Revenue with final reports as required by the DOR.
27. The assessor will value all mobile homes in parks as required by law.
28. The assessor will value all airport hangers and buildings on leased land as required by law.
29. The assessor will complete the coordination with the Register of Deeds/ Real Property Listing offices of St. Croix County to facilitate the digital and manual transfer of data and values.
30. The assessor will ensure all exempt properties are assessed at market values for purposes of PFP (Public Fire Protection) and for future reference.
31. The assessor shall also perform all other duties incidental to the normal duties of the assessor, including, but not limited to, generating a report for the business improvement district (BID), reports necessary for the tax incremental financing districts (TIDS), coordinating payments in lieu of tax and a top taxpayer report with the Finance Department, tracking omitted property values for future rolls, work associated with ag

use conversion notices, and municipal boundary agreements.

32. All assessment files and records created and data collected by the assessor shall remain the property of the City. Records removed for work in progress shall be returned to the City offices.
33. The assessor shall communicate openly and in a timely manner with proper City personnel and the public regarding assessment matters. The assessor shall provide to the City a “Month-in-Review” report communicating opportunities, issues and resolution and action taken. The assessor shall provide educational material to businesses and residents on an annual basis in order to provide greater clarity of the assessor’s role in the property taxation and valuation process.
34. The assessor is expected to present a positive, professional image in both dress and conduct while interfacing with City staff and the public.
35. All assessment personnel shall carry proper photo identification provided by the city to assure the public of their identity and purpose for gaining access to private property.
36. The assessor is not permitted to assign, subcontract, or transfer the work without the written permission of the City.
37. All personnel providing services requiring Wisconsin Department of Revenue Certifications shall be actively certified and in compliance with Wisconsin Statute Chapter 73.09 as prescribed in the Wisconsin Property Assessment Manual.
38. The assessor will provide and update the City Administrator or Designee with a listing of all personnel assigned. All personnel shall be approved by the City Administrator or Designee. Copies of each employee’s certificate shall be supplied to the City Administrator or Designee.
39. The assessor shall review any complaint relative to the conduct of his/her employee(s). If the City deems the performance of any of the assessor’s employees to be unsatisfactory, the assessor shall remove such employee(s) from working for the City upon written request from the City.
40. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error, or omission of the assessor, their agents and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents while performing acts under the terms of this contract. Certificates of insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.
Limits of Liability shall not be less than:
 - a. Workers compensation statutory limits
 - b. Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$1,000,000 per occurrence, combined single limit
 - c. Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$1,000,000 per occurrence, combined single limit

41. The assessor agrees to carry proper and sufficient insurance to cover loss of the City's records, as well as assessor's records in process under this agreement, which are in possession of the assessor. The assessor shall not be responsible for loss of records accidentally destroyed by fire, theft, or Act of God while kept in office space supplied by the City.
42. The assessor shall be responsible for the proper completion of the assessment roll in accordance with State law. Final assessment figures for each property shall be provided by the assessor to the Register of Deeds/Land Description office of St. Croix County. All necessary measures and cooperation shall be exercised to balance said roll between the county and assessor. The assessor shall prepare and submit the Municipal Assessment Report (MAR) and the TID Assessment Reports to the Department of Revenue in a timely manner.
43. It is the responsibility of the Assessor to produce and present the Annual Assessment Report (AAR) as required by the Wisconsin Department of Revenue.
44. The assessor shall insure that employees maintain strict confidence regarding all privileged information received by reason of this contract. Disclosure of this or any appraisal information to any individual, firm, or corporation other than appropriate public officials or their authorized agents is expressly prohibited.
45. The assessor shall be required to execute a contract with the City that incorporates the information included in this RFP.
46. All work of the Assessment Service shall be accomplished in accordance with the provisions of the laws of the State of Wisconsin and with all the rules and regulations officially adopted and promulgated by the Wisconsin Department of Revenue and the Municipality.

ASSESSMENT SOFTWARE

The City of New Richmond utilizes Market Drive software for assessment roll work. City will give preference to the firm/individual who possesses knowledge and experience in Market Drive software.

CITY OBLIGATIONS

1. The City shall allow access by the assessor to City records including, but not limited to, prior assessment rolls, sewer and water layouts, building permits, tax records, building plans, records of special assessments, plats or any other maps and property files at no cost.
2. The City shall furnish the name and correct address of the owner or other identifying description of each parcel to be appraised.
3. The City shall furnish, from the County, the name and correct address, if known, to the

assessor for notices to be sent for changes in assessed values.

4. The City shall aid the assessor with a reasonable promotion of public information concerning the work under this agreement.

GENERAL PROPOSAL REQUIREMENTS

1. Submit a total of four (4) copies of proposal, with one being unbound and single-sided.
2. All proposals must identify the firm name, address, and specific assessment service experience in Wisconsin. The proposals shall also include: the names, educational background, and municipal assessment experience of the person or persons to be assigned as the City's point of contact for the work to be performed; experience with conducting a revaluation process; identify experience with assessment evaluation of potential tax-exempt properties, demonstrate accuracy of assessment work.
3. The proposal shall include a listing of Wisconsin municipalities with a population that is reasonably comparable to the City of New Richmond for which your firm currently provides assessment services. Please indicate whether your firm provides the municipality with general annual assessment services, revaluation services, or both.
4. The proposal shall include the total annual compensation rate to provide the assessment services described in the above "Specific Services Required" and in accordance with the laws of the State of Wisconsin for assessment years 2020, 2021 and 2022. Beginning on January 1, 2020. The proposal shall list maintenance year annual costs and full revaluation costs as separate costs.
5. The proposal shall provide an option to amortize the cost of revaluation equally over the term of the contract.
6. Proposals shall clearly list the fee for each assessment year for the proposed contract years 2020, 2021, and 2022 tax rolls in a not-to-exceed sum to include all of the assessor's costs including but not limited to: labor, materials, supplies, equipment, postage, transportation costs, meals, lodging, computer software, Open Book and Board of Review expenses.
7. The assessor shall have successfully completed a revaluation in a municipality of similar size and stature. The assessor shall possess the Assessor 2 level of certification (or the level prescribed by the Wisconsin Property Assessment Manual). Staff should be competent and certified to perform such a revaluation of commercial and residential property. The City reserves the right to accept or reject the proposal for re-evaluation in whole or in part.
8. The proposal shall identify five (5) references from Wisconsin municipal clients of a size similar to the City of New Richmond for which the assessor and the person/persons to be assigned as the City's point of contact for the work to be performed and has provided

assessment and/or revaluation services with the past three (3) years. References must include the name, title, address, email and business phone number of the contact person.

9. The assessor shall provide a detailed resume of the person or persons assigned as the City's statutory assessor/point of contact for the work to be performed.
10. All personnel providing assessing services shall be currently certified in compliance with Wisconsin State Statutes and Administration rules of the Wisconsin Department of Revenue, and shall maintain certification throughout the duration of the assignment, and a valid driver's license. The City of New Richmond will give preference to the firm who limits the numbers of assessors during the revaluation to four certified assessors or less with at least three (3) years of experience in Wisconsin municipal government assessing.
11. The assessor is advised to carefully inspect the community, the assessment records, and facilities of the City of New Richmond and examine the above referenced specifications for the proposed work and judge for themselves the circumstances affecting the cost of the work or the time requirements for its completion. Failure to do so will not relieve the successful bidder of the obligation to furnish and perform the work, to carry out the provisions of the contract, and to complete the contemplated work for the consideration set forth in this bid on a timely basis.
12. The assessor is not permitted to assign, subcontract, or transfer the work of providing assessment services, without the prior written approval of the City.
13. The successful assessor will have five (5) years' experience in Wisconsin municipal government assessing, including revaluation, and will have advanced knowledge and experience in the utilization of computer applications for assessments specifically Market Drive.
14. The proposals will be reviewed and awarded to the assessor whose quote is the most responsive to the RFP and is the most advantageous to the City of New Richmond considering experience, price, and other factors. The City reserves the right to accept or reject any and all proposals received.
15. If a proposal is accepted, the assessor shall provide a certificate of insurance naming the City as additionally insured for the purposes of general and professional liability protection.
16. The assessor shall maintain insurance coverage to protect against claims, demands, actions, and causes of action arising from any act, error or omission of the assessor, their agents, and employees in the execution of work. Further, the assessor shall be responsible for any and all of their agents and employees while performing acts ostensibly under the terms of this contract. Certificates of Insurance by a company authorized to transact business in the State of Wisconsin shall be supplied to the City, listing the City as an additional insured.

Limits of Liability shall not be less than:

- a) Worker's compensation Statutory Limits

- b) Comprehensive general liability, including personal injury and blanket contractual liability in the amount of \$1,000,000 per occurrence, combined single limit.
- c) Comprehensive auto liability, including property damage and non-ownership coverage in the amount of \$1,000,000 per occurrence, combined single limit.

OTHER INFORMATION

A “sealed” original (unbound and single-sided) and four (4) copies of the Assessment Services Proposal must be received at the address listed below by no later than 12:00 PM on **April 8, 2019**. Sealed envelopes shall be marked: City of New Richmond Assessor Services Proposal. Proposals shall be submitted to:

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

EVALUATION CRITERIA

The following evaluation criteria will be used to review the Assessment Services Proposals that are received and which meet the RFP specifications requirements:

1. Demonstration of successful experience in providing general assessment services and assessment software to Wisconsin municipalities of similar size as the City of New Richmond.
2. Personnel management experience.
3. Past experience with providing assessment and revaluation services.
4. Ability to provide and maintain a computerized database of property assessment records.
5. Demonstration of a high level of accuracy in assessment work for municipal clients.
6. Cost of Assessment Services.
7. Evidence of positive customer interaction.

FINAL SELECTION

The City Council will hold interviews with qualified firms on **April 22, 2019**. It is anticipated that a firm will be selected by approximately **May 13, 2019**. Following notification of the respondent selected, it is expected a contract will be executed between both parties prior to **June 1, 2019**. Pre-Assessment work is anticipated to begin following Board of Review in **2018**. It is anticipated that the work under the contract will begin on January 1, 2020. This Request for Proposal will serve as the basis of the initial services contract with the firm that is selected.

RIGHT TO REJECT PROPOSALS

By responding to this RFP an individual respondent accepts the process outlined in this RFP and fully acknowledges that the final determination of the City is binding and without appeal.

The City reserves the right to reject any or all proposals, without prejudice and/or waive any irregularities if deemed in the best interests of the City. In addition, the City reserves the right to reissue all or part of this Request for Proposal and/or not award any contract at its discretion and without penalty.

The City reserves the right to accept the proposal considered most advantageous to the City, which, in its opinion, meets the specifications of the RFP regardless of whether or not the terms are the lowest cost.

All respondents accept the preceding terms and procedures in submitting a proposal.

DRAFT



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: February 11, 2019

RE: Investment Advisor Services

Background

Morgan Stanley has served as the City’s primary investment consultant since 2014 in overseeing a portion of the City’s and Utilities’ financial assets such as; bond proceeds and impact fees. As of March 29, 2019, Morgan Stanley will no longer service certain government entity accounts, including those of the City and Utility. Morgan Stanley has noted that serving the investment needs of clients within the governmental sector is highly specialized and complex leading to their decision to withdraw from this market segment. Withdrawal from the municipal market has been a trend the City has seen over the last several years, with Edward Jones withdrawing from the market in 2014.

In response to Morgan Stanley’s pending withdrawal, staff drafted a request for qualification for investment services, which was approved for publication on December 11, 2018. The RFQ emphasized the need to partner with an advisor who would work with the City to develop a portfolio that would meet the financial needs of the City today, tomorrow and into the future. Responses outlining firm qualifications were due by 1:00 pm CST on January 15, 2019. The City received six responses to the RFQ by the due date and one response after the due date.

Investment Firm	Minimum Qualifications	General Requirements	Cost of Service	Additional Comment
Dana Investment Advisors	YES	YES	15 bps = 0.15% (basis points)	Exceeded minimum qualification & general requirements
Ehler’s Investment Services	YES	YES	12 bps = 0.12% (basis points)	Exceeded minimum qualification & general requirements
Prudent Man Advisors, Inc.	YES	YES	12 bps = 0.12% (basis points)	Exceeded minimum qualification & general requirements
Bremer Wealth Management	YES	YES	25 bps = 0.25% (onetime fee)	
Moreton Capital Markets	YES	YES	1 bps of portfolio value Other fee based upon investment type	
RBC Wealth Management	NO	NO	Rate included in purchase of instrument	

An interview committee consisting of staff, council and utility commission members evaluated firm proposals based upon the following minimum qualifications of:

1. Advisor shall be a Registered Investment Advisor as defined and regulated by the Securities and Exchange Commission and shall be registered in the State of Wisconsin.
2. Advisor shall be familiar with all applicable Wisconsin statutes regarding qualified investments for public entities.
3. Advisor shall disclose any relationship with any financial institution or securities brokerage firm, as well as any potential or actual conflict(s) of interest.
4. Advisor shall have a minimum of five years of experience in managing government operating and bond funds.

The proposals were also evaluated based upon the firm meeting the following general requirements:

1. Capabilities and experience.
2. Philosophy and methodology of your investment selections.
3. Experience working with similar municipal organizations in the past five years.
4. Legal qualifications in the State of Wisconsin.
5. Qualifications of the portfolio manager and key personnel on the advisory service team.
6. Current municipal clients and associated fees.

The committee invited three firms to interview: Dana Investment Advisors, Ehler's Investment Services and Prudent Man Advisor's Inc. The objective of the interviews were to gain a better understanding of the firm's investment philosophy to ensure the safety, liquidity and yield of investments, service level, communication style and relationship development.

The interview committee was impressed with the qualification of all three firms. However, based upon qualifications, investment philosophy, experience, communication, reference responses and reduction from 15 to 12 basis points for the cost of service the interview committee recommends Dana Investment Advisors to serve as the City's Investment Advisor.

Additionally, a custodial agent is required to facilitate sale or purchases of security, previously Morgan Stanley provided custodial services for the City as well. Dana has recommended TD Ameritrade or Charles Schwab. Staff is recommending Charles Schwab to serve as the custodian with the following fee schedule: \$25/wire transfer and \$15/trade.

Recommendations

Staff recommend approval of Dana Investment Advisors to serve as the City's investment advisor.

Staff further recommend approval to establish an account with Charles Schwab to serve as the custodian for investments managed by Dana Investment Advisors.



January 4, 2019

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

Dear Ms. Ailts,

Thank you for the opportunity to provide a proposal to the City of New Richmond (“the City”) for investment advisory services. Since our founding in 1980, Dana Investment Advisors, Inc. has specialized in providing quality investment advisory services for public clients. We are proud of our Wisconsin heritage with our office headquartered in Brookfield, Wisconsin and are 100% employee owned. As of September 30, 2018, we manage \$7.5 billion in total assets, which includes 100 public clients representing counties, cities, and townships.

We are confident our experienced and professional staff would be a supportive partner with the City in providing investment advisory services that protect the principal invested in the City’s investment portfolio, maximize investment returns, and maintain sufficient liquidity to meet cash flow needs. Our portfolio management team specializes in managing high-quality portfolios that comply with Wisconsin State Statute 66.0603(1m) and has provided exceptional investment advisory services for many Wisconsin municipalities with similar investment parameters as the City of New Richmond, such as the City of Brookfield, Dodge County, and Waukesha County. Our prudent and conservative public sector investment strategy has been validated over the past 30 years by never experiencing a negative total return in a calendar year.

Our services extend well beyond investment management. Dana provides clients with assistance in developing investment policies, establishing appropriate investment benchmarks, and forecasting cash flows. Additionally, we generate comprehensive accounting reports, investment performance reports, and risk management compliance. Dana representatives are available to attend City and Committee meetings to discuss investment performance, compliance, and strategy. On a daily basis, Dana works directly with the City staff to implement investment policy, discuss portfolio management, and review financial accounting.

We appreciate your consideration of our proposal for investment advisory services for the City of New Richmond and welcome the opportunity to discuss our services in further detail. Should you have any questions in the interim, please contact Dave Mazza by phone at 262-780-6086 or by email at davem@danainvestment.com.

Sincerely,

Dave Mazza
Vice President – Director of Fixed Income Sales and Marketing
davem@danainvestment.com
262-780-6086



DANA | Investment
Advisors
THE WISE CHOICE

20700 Swenson Drive, Suite 400
Waukesha, WI 53186
P. O. Box 1067
Brookfield, WI 53008-1067

CITY OF NEW RICHMOND

REQUEST FOR PROPOSAL
FOR
INVESTMENT MANAGEMENT
SERVICES

Contact Information

Dana Investment Advisors, Inc.

P.O. Box 1067

Brookfield, WI 53008-1067

Contact Person: Dave Mazza

Response Date: January 4, 2019



Dave Mazza

Vice President

Davem@DanaInvestment.com

(262) 780-6086

1. Describe the firm's capabilities and experience.

Dana Investment Advisors, Inc. has been providing investment management services to public funds, governmental entities and nonprofit corporations since the early 1980s. Dana's prudent and conservative investment strategy has been validated by never experiencing a negative total return over a calendar year through many different and trying market environments over the last 27 years! Currently, we manage assets for nearly 100 municipal organizations across the country with a majority of those clients right here in Wisconsin. Our long history of exceptional fixed income management for public funds and governmental entities provides us with a comprehensive understanding and appreciation for the distinct investment and financial functions of each of these entities. Dana takes pride in developing a strong professional relationship with all of our clients and managing an investment portfolio that preserves principal, provides for liquidity needs, and generates a superior income stream. Our long history also gives us the experience necessary to review and suggest changes to the investment policy and objectives as the City continues to grow and prosper. This review of current investment policies and portfolio management guidelines includes:

- Investment Scope and Objectives
- Purpose of Investment Policy Statement
- Assignment and Delegation of Authority & Responsibilities
- Cash Flow Requirements
- Permitted Investments
- Performance Standards and Reporting
- Diversification and Risk Requirements
- Policy Review and Update

Additionally, via our investment accounting systems, Dana provides a full suite of accounting information: accounting accruals, cash flow forecasting, income and expense reporting, as well as compliance and regulatory reporting. Equally as important, our accounting systems are integrated with your custodian bank, thereby allowing Dana to reconcile all accounting transactions and investment positions on a daily basis. We understand that timely and accurate accounting information is essential for proper planning and budgeting purposes, and our integrated systems provide confidence that business reporting and development plans move forward effectively and efficiently.

2. Briefly describe the philosophy and methodology of your investment selections. Explain your views on passive versus active management. What is your recommended allocation between active and passive management?

Dana's investment philosophy is centered on the investment advisory service needs of our clients, and many are public sector entities with similar investment parameters as the City of New Richmond. Our relative-value investment approach is conservative in nature and focuses on building a portfolio with higher yield and a lower level of risk than the comparable benchmark. We proactively engage with our clients to understand their financial situation, investment goals, and risk tolerance. This critical first step allows us to gain a deep appreciation of the investment objectives surrounding the portfolio and allows us to prudently construct an investment portfolio that maintains the following characteristics: preservation of principal, liquidity management, and higher yield.

Preservation of Principal: Our investment philosophy focuses first and foremost on preservation of principal. To achieve preservation of principal, Dana focuses on constructing an investment portfolio comprised of securities possessing high quality (safety), high levels of liquidity, and short maturity characteristics. Therefore, we concentrate on investments such as U.S. Treasuries and U.S. Government Agency investments that comply with State Statutes and protect principal through maturity management. Additionally, Dana employs a robust risk management system in which we model and simulate how various investments will perform individually and collectively within the investment portfolio to ensure compliance with the City's specific risk tolerance and investment objectives. Markets can be volatile, and we understand how important safety is to our public clients.

Liquidity Management: Working with Wisconsin public sector clients since 1980, we have a deep understanding and respect for the importance of investing in highly liquid securities. We understand that unforeseen events may occur and cash disbursements are needed to meet unplanned obligations. Therefore, we design and construct highly liquid portfolios to meet planned and unplanned cash flow obligations. Dana achieves a highly liquid investment portfolio by investing in fixed income sectors encompassing the characteristics of high liquidity: depth of market and breath of market. We concentrate on investing in U.S. Treasuries and U.S. Government Agency investments that meet and comply with Wisconsin State Statute 66.0603(1m).

Yield: Our portfolio management team possesses expert knowledge of the fixed income market, as well as an extensive trading network. Dana generates higher yield for our client's investment portfolios by analyzing cash flow streams generated by numerous investments and understanding how cash flow streams may change under various economic and interest rate environments.

We focus on important factors such as yield curve positioning, cross-sector spread analysis, and forward rate curve analysis to determine optimal security selection for generating superior income. Additionally, we demonstrate our expertise by working with our trading network and governmental agencies to create customized securities in order to deliver superior income for our client's investment portfolios.

Dana's investment approach is 100% active management. Dana combines this active management with quantitative risk controls to provide the highest amount of return for a given level of risk. We believe that intensive analysis of specific securities within and across sectors to actively structure portfolios within a risk-controlled environment will deliver consistent value-added returns over the index.

Consequently, especially in this volatile, rising-rate market, Dana believes a full allocation to professional active management will better protect the City's investment portfolio.

3. List the firm's experience working with similar municipal organizations in the past five years.

Dana Investment Advisors, Inc. has been providing investment management services to public funds and governmental entities since the early 1980s. We are headquartered in Brookfield, Wisconsin and are 100% employee owned with \$7.5 billion in total assets as of September 30, 2018. We are proud of our Wisconsin heritage and manage assets for Wisconsin municipal clients such as:

- City of Baraboo
- City of Beaver Dam
- City of Brookfield
- City of Neenah
- City of New Berlin
- City of Oak Creek
- City of Oconomowoc
- City of Racine
- City of Verona
- City of Waukesha
- Dodge County
- Door County
- Jefferson County
- Kenosha County
- La Crosse County

- Madison Metropolitan Sewerage District
- Milwaukee County
- Milwaukee Metropolitan Sewerage District
- Outagamie County
- Ozaukee County
- Racine County
- Vilas County
- Waukesha County
- Winnebago County

Our long history of exceptional fixed income management for public funds and governmental entities provides us with a comprehensive understanding and appreciation for their distinct investment and financial functions, including:

- Matching investment maturities to expected cash flows, such as payroll or debt expense payment dates
- Investing in high-quality investments in order to meet an unforeseen event of an unexpected cash withdrawal
- Facilitating cash additions and disbursements between the City of New Richmond, investment manager, and custodian bank.

Additionally, as mentioned in question 1, Dana provides a full suite of accounting information to the City and our accounting systems are integrated with your custodian bank, thereby allowing Dana to reconcile all accounting transactions and investment positions on a daily basis. Please refer to question 1 for further details.

4. Describe how the firm is legally qualified in the State of Wisconsin to perform the work requested.

Dana is registered as a domestic corporation that is domiciled in the State of Wisconsin. Dana's primary business is providing investment management services to institutional clients located throughout the country. Therefore, Dana is federally registered as an investment advisor with the Securities and Exchange Commission. In addition, Dana maintains a notice filing registration with the State of Wisconsin-Department of Financial Institutions, thereby allowing Dana to act as a registered investment advisor (RIA) firm within the State of Wisconsin.

5. List the qualifications of the portfolio manager and key personnel on the advisory service team. Include a description of the relevant education and training, certificates and licenses, professional background, and years of experience with work relevant to the scope of this RFQ.

Matt Slowinski will be responsible for managing the separate account portfolio(s) awarded to Dana. He will also be responsible for investment performance and ensuring Dana's proposed strategy meets the City's investment objectives and conforms to its investment guidelines and Wisconsin State Statute 66.0603(1m).

MATTHEW R. SLOWINSKI, CFA, Senior Vice President, Portfolio Manager

Years of Experience: 7 years

Matt joined Dana Investment Advisors in March 2008 and is currently a Senior Vice President, Portfolio Manager. Matt graduated from the University of Wisconsin-Milwaukee with a BBA in Finance in 2003 and earned an MBA from The Pennsylvania State University in 2009. Matt has been in the investment industry since 2003. Prior to joining Dana, he worked for Wells Fargo Funds Management Group and Wells Capital Management. Matt is a CFA® charterholder and a member of the CFA Institute and the CFA Society of Milwaukee.

Joe Veranth and Rob Leuty will support Matt Slowinski and serve as key members of the City of New Richmond portfolio management team.

J. JOSEPH VERANTH, CFA, Chief Investment Officer and Portfolio Manager

Years of Experience: 33years

Joe joined Dana Investment Advisors in December 1994 and is currently the Chief Investment Officer and a Portfolio Manager. Joe graduated from Northwestern University with a BA in Humanities in 1984. He earned an MBA in Finance and International Business from the Stern School of Business at New York University in 1991. Joe is a CFA® charterholder and a member of the CFA Institute and the CFA Society of Milwaukee.

ROBERT LEUTY, CFA, Director of Fixed Income and Portfolio Manager

Years of Experience: 26years

Rob joined Dana Investment Advisors in October 2002 and is currently the Director of Fixed Income and a Portfolio Manager. Rob graduated from the University of Wisconsin-Madison with a BBA in Accounting in 1988. He earned an MBA in Finance from the University of St. Thomas in 1994. Rob is a CFA® charterholder and a member of the CFA Institute and the CFA Society of Milwaukee.

Dave Mazza will serve as the primary contact for the City of New Richmond and be responsible for the timely response to all the City's inquiries and requests for information. Dave will also work closely with his/her colleagues to open the account, facilitate performance review meetings, and ensure the City has full access to the resources and services Dana offers.

DAVE MAZZA, Vice President, Director of Fixed Income Sales and Marketing

Years of Experience: 18 years

Dave Mazza joined Dana in February 2016 and is currently a Vice President, Director of Fixed Income Sales and Marketing. Dave graduated with honors from Xavier University in 1993 with a BSBA in Finance and Accounting. He has been in the investment industry since 1999 and has worked in multiple roles including Senior National Account Manager at Calvert Investments and National Marketing Director at Summit Investment Partners.

6. Provide a list of current municipal clients, including a contact person (name, title, phone, and email address) for each.

Robert W. Scott, Dir of Fin/Treasurer
City of Brookfield
2000 N. Calhoun Road
Brookfield, WI 53005
(262)782-9650
scott@ci.brookfield.wi.us

Michelle Voskuil, Finance Director/CFO
CVMIC (Cities & Villages Mutual Ins. Co)
9898 W Bluemound Road
Wauwatosa, WI 53226-4319
(414)831-5998
MJV@cvmic.com

Patti Hilker, Treasurer
Dodge County
Dodge County Courthouse
127 E. Oak Street
Juneau, WI 53039
(920)386-3783
philker@co.dodge.wi.us

Jean Nachtman, Finance Director
City of Dubuque
City Hall
13th & Central Avenue
Dubuque, IA 532001
jnachtman@cityofdubuque.org

Norm Cummings, Administration Director
Finance Dept.
Waukesha County
Administration Center
515 W. Moreland Blvd., Suite 310
Waukesha, WI 53188
(262)548-7028
ncummings@waukeshacounty.gov

7. Provide a proposed fee structure.

Based on the proposed account size of \$3.9 million:

15 basis points

All out of pocket expenses incurred by Dana are covered in the proposed fees. Any applicable custodian fees and trading-related costs are not included in the fee schedule above.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: February 11, 2019
RE: Resolution #021901 and #021902 – Designation for Depository

Background

On an annual basis and in accordance with Chapter 34 of Wisconsin Statutes, the resolutions are adopted to identify the financial institutions where monies can be deposited. Additionally, the resolution designates authorized signatures.

Recommendation

Staff recommend approval of resolution 021901 and 021902

**RESOLUTION #021901
RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING
WITHDRAWAL OF COUNTY, CITY, VILLAGE, TOWN OR
SCHOOL DISTRICT MONEYS**

CITY OF NEW RICHMOND, WISCONSIN

RESOLVED, that First National Community Bank, Bremer Bank, Westconsin Credit Union, JA Counter & Associates, Morgan Stanley, Dana Investment Advisors, Charles Schwab, Wisconsin Investment Trust, State of Wisconsin Local Government Pooled Investment Fund (the “Bank”), qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described accounts be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized for and on behalf of this Municipality, to sign order checks as provided in s. 66.042, Wisconsin Statutes, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, certificates of deposit or other instruments or orders for the payment of money owed or held by said Municipality; that the endorsement for deposit be in writing by stamp or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by this Municipality at the Bank.

NAME	SIGNATURES REQUIRED	TITLE OF AUTHORIZED PERSONS
1) CITY OF NEW RICHMOND GENERAL ACCOUNT	(ONE)	TANYA N. BATCHELOR, CLERK
CITY OF NEW RICHMOND PAYROLL ACCOUNT	(ONE)	BEVERLY L. LANGENBACK, TREASURER
CITY OF NEW RICHMOND MONEY MARKET	(ONE)	
2) CITY OF NEW RICHMOND CERTIFICATES OF DEPOSIT	(ONE)	RAE ANN AILTS, FINANCE DIRECTOR BEVERLY L. LANGENBACK, TREASURER
3) CITY UTILITIES ELECTRIC ACCOUNT WATER & SEWER ACCOUNT (CHECKING)	(ONE)	MIKE DARROW, UTILITIES MANAGER
CITY UTILITIES CERTIFICATE OF DEPOSITS		RAE ANN AILTS, FINANCE DIRECTOR

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality, securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefore, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to s. 34.07, Wisconsin Statutes, to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing, resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signatures on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

This is to certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on the 11th of February, 2019 and said resolutions are now in full force and effect.

Signed and sealed this 11th day of February, 2019

Tanya Batchelor, City Clerk

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Fred Horne, Mayor

IMPORTANT

This form, together with Signature Card WBA 101, applies to all counties, cities, villages, towns and school districts except the County of Milwaukee. For Milwaukee County, see Wisconsin Statute 66.0607(2) and for the City of Milwaukee, see Wisconsin Statute 66.0607(5).

Use Forms WBA 102 and 103 for Public Depository Accounts of all other public entities.

Facsimile signatures are permitted on checks drawn against these accounts, in accordance with State Statute 66.0607(3).

The original and one copy of this resolution is for the depository bank, and, if the treasurer is under Corporate Surety, one copy is for the Surety Company, with a copy to be retained by the local clerk.

To be countersigned by the Chief Executive Officer (County Board Chairman, City Mayor or Manager, Town Chairman, Village President, School District President).

The counter-signature on checks of the Chief Executive Officer of the county, city, village or town may be eliminated by ordinance. In such case, a copy of the ordinance, certified by the clerk, should be attached hereto.

School district order checks must carry all the signatures of the clerk, treasurer and president. In school districts having 5 or more school board members, the actual signature of any board member other than the clerk or treasurer may be used in place of the president's signature.

**RESOLUTION #021902
RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR
MISCELLANEOUS PUBLIC ACCOUNTS AND AUTHORIZING
WITHDRAWAL OF PUBLIC MONEYS
CITY OF NEW RICHMOND, WISCONSIN**

RESOLVED, that First National Community Bank, Bremer Bank, Westconsin Credit Union, JA Counter & Associates, Pershing LLC, Wisconsin Investment Trust, State of Wisconsin Local Government Pooled Investment Fund (the "Bank"), qualified as a public depository under Chapter 34, Wisconsin Statutes, is hereby designated as a depository in which the funds of this Municipality may from time to time be deposited; that the following described accounts be opened and maintained in the name of this Municipality with the Bank subject to the rules and regulations of the Bank from time to time effect; that the person(s) and the number thereof designated by title opposite the following designation of account(s) is hereby authorized for and on behalf of this Municipality, to sign order checks as provided in s. 66.042, Wisconsin Statutes, for payment or withdrawal of money from said account(s) and to issue instructions regarding the same and to endorse for deposit, negotiation, collection or discount by Bank any and all checks, drafts, certificates of deposit or other instruments or orders for the payment of money owed or held by said Municipality; that the endorsement for deposit be in writing by stamp or otherwise, with or without designation of signature of the person so endorsing; and that any officer, agent or employee of this Municipality is hereby authorized to make oral or written requests of the Bank for the transfer of funds or money between accounts maintained by this Municipality at the Bank.

NAME	SIGNATURES REQUIRED	TITLE OF AUTHORIZED PERSONS
1) LIBRARY	(ONE)	TANYA N. BATCHELOR, CLERK BEVERLY L. LANGENBACK, TREASURER

FURTHER RESOLVED, that the Bank be and is hereby authorized and directed to honor, certify, pay and charge to any of the accounts of this Municipality, all order checks for the payment, withdrawal or transfer of funds or money deposited in these accounts or to the credit of this Municipality for whatever purpose or to whomever payable, including requests for conversion of such instruments into cash as well as for deduction from and payment of cash out of any deposit, and whether or not payable to, endorsed or negotiated by or for the credit of any persons signing such instrument or payable to or for the credit of any other officer, agent or employee of this Municipality, when signed, accepted, endorsed or approved as evidenced by original or facsimile signature by the person(s), and the number thereof, designated by title opposite the designation of the accounts described in the foregoing resolution, and to honor any request(s) made in accordance with the foregoing resolution, whether written or oral, and including but not limited to, request(s) made by telephone or other electronic means, for the transfer of funds or money between accounts maintained by this Municipality at the Bank, and the Bank shall not be required or under any duty to inquire as to the circumstances of the issuance or use of any such instrument or request or the application or use of proceeds thereof.

FURTHER RESOLVED, that the Bank be and is hereby authorized to comply with any process, summons, order, injunction, execution, distraint, levy, lien, or notice of any kind (hereafter called "Process") received by or served upon the Bank, by which, in the Bank's opinion, another person or entity claims an interest in any of these accounts and Bank may, at its option and without liability, thereupon refuse to honor orders to pay or withdraw sums from these accounts and may hold the balance therein until Process is disposed of to Bank's satisfaction.

FURTHER RESOLVED, that any one of the persons holding the offices of this Municipality designated above is hereby authorized (1) to receive for and on behalf of this Municipality,

securities, currency or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to give receipt therefore, and the Bank is hereby authorized to make delivery of such property in accordance herewith, (2) to sell, transfer, endorse for sale or otherwise authorize the sale or transfer of securities or any other property of whatever nature held by, sent to, consigned to or delivered to the Bank for the account of or for delivery to this Municipality, and to receive and/or apply the proceeds of any such sale to the credit of this Municipality in any such manner as he/she/they deem(s) proper, and the Bank is hereby authorized to make a sale or transfer of any of the aforementioned property in accordance herewith, and (3) pursuant to s. 34.07, Wisconsin Statutes, to accept such security and to execute such documents as said officer deems proper and necessary to secure the funds of this Municipality and to issue instructions regarding the same.

FURTHER RESOLVED, that this Municipality assumes full responsibility for any and all payments made or any other actions taken by the Bank in reliance upon the signatures, including facsimiles thereof, of any person or persons holding the offices of this Municipality designated above regardless of whether or not the use of a facsimile signature was unlawful or unauthorized and regardless of by whom or by what means the purported signature or facsimile signature may have been affixed to any instrument if such signatures resemble the specimen or facsimile signatures provided to the Bank, for refusing to honor any signatures not provided to the Bank for honoring any requests for the transfer of funds or money between accounts or for the instructions from the persons designated in the foregoing, resolutions regarding security for the accounts notwithstanding any inconsistent requirements of this Municipality not expressed in the foregoing resolutions, and that this Municipality agrees to indemnify and hold harmless the Bank against any and all claims, demands, losses, costs, damages or expenses suffered or incurred by the Bank resulting from or arising out of any such payment or other action.

FURTHER RESOLVED, that the Clerk of this Municipality be and hereby is authorized and directed to certify to the Bank the foregoing resolutions, that the provisions thereof are in conformity with law, the names, incumbencies and specimen or facsimile signatures on signature cards of the officer or officers named therein, and that the foregoing resolutions and signature cards and the authority thereby conferred shall remain in full force and effect until this Municipality notifies the Cashier of Bank to the contrary in writing; and the Bank may conclusively presume that such resolutions and signature cards are in effect and that the persons identified therein from time to time as officers of the Municipality have been duly elected or appointed to and continue to hold such offices.

This is to certify, that the foregoing is a true and correct copy of resolutions duly and legally adopted by the governing body of the Municipality at an open legal meeting held on the 11th of February, 2019 and said resolutions are now in full force and effect.

Signed and sealed this 11th day of February, 2019

Tanya Batchelor
City Clerk

The undersigned member of the governing body not authorized to sign order checks certifies that the foregoing is a correct copy of a resolution passed as therein set forth.

Fred Horne, Mayor

IMPORTANT

This form, together with Signature Card WBA 101, applies to all counties, cities, villages, towns and school districts except the County of Milwaukee. For Milwaukee County, see Wisconsin Statute 66.0607(2) and for the City of Milwaukee, see Wisconsin Statute 66.0607(5).

Use Forms WBA 102 and 103 for Public Depository Accounts of all other public entities.

Facsimile signatures are permitted on checks drawn against these accounts, in accordance with State Statute 66.0607(3).

The original and one copy of this resolution is for the depository bank, and, if the treasurer is under Corporate Surety, one copy is for the Surety Company, with a copy to be retained by the local clerk.

To be countersigned by the Chief Executive Officer (County Board Chairman, City Mayor or Manager, Town Chairman, Village President, School District President).

The counter-signature on checks of the Chief Executive Officer of the county, city, village or town may be eliminated by ordinance. In such case, a copy of the ordinance, certified by the clerk, should be attached hereto.

School district order checks must carry all the signatures of the clerk, treasurer and president. In school districts having 5 or more school board members, the actual signature of any board member other than the clerk or treasurer may be used in place of the president's signature.

ECKBERG LAMMERS

MEMORANDUM

To: Honorable Mayor and City Council
From: Nicholas J. Vivian
Date: February 1, 2019
Re: Fee title to Outlot 1, Whispering Prairie

This Memorandum is in regard to a parcel of real property located in the City of New Richmond identified on the GIS map (“Outlot 1”) attached as **Exhibit A**. Outlot 1 is located in the Whispering Prairie subdivision and houses the stormwater pond. Fee title to Outlot 1 is owned by LCF Funding I, LLC (“LCF”).

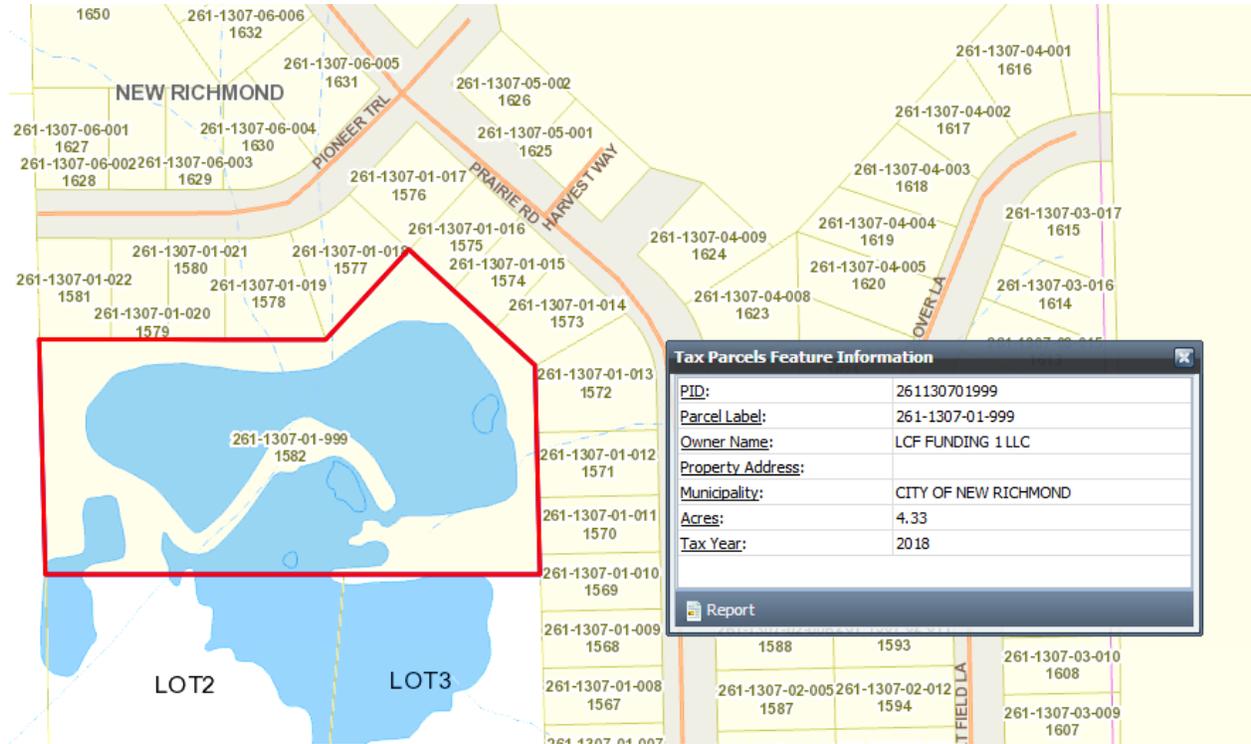
Previously, Outlot 1 was part of larger piece of land (the “Development Property”) owned by Whispering Prairie LLC, which the development of was financed by Lakeland Construction. It is my understanding Lakeland Construction assigned its mortgage interest in the Development Property to LCF and, in turn, LCF foreclosed in St. Croix County Case No. 09 CV 1260. Real estate records show LCF became the fee owner of Outlot 1 pursuant to the Sheriff’s Deed dated October 25, 2010, recorded November 12, 2010 as Document No. 926726. After LCF took title to the Development Property pursuant to the Sheriff’s Deed, the Development Property, with the exception of Outlot 1, was taken by St. Croix County by Tax Deed recorded January 18, 2013, as Document No. 971658. It appears Outlot 1 was inadvertently omitted from the tax deed.

It is desirable for the City to take title to Outlot 1 for maintenance and drainage purposes. Outlot 1 is swamp and drainage area, is not buildable, and has no use other than drainage purposes.

My office has attempted contact LCF Funding I, LLC, requesting it execute a quit claim deed deeding Outlot 1 to the City. The most recent letter sent was on January 14, 2019. To date, my office has received a response only from CT Corporation advising it no longer serves as the registered agent for LCF.

It is my recommendation the City move forward with a declaratory action requesting the Court declare the City fee owner of Outlot 1. A draft Summons and Complaint is also attached for the Council’s review and consideration.

EXHIBIT A



City of New Richmond,

Plaintiff,

COMPLAINT

v.

LCF Funding I, LLC, BMO Capital Markets Corp, [others TBD upon receipt of title commitment]

Defendants.

Case No: _____
Case Code: 30405

Plaintiff, City of New Richmond, by its attorneys, Eckberg Lammers, P.C., for its Complaint, pleads as follows:

PARTIES, JURISDICTION AND VENUE

1. The City of New Richmond is a Wisconsin municipal corporation with offices located at 156 East First Street, New Richmond, Wisconsin 54017.

2. Upon information and belief, LCF Funding I, LLC, is a Delaware limited liability company with a last known address located at 3424 Peachtree Road, Suite 2200, Atlanta, Georgia 30326.

3. Upon information and belief, BMO Capital Markets Corp is a Delaware corporation with a registered agent address located at Corporation Trust Center, 1209 Orange Street, Wilmington, Delaware 19801.

4. This Court has subject matter jurisdiction over this matter and personal jurisdiction over Defendant. Venue is proper pursuant to Wisconsin Statutes, Section 801.50(2)(a)-(c).

FACTUAL ALLEGATIONS

5. This matter involves and affects real property in St. Croix County, Wisconsin legally described as (“Outlot 1”):

**Outlot 1, Whispering Prairie First Addition, City of New Richmond,
St. Croix County, Wisconsin.**

6. Fee simple interest in Outlot 1 is owned by LCF Funding I, LLC (“LCF”).

7. Previously Outlot 1 was part of larger piece of land (the “Development Property”) owned by Whispering Prairie LLC, the development of was financed by Lakeland Construction.

8. Lakeland Construction assigned its mortgage interest in the Development Property to LCF and, in turn, LCF foreclosed in St. Croix County Case No. 09 CV 1260.

9. Real estate records show LCF became the fee owner of Outlot 1 pursuant to the Sheriff’s Deed dated October 25, 2010, recorded November 12, 2010 as Document No. 926726. A true and correct copy of the Sheriff’s Deed is attached as **Exhibit A**.

10. After LCF took title to the Development Property pursuant to the Sheriff’s Deed, the Development Property, with the exception of Outlot 1, was taken by St. Croix County by Tax Deed recorded January 18, 2013, as Document No. 971658. A true and correct copy of the Tax Deed is attached as **Exhibit B**.

11. Upon information and belief, Outlot 1 was inadvertently omitted from the tax deed.

12. The Development Property was purchased from the County by GMTZ, LLC by means of a Quit Claim Deed recorded October 5, 2015, as Document No. 1019518. A true and correct copy of the Quit Claim Deed is attached as **Exhibit C**.

13. GMTZ, LLC developed the Property.

14. Upon information and belief, had Outlot 1 been included in the Tax Deed, Outlot 1 would have been purchased by GMTZ, LLC and upon completion of the development of the Development Property, dedicated to the public.

15. Outlot 1 is located in the Whispering Prairie subdivision in the City of New Richmond and houses a stormwater pond.

16. Outlot 1 is swamp and drainage area, is not buildable, and has no use other than drainage purposes.

17. The lack of value of Outlot 1 is evidenced by the fact that Outlot 1 has historically not been taxed.

18. As a matter of public safety, the stormwater pond requires maintenance and oversight; generally, such maintenance and oversight is generally charged to the appropriate governmental entity/municipality.

19. Here, the appropriate governmental entity/municipality is the City of New Richmond.

20. The City desires to take title to Outlot 1 for the purpose of oversight and maintenance of the drainage pond.

21. Counsel for the City has sent correspondence to defendants inquiring regarding transfer of ownership of Outlot 1; however, to date, no response has been received.

22. As the City has been unable to contact LCF or any representative or agent of LCF, there is no means to seek a transfer of ownership of Outlot 1 from LCF to the City.

23. The City has no other adequate remedy at law to transfer title to Outlot 1, and, unless a Declaratory Judgment is granted, the public will suffer irreparable harm.

**COUNT I
DECLARATORY JUDGMENT**

24. Plaintiff restates, realleges, and incorporates all preceding paragraphs.

25. A justiciable controversy exists regarding the need to transfer title to Outlot 1 to the City.

26. The City requests a declaratory judgment pursuant to Wis. Stat. § 806.04 determining that the City should hold fee title to Outlot 1 free and clear of all liens and encumbrances.

27. The City requests declaratory relief transferring ownership of Outlot 1 from LCF to the City free and clear of all liens and encumbrances.

WHEREFORE, Plaintiff prays for the following relief:

1. A Declaratory Judgment determining that the City should hold fee title to Outlot 1 free and clear of all liens and encumbrances and Declaratory Relief order such transfer.

2. A Declaratory Judgment that ownership of Outlot 1 shall be transferred from LCF to the City and Declaratory Relief ordering such transfer

3. For such other and further relief as the Court deems just and equitable.

ECKBERG LAMMERS, P.C.

Dated: February __, 2019

By: Electronically signed by: Nicholas J. Vivian
Nicholas J. Vivian (1047165)
Attorneys for Plaintiff
430 Second Street
Hudson, WI 54016
(715) 386-3733
nvivian@eckberglammers.com

City of New Richmond
156 East First Street
New Richmond, WI 54017

SUMMONS

Plaintiff,

Case No: _____
Case Code: 30405

v.

LCF Funding I, LLC
c/o Trimont Real Estate Advisors
3424 Peachtree Road, Ste 2200
Atlanta GA 30326

BMO Capital Markets Corp
c/o The Corporation Trust Company
Corporation Trust Center
1209 Orange Street
Wilmington, DE 19801

[others TBD upon receipt of title commitment]

Defendants.

THE STATE OF WISCONSIN, To each person named above as a DEFENDANT:

You are hereby notified that the Plaintiff named above has filed a lawsuit or other legal action against you. The Complaint, which is attached, states the nature and basis of the legal action.

Within 20 days of receiving this Summons you must respond with a written answer, as that term is used in Chapter 802 of the Wisconsin Statutes, to the Complaint. The Court may reject or disregard an answer that does not follow the requirements of the statutes. The answer must be sent or delivered to the Court, whose address is:

Clerk of Court
St. Croix County Government Center
1101 Carmichael Road
Hudson, WI 54016

and to Plaintiff's attorney, whose address is:

Nicholas J. Vivian
Eckberg Lammers, P.C.
430 Second Street
Hudson, Wisconsin 54016

You may have an attorney help or represent you.

If you do not provide a proper answer within 20 days, the Court may grant judgment against you for the award of money or other legal action requested in the Complaint, and you may lose your right to object to anything that is or may be incorrect in the Complaint. A judgment may be enforced as provided by law. A judgment awarding money may become a lien against any real estate you own now or in the future, and may also be enforced by garnishment or seizure of property.

ECKBERG LAMMERS, P.C.

Dated: February __, 2019

By: Electronically signed by: Nicholas J. Vivian
Nicholas J. Vivian (1047165)
Attorneys for Plaintiff
430 Second Street
Hudson, WI 54016
(715) 386-3733
nvivian@eckberglammers.com



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

MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: February 7, 2019

SUBJECT: Agenda Management Software

Background

In 2018, over 100 public meetings were held in which an agenda, memo(s) and supporting documentation were generated and gathered. Currently, the process for creating and posting agendas is time consuming and challenging. We estimate that it takes 6-10 hours for each agenda and subsequent minutes. This equates to 600 to 1,000 hours spent on agendas and minutes at a cost of approximately \$16,200 to \$27,000.

Below is the current process for creating Council agendas:

- Send out email messages to remind everyone to get their items submitted
- A preliminary agenda is created and sent out
- More emails sent out requesting memos and supporting documents for each agenda item
- As memos and other documents come in, they are reviewed, edited and re-saved
- When all of the items are ready to go, all memos, etc. are merged into one pdf
- Tabs are set for each item so when you click on the agenda, the supporting documents pop up.
- The file is saved and emailed to council and staff members
- The agenda is posted in two places on the website, emailed to a distribution list and emailed to news outlets for posting. These are all separate, manual processes
- If the agenda has to be amended or changed in any way, the entire file has to be merged again and new tabs set
- Then it is emailed and posted again

In an ongoing effort to increase efficiency, improve access and transparency we explored technology options to aid in improving this process. Lori and I have been researching companies who provide agenda management software. We watched web demonstrations from three companies then set up demonstrations with two of them (iCompass and Granicus) with a larger audience. This group included several departments, council members and a Library board member. Based upon the demonstration, the group gravitated towards iCompass for a number of reasons.

iCompass has an agenda management solution that streamlines workflows and approvals for the entire pre and post meeting process. Staff can produce consistent, professional reports, agendas and minutes and track follow-up needed. The agenda can easily be changed or amended as needed with a few clicks. Clicking one button will send out the agendas/emails and also post to the website simultaneously. All agendas and documents are kept in a document center and can be searched easily. This will help with transparency since it gives staff and citizens immediate access to all agendas, records and reports. iCompass provides unlimited storage.

Council members would have an app on their tablets which would allow them not only to view agendas and supporting documents, but also to highlight and add personal notes. Their notes are only visible to them.

Another benefit of this software is the action tracker. This allows emails to be sent out to follow up on any of the items discussed at the meetings and to track items that still need attention.

iCompass also offers a Video Manager which would plug into our current camera system and would allow for live streaming of Council meetings. The video would be online with the agendas and minutes so can be viewed any time. You could be looking at the agenda and click on an item and a window would come up showing the actual video of that motion taking place at the meeting.

I contacted two municipalities who currently use iCompass to get their feedback. Both of the municipalities have used iCompass for several years and feel the system has saved them a lot of time and has made viewing of agendas and minutes easier for their board members and residents.

The City has committed funds within the 2019 budget for technology solutions to help save time and streamline processes such as this.

The cost for the agenda management software and the video streaming is \$10,500 per year. There is no cap on the number of users we have or the number of agendas we can put on this system. Training is included in the price, as is 24/7 customer support.

Recommendation

Staff recommends purchase of iCompass software and video manager not to exceed \$10,500 annually contingent upon legal review of the contract.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: February 11, 2019
RE: Requests for Proposals – Roof and Siding Repairs to Police Department

BACKGROUND

In June of 2017, a number of municipal buildings including the Police Department sustained hail damage. Repairs to the Police Department were postponed as the 2018-2022 Capital Improvement Plan was discussed. Insurance repairs must be completed by June of 2019, therefore we would like to move forward with replacement of the composite roof shingles and repair the damaged siding. The RFP's have been broken into two separate bids based upon material specification. Both RFP's outline completion of the repairs must be done no later than June 1, 2019.

The following is the proposed timeline for the RFP process:

February 11, 2019	Approval to publish RFP by Council
February 21, 2019	Class 2 Notification Published
March 7, 2019	Bid opening
March 11, 2019	Award of bid by Council

RECOMMENDATION

1. Staff recommend approval of the RFP for Municipal Building Asphalt Shingle Roof Replacement.
2. Staff recommend approval of the RFP for Municipal Building Seamless Steel Siding Replacement.

**CONTRACT DOCUMENTS
CITY OF NEW RICHMOND**

**2019 MUNICIPAL BUILDING
ASPHALT SHINGLE ROOF
REPLACEMENT**



ADVERTISEMENT FOR BIDS

2019 MUNICIPAL BUILDINGS COMPOSITE SHINGLE ROOF REPAIR/REPLACEMENT

The City of New Richmond is requesting sealed bids for repair or replacement of composite shingle roof of the New Richmond Police Department located at 1443 Campus Dr., which sustained hail damage in June of 2017. Bid supplied shall be a lump sum for all work specified in the Contract Documents and shown on the maps therein.

Bids shall be submitted on the Contract Documents provided by the City of New Richmond. These documents can be obtained on the City's website at www.newrichmondwi.gov or by contacting Mark Evans at 715.246.4268. Bids shall be directed to Building Maintenance – City of New Richmond, securely sealed and endorsed upon the outside wrapper; “Bid for 2019 composite shingle repair/replacement – Police Department.” The City of New Richmond strongly encourages site visits to verify measurements of existing conditions prior to bid submission. To schedule a site visit contact Mark Evans at 715.246.4268.

Sealed bids will be accepted until 10:00 a.m. on Thursday, March 7, 2019 and opened at that time at the City of New Richmond, Civic Center, 156 East First Street, New Richmond, Wisconsin 54017.

The City of New Richmond reserves the right to reject any or all bids and waive any irregularities in the bids, and further reserves the right to award the contract in the best interest of the City.

Mark Evans

Building Maintenance

ARTICLE 1 – PREPARATION OF BID

- 1.01 A copy of these Contract Documents shall be completely filled out by the Bidder for the purpose of submitting the Bid.
- 1.02 All blanks in the Contract Documents shall be completed by printing in ink or by typewriter and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Contract Documents. A Bid price shall be indicated for each unit price item listed therein.
- 1.03 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown.
- 1.04 A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown.
- 1.05 A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- 1.06 A Bid by an individual shall show the Bidder's name and official address.
- 1.07 A Bid by a joint venture shall be executed by each joint venture. The official address of the joint venture shall be shown.
- 1.08 All names shall be typed or printed in ink below the signatures.
- 1.09 Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.
- 1.10 The Bid shall contain evidence of Bidder's authority and qualification to do business in Wisconsin, or Bidder shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach covenant to the Bid. Bidder's state contractor license number, if any, shall also be shown on the Contract Documents.

ARTICLE 2 – BASIS OF BID; EVALUATION OF BIDS

2.01 *Lump Sum*

- A. Bidders shall submit a Bid on a lump sum basis as set forth in the Bid Form.

ARTICLE 3 – SUBMITTAL OF BID

- 3.01 A Bid shall be submitted as detailed in the Advertisement for Bids above. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED."
- 3.02 Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

ARTICLE 4 – MODIFICATION AND WITHDRAWAL OF BID

- 4.01 A Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.

- 4.02 If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid in the manner specified in Paragraph 16.01 and submit a new Bid prior to the date and time for the opening of Bids.
- 4.03 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 5 – OPENING OF BIDS

- 5.01 Bids will be opened at the time and place indicated in the Advertisement for Bids and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base bids and major alternates, if any, will be made available to Bidders after the opening of bids.

ARTICLE 6 – AWARD OF CONTRACT

- 6.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. Owner will reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Contract Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Owner will reject the Bid as nonresponsive. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 6.02 If Owner awards the Contract for the Work, such award shall be to the responsible Bidder submitting the lowest responsive Bid.
- 6.03 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- 6.04 *Evaluation of Bids*
- A. In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Contract Documents or prior to the Notice of Award.
- 6.05 The Bid will remain subject to acceptance for 60 days after the day of Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 7 – SIGNING OF AGREEMENT

- 7.01 When Owner issues a Notice of Award to the Successful Bidder, it shall be accompanied by the fully executed Contract Documents

ARTICLE 8 – INSURANCE

- 8.01 Upon return of the fully executed Contract Documents, Contractor shall submit proof of insurance for not less than the following amounts:
- A. Worker's Compensation and related coverages under Paragraphs 6.03.A.1 and A.2 of the General Conditions:
1. State: Statutory
 2. Federal, if applicable (e.g., Longshoreman's): Statutory

3. Employer's Liability:
 - (a) Bodily injury, each accident \$100,000
 - (b) Bodily injury by disease, each employee \$100,000
 - (c) Bodily injury/disease, aggregate \$500,000
 4. Foreign voluntary worker compensation: Statutory
- B. Contractor's Commercial General Liability
1. General Aggregate \$2,000,000
 2. Products - Completed Operations Aggregate \$2,000,000
 3. Personal and Advertising Injury \$1,000,000
 4. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 5. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
- C. Automobile Liability
1. Bodily Injury:
 - (a) Each person \$500,000
 - (b) Each Accident \$500,000
 2. Property Damage:
 - (a) Each Accident \$500,000
 3. Combined Single Limit of \$1,000,000
- D. Excess or Umbrella Liability
1. General Aggregate \$1,000,000
 2. Each Occurrence \$1,000,000
- E. Contractor's Pollution Liability:
1. Each Occurrence \$1,000,000
 2. General Aggregate \$1,000,000
- F. Additional Insureds:
1. City of New Richmond

ARTICLE 9 – SALES AND USE TAXES

9.01 Owner is exempt from Wisconsin state sales and use taxes on materials and equipment to be incorporated in the Work (Exemption No. 41872). Said taxes shall not be included in the Bid.

ARTICLE 10 – BIDDER'S REPRESENTATIONS

10.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and any Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, and (3) Bidder's safety precautions and programs.
- E. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- F. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents, and confirms that the written resolution thereof by Owner is acceptable to Bidder.
- G. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

ARTICLE 11 – BIDDER’S CERTIFICATION

11.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 12 – CONTRACT TIMES

12.01 Contract Times: Dates

- A. The Work will be completed and ready for final payment on or before June 1, 2019.

12.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 11.01 above, plus any extensions thereof allowed in writing by the Owner. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
 1. Contractor shall pay Owner \$200 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is completed and ready for final payment.

ARTICLE 13 – MISCELLANEOUS

13.01 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

13.02 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

13.03 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ARTICLE 14 – SPECIFICATIONS

14.01 Description

A. General

1. Provide all necessary materials, labor and equipment to complete installation of new 30 year asphalt shingles on the Police Department building within the City of New Richmond;

B. Scope of Work

1. Strip roof to bare wood
2. Re-nail and/or replace existing plywood or other boards as needed.
3. Apply two courses of ice and water shield up from the eave, around roof protrusions, and other necessary areas.
4. Cover remaining roof with 15# Felt – ASTM D4869
5. Where applicable, replace all ridge caps, Drip Edges, and Roof Vents.
6. Contractor to supply dumpster

C. Materials

1. 30 year asphalt shingle from any of the following company (color to be chosen by City before ordering);
 - a. Certainteed Landmark
 - b. Owens Corning Duration
 - c. GAF Timberline HD
2. Shingle starter strip – minimum of 7 ¾"
3. Self-adhering ice and water shield
4. Minimum 15# Felt – ASTM D4869
5. Aluminum drip edge – T style – 1 ¾"(where applicable)
6. Roofing coil nails
7. 5/16' staples

D. Cleaning & Protection

1. Dispose of excess roofing materials and remove debris from site at the end of each work day
2. Protect work against damage until final inspection. Replace or repair to the satisfaction of the City, any work that becomes damaged prior to final acceptance.

E. Quality Control

1. Final inspection at the completion of all roofing work will be completed by the City Building inspector to insure quality of work meet industry standards.

F. Product Delivery, Storage, & Handling

1. Deliver roofing materials to job site properly packaged to provide protection against transportation damage.

ARTICLE 15 – SCHEDULE OF BUILDINGS TO BE REPAIRED/REPLACED

- A. Police Department, 1443 Campus Dr. New Richmond, WI 54017

Approximate size (SQ FT) 12276

ARTICLE 16 – BASIS OF BID

- 16.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

- A. LUMP SUM BID PRICE \$ _____

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, _____ (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: _____
Title: _____

By: _____
Title: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____
Title: _____

Attest: _____
Title: _____

Address for Giving Notices:

156 E 1st St

New Richmond, WI 54017

Address for Giving Notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement).

License No. _____
(Where Applicable)

Agent for service of process: _____

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: Mark Evans

Title: Building Maintenance

Address: 156 E 1st St

New Richmond, WI 54017

Phone: 715-243-0418

Facsimile: 715-246-7129

Designated Representative:

Name: _____

Title: _____

Address _____

Phone: _____

Facsimile: _____

**CONTRACT DOCUMENTS
CITY OF NEW RICHMOND**

**2019 MUNICIPAL BUILDING
SEAMLESS STEEL SIDING
REPLACEMENT**



ADVERTISEMENT FOR BIDS

2019 MUNICIPAL BUILDING SEAMLESS STEEL SIDING REPAIR/REPLACEMENT

The City of New Richmond is requesting sealed bids for repair or replacement of the seamless steel siding on the South and West sides of the New Richmond Police Department located at 1443 Campus Dr., which sustained hail damage in June of 2017. Bid supplied shall be a lump sum for all work specified in the Contract Documents and shown on the maps therein.

Bids shall be submitted on the Contract Documents provided by the City of New Richmond. These documents can be obtained on the City's website at www.newrichmondwi.gov or by contacting Mark Evans at 715.246.4268. Bids shall be directed to Building Maintenance – City of New Richmond, securely sealed and endorsed upon the outside wrapper; “Bid for 2019 Seamless steel siding repair/replacement – Police Department.” The City of New Richmond strongly encourages site visits to verify measurements of existing conditions prior to bid submission. To schedule a site visit contact Mark Evans at 715.246.4268.

Sealed bids will be accepted until 10:00 a.m. on Thursday, March 7, 2019 and opened at that time at the City of New Richmond, Civic Center, 156 East First Street, New Richmond, Wisconsin 54017.

The City of New Richmond reserves the right to reject any or all bids and waive any irregularities in the bids, and further reserves the right to award the contract in the best interest of the City.

Mark Evans

Building Maintenance

ARTICLE 1 – PREPARATION OF BID

- 1.01 A copy of these Contract Documents shall be completely filled out by the Bidder for the purpose of submitting the Bid.
- 1.02 All blanks in the Contract Documents shall be completed by printing in ink or by typewriter and the Bid signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Contract Documents. A Bid price shall be indicated for each unit price item listed therein.
- 1.03 A Bid by a corporation shall be executed in the corporate name by the president or a vice-president or other corporate officer accompanied by evidence of authority to sign. The corporate seal shall be affixed and attested by the secretary or an assistant secretary. The corporate address and state of incorporation shall be shown.
- 1.04 A Bid by a partnership shall be executed in the partnership name and signed by a partner (whose title must appear under the signature), accompanied by evidence of authority to sign. The official address of the partnership shall be shown.
- 1.05 A Bid by a limited liability company shall be executed in the name of the firm by a member and accompanied by evidence of authority to sign. The state of formation of the firm and the official address of the firm shall be shown.
- 1.06 A Bid by an individual shall show the Bidder's name and official address.
- 1.07 A Bid by a joint venture shall be executed by each joint venture. The official address of the joint venture shall be shown.
- 1.08 All names shall be typed or printed in ink below the signatures.
- 1.09 Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.
- 1.10 The Bid shall contain evidence of Bidder's authority and qualification to do business in Wisconsin, or Bidder shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach covenant to the Bid. Bidder's state contractor license number, if any, shall also be shown on the Contract Documents.

ARTICLE 2 – BASIS OF BID; EVALUATION OF BIDS

2.01 *Lump Sum*

- A. Bidders shall submit a Bid on a lump sum basis as set forth in the Bid Form.

ARTICLE 3 – SUBMITTAL OF BID

- 3.01 A Bid shall be submitted as detailed in the Advertisement for Bids above. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED."
- 3.02 Bids received after the date and time prescribed for the opening of bids, or not submitted at the correct location or in the designated manner, will not be accepted and will be returned to the Bidder unopened.

ARTICLE 4 – MODIFICATION AND WITHDRAWAL OF BID

- 4.01 A Bid may be withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids. Upon receipt of such notice, the unopened Bid will be returned to the Bidder.

- 4.02 If a Bidder wishes to modify its Bid prior to Bid opening, Bidder must withdraw its initial Bid in the manner specified in Paragraph 16.01 and submit a new Bid prior to the date and time for the opening of Bids.
- 4.03 If within 24 hours after Bids are opened any Bidder files a duly signed written notice with Owner and promptly thereafter demonstrates to the reasonable satisfaction of Owner that there was a material and substantial mistake in the preparation of its Bid, that Bidder may withdraw its Bid, and the Bid security will be returned. Thereafter, if the Work is rebid, that Bidder will be disqualified from further bidding on the Work.

ARTICLE 5 – OPENING OF BIDS

- 5.01 Bids will be opened at the time and place indicated in the Advertisement for Bids and, unless obviously non-responsive, read aloud publicly. An abstract of the amounts of the base bids and major alternates, if any, will be made available to Bidders after the opening of bids.

ARTICLE 6 – AWARD OF CONTRACT

- 6.01 Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, non-responsive, unbalanced, or conditional bids. Owner will reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. If Bidder purports to add terms or conditions to its Bid, takes exception to any provision of the Contract Documents, or attempts to alter the contents of the Contract Documents for purposes of the Bid, then the Owner will reject the Bid as nonresponsive. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.
- 6.02 If Owner awards the Contract for the Work, such award shall be to the responsible Bidder submitting the lowest responsive Bid.
- 6.03 More than one Bid for the same Work from an individual or entity under the same or different names will not be considered. Reasonable grounds for believing that any Bidder has an interest in more than one Bid for the Work may be cause for disqualification of that Bidder and the rejection of all Bids in which that Bidder has an interest.
- 6.04 *Evaluation of Bids*
- A. In evaluating Bids, Owner will consider whether or not the Bids comply with the prescribed requirements, and such alternates, unit prices and other data, as may be requested in the Contract Documents or prior to the Notice of Award.
- 6.05 The Bid will remain subject to acceptance for 60 days after the day of Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Owner.

ARTICLE 7 – SIGNING OF AGREEMENT

- 7.01 When Owner issues a Notice of Award to the Successful Bidder, it shall be accompanied by the fully executed Contract Documents

ARTICLE 8 – INSURANCE

- 8.01 Upon return of the fully executed Contract Documents, Contractor shall submit proof of insurance for not less than the following amounts:
- A. Worker's Compensation and related coverages under Paragraphs 6.03.A.1 and A.2 of the General Conditions:
1. State: Statutory
 2. Federal, if applicable (e.g., Longshoreman's): Statutory

3. Employer's Liability:
 - (a) Bodily injury, each accident \$100,000
 - (b) Bodily injury by disease, each employee \$100,000
 - (c) Bodily injury/disease, aggregate \$500,000
 4. Foreign voluntary worker compensation: Statutory
- B. Contractor's Commercial General Liability
1. General Aggregate \$2,000,000
 2. Products - Completed Operations Aggregate \$2,000,000
 3. Personal and Advertising Injury \$1,000,000
 4. Each Occurrence (Bodily Injury and Property Damage) \$1,000,000
 5. Property Damage liability insurance will provide Explosion, Collapse, and Underground coverages where applicable.
- C. Automobile Liability
1. Bodily Injury:
 - (a) Each person \$500,000
 - (b) Each Accident \$500,000
 2. Property Damage:
 - (a) Each Accident \$500,000
 3. Combined Single Limit of \$1,000,000
- D. Excess or Umbrella Liability
1. General Aggregate \$1,000,000
 2. Each Occurrence \$1,000,000
- E. Contractor's Pollution Liability:
1. Each Occurrence \$1,000,000
 2. General Aggregate \$1,000,000
- F. Additional Insureds:
1. City of New Richmond

ARTICLE 9 – SALES AND USE TAXES

9.01 Owner is exempt from Wisconsin state sales and use taxes on materials and equipment to be incorporated in the Work (Exemption No. 41872). Said taxes shall not be included in the Bid.

ARTICLE 10 – BIDDER'S REPRESENTATIONS

10.01 In submitting this Bid, Bidder represents that:

- A. Bidder has examined and carefully studied the Contract Documents, and any data and reference items identified in the Contract Documents, and hereby acknowledges receipt of the following Addenda:

Addendum No.	Addendum Date
_____	_____
_____	_____
_____	_____

- B. Bidder has visited the Site, conducted a thorough, alert visual examination of the Site and adjacent areas, and become familiar with and satisfied itself as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work.
- C. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress and performance of the Work.
- D. Bidder has considered the information known to Bidder itself; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Contract Documents; and any Site-related reports and drawings identified in the Contract Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, and (3) Bidder's safety precautions and programs.
- E. Bidder is aware of the general nature of work to be performed by Owner and others at the Site that relates to the Work as indicated in the Contract Documents.
- F. Bidder has given Owner written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Contract Documents, and confirms that the written resolution thereof by Owner is acceptable to Bidder.
- G. The Contract Documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance and furnishing of the Work.

ARTICLE 11 – BIDDER’S CERTIFICATION

11.01 Bidder certifies that:

- A. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- B. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid;
- C. Bidder has not solicited or induced any individual or entity to refrain from bidding; and
- D. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph 4.01.D:
 1. “corrupt practice” means the offering, giving, receiving, or soliciting of any thing of value likely to influence the action of a public official in the bidding process;
 2. “fraudulent practice” means an intentional misrepresentation of facts made (a) to influence the bidding process to the detriment of Owner, (b) to establish bid prices at artificial non-competitive levels, or (c) to deprive Owner of the benefits of free and open competition;

3. "collusive practice" means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and
4. "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

ARTICLE 12 – CONTRACT TIMES

12.01 Contract Times: Dates

- A. The Work will be completed and ready for final payment on or before June 1, 2019.

12.02 Liquidated Damages

- A. Contractor and Owner recognize that time is of the essence and that Owner will suffer financial loss if the Work is not completed within the times specified in Paragraph 11.01 above, plus any extensions thereof allowed in writing by the Owner. The parties also recognize the delays, expense, and difficulties involved in proving, in a legal or arbitration proceeding, the actual loss suffered by Owner if the Work is not completed on time. Accordingly, instead of requiring any such proof, Owner and Contractor agree that as liquidated damages for delay (but not as a penalty):
 1. Contractor shall pay Owner \$200 for each day that expires after the time (as duly adjusted pursuant to the Contract) specified in Paragraph 4.02.A above for Substantial Completion until the Work is completed and ready for final payment.

ARTICLE 13 – MISCELLANEOUS

13.01 *Assignment of Contract*

- A. Unless expressly agreed to elsewhere in the Contract, no assignment by a party hereto of any rights under or interests in the Contract will be binding on another party hereto without the written consent of the party sought to be bound; and, specifically but without limitation, money that may become due and money that is due may not be assigned without such consent (except to the extent that the effect of this restriction may be limited by law), and unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under the Contract Documents.

13.02 *Successors and Assigns*

- A. Owner and Contractor each binds itself, its successors, assigns, and legal representatives to the other party hereto, its successors, assigns, and legal representatives in respect to all covenants, agreements, and obligations contained in the Contract Documents.

13.03 *Severability*

- A. Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon Owner and Contractor, who agree that the Contract Documents shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ARTICLE 14 – SPECIFICATIONS

14.01 Description

A. General

1. Provide all necessary materials, labor and equipment to complete replacement of seamless steel siding, fascia, gutter and downspouts on the South and West sides of the Police Department building within the City of New Richmond;

B. Scope of Work

1. Strip walls to sheeting.
2. Re-nail and/or replace existing sheeting or other boards as needed.
3. Install house wrap / tape as per manufactures specifications.
4. Install aluminum flashing as needed.
5. Contractor to supply dumpster

C. Materials.

1. Seamless Steel Siding with non-prorated 35-year fade warranty color matched to existing siding.
2. Minimum 29 gauge, D4, 8" seamless steel siding, fascia and accessories to match.
3. Installation and accessories per manufactures specification.
4. 6" gutter and downspouts.

D. Cleaning & Protection

1. Dispose of excess materials and remove debris from site at the end of each work day
2. Protect work against damage until final inspection. Replace or repair to the satisfaction of the City, any work that becomes damaged prior to final acceptance.

E. Quality Control

1. Final inspection at the completion of all work will be completed by the City Building inspector to insure quality of work meet industry standards.

F. Product Delivery, Storage, & Handling

1. Deliver siding materials to job site properly packaged to provide protection against transportation damage.

ARTICLE 15 – SCHEDULE OF BUILDINGS TO BE REPAIRED/REPLACED

- A. Police Department, 1443 Campus Dr. New Richmond, WI 54017

Approximate size (SQ FT) 12276

ARTICLE 16 – BASIS OF BID

16.01 Bidder will complete the Work in accordance with the Contract Documents for the following price(s):

A. LUMP SUM BID PRICE \$ _____

IN WITNESS WHEREOF, Owner and Contractor have signed this Agreement.

This Agreement will be effective on _____, _____ (which is the Effective Date of the Contract).

OWNER:

CONTRACTOR:

By: _____
Title: _____

By: _____
Title: _____

[CORPORATE SEAL]

[CORPORATE SEAL]

Attest: _____
Title: _____

Attest: _____
Title: _____

Address for Giving Notices:

156 E 1st St

New Richmond, WI 54017

Address for Giving Notices:

(If Owner is a corporation, attach evidence of authority to sign. If Owner is a public body, attach evidence of authority to sign and resolution or other documents authorizing execution of Owner-Contractor Agreement).

License No. _____

(Where Applicable)

Agent for service of process: _____

(If Contractor is a corporation or a partnership, attach evidence of authority to sign.)

Designated Representative:

Name: Mark Evans

Title: Building Maintenance

Address: 156 E 1st St

New Richmond, WI 54017

Phone: 715-243-0418

Facsimile: 715-246-7129

Designated Representative:

Name: _____

Title: _____

Address _____

Phone: _____

Facsimile: _____



Winter Maintenance Operations Policies Public Works Department City of New Richmond, WI

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General Purpose

The winter maintenance operations policies provide a uniform understanding of priorities and procedures used to combat snow or ice and other winter related conditions on public streets, sidewalks, trails, parking lots, and other areas maintained by the City of New Richmond, Wisconsin. These policies replace prior written or unwritten policies. Existing ordinances for winter sidewalk maintenance and parking control are not amended or repealed by these policies.



Mobilization

The Public Works Operations Manager or their designee shall monitor anticipated inclement weather conditions and keep staff informed of the anticipated corresponding action to be taken. The need to mobilize for snow/ice maintenance operations is determined when there is an actual snowfall depth greater than one inch (1”) or less if combined with freezing rain and icing conditions which make travel difficult. The responsibility for ordering personnel and equipment into service for winter maintenance operation rests primarily with the Public Works Operations Manager or their designee. Additional private equipment and contracted personnel may be hired by the Public Works Operations Manager or their designee as deemed necessary.

Communications

The Director of Public Works shall be the primary point of communication between the Public Works Department and other City departments, as well as the primary point of contact for local media requests concerning snow and ice control efforts. The Director of Public Works shall lead a proactive approach to educating the public about sidewalk maintenance, parking restrictions, etc. and sharing timely and relevant information about major snow events utilizing the City’s social media platforms, website, and emergency mass notification system, as well as the *New Richmond News*.

Citizen Inquiries

During or shortly after a major snow event, it’s very common for citizens to call the Civic Center or send messages via social media with questions, concerns, and complaints regarding snow removal operations. The majority of these communications can and should be addressed by Civic Center staff, rather than forwarding the calls to Public Works staff who are out in the field clearing snow and may not have time to return a message in a timely fashion. Citizen inquiries that require additional follow-up responses (e.g. reporting a damaged mailbox) shall be routed to the Director of Public Works. In the event that the Director of Public Works is unavailable, inquiries shall be routed to the Public Works Operations Manager or their designee. The Civic Center staff who receive the majority of these communications from citizens should review the aforementioned practices in the late fall of each year, and before any snowfall event that is expected to result in a significant accumulation of snow.

Inspection and Calibration

All mounted snow, wing, and under mount plows are inspected annually for structural cracks or breaks, cutting edge wear, and hydraulic hose condition, and are operationally reviewed. Any deficiencies detected are corrected prior to off-season storage or otherwise identified by the Director of Public Works in the City's five-year Capital Improvement Plan, if necessary. Anti-icing, de-icing, spreaders, and other related equipment are also inspected, cleaned, lubricated, operationally reviewed, and calibrated prior to the next winter's operations. Calibration of spreading equipment provides appropriate application rate of anti-icing and de-icing chemicals.



Personnel Available

All Public Works employees shall be available to assist in winter maintenance operations as needed. The Public Works Operations Manager or their designee may call private contractors and other City personnel for assistance as needed for particularly large snowfall events. Overtime during snow/ice operations is assigned by the Public Works Operations Manager or their designee and determined by the severity and duration of a storm.

Training of Personnel

Newly hired employees are trained on proper equipment usage. Plow routes and chemical application are reviewed prior to a new employee being assigned to respond to a storm event. Annual reviews are conducted with all Public Works employees prior to the next snow season. Each snow event is reviewed by the Public Works Director or their designee to ensure safe streets, trails, and sidewalks were maintained in a timely manner during the snow event.

Anti-Icing Operations

Anti-icing is the application of liquid substances on pavement surfaces prior to the onset of the storm to prevent snow and ice from bonding to the pavement. Products regularly used by municipalities include salt brine, magnesium, calcium chlorides, or various agricultural by-products. The latter three products allow salt to melt ice below 15 degrees above zero. The Public Works Operations Manager shall have the discretion as to what materials are used, the amount of materials used, and when they are applied.

De-icing Operations

De-icing is completed in conjunction with plowing operations and consists of spreading sodium chloride (rock salt) blended with salt brine and or magnesium chloride, calcium chloride, or agricultural by-products on surfaces with accumulated and compacted snow and ice. All salt spreaders are equipped with pre-wet systems that spray salt brine onto the salt at the spinner. Wetting the dry salt with salt brine activates the melting process sooner and reduces the tendency of salt to “bounce” off the roadway. De-icing chemicals are stored under cover, and truck loading is completed on an imperious surface to allow any spilled product to be easily recovered and placed in the haul unit or returned to the storage building. The amount of and type of deicing chemicals used are based on current and forecasted weather conditions, rising or falling temperatures, wind, and the intensity or form of precipitation. The Public Works Operations Manager or their designee shall have the discretion as to what materials are used, the amount of materials used, and when they are applied.

Snow Plowing

Snow plowing is the removal of snow and ice from the streets, trails, and parking lots by mechanical means. There shall be no plowing of private driveways/roads by City staff or personnel with whom the City has contracted. Snow and ice will be deposited in private driveways/roads during snow plowing operations and will not be removed by the City (including areas around mailboxes or fire hydrants in private yards). Equipment and operators are assigned routes; operators are generally familiar



with all routes and strive to complete plowing and de-icing as efficiently as practical. Each snow storm is unique. Several factors must be considered by staff when preparing a snow removal strategy, including wind speed, time of day when snow began, temperature, type of snow, recent or expected snowfall accumulations, and available equipment and staff.

Salt and Sand Use

Sanding consists of spreading a salt and sand mixture to improve traction on packed snow or ice, and should be applied only in areas of high traffic movement or unsafe areas as determined by the Public Works Operations Manager or their designee. Sand can cause a build-up in storm sewers and points of discharge which can require additional maintenance or environmental concerns. Sanding will only be used when pavement temperatures inhibit the melting action of other available products, or conditions are extremely icy.

Snow Storage

There is not sufficient space to safely pile and store snow in several locations in the City of New Richmond, such as the downtown business district and municipal parking lots. Snow must be loaded and hauled to off-site snow storage areas located near Mary Park, Freedom Park, and Ellicott Dredge Technologies. Each spring, after the snow melt has taken place, the snow storage areas are cleaned of any garbage that remains from the previous year’s snow.

Requests for Assistance from Emergency Personnel

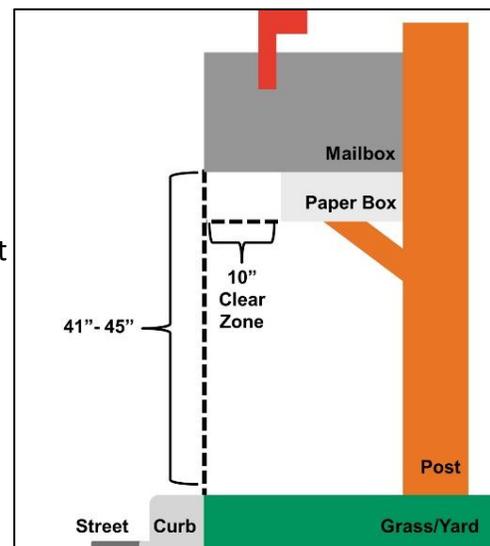
The Public Works Department may be requested by emergency services providers to assist during a winter weather-related situation such as an electrical outage, downed power line, water main break, major vehicle accident, etc. Calls received by emergency services personnel for emergency maintenance service will be sent to the proper Public Works staff members depending on the type of need.

Damage Complaints

Mailboxes, Fences, and Lawn Damage

Plow operators are instructed not to get too close to mailboxes. However, occasionally one is knocked over or struck. Operators shall report these occurrences to their supervisor. Lawn damage occurs when the plow blade rides over the curb and tears the lawn adjacent to the curb. This occurs more often in early or late season snowstorms when there is little or no frost in the ground. Operators shall note areas of damage and report to their supervisor.

A list of properties where damage has occurred shall be prepared each spring for repairs to be completed. A temporary mailbox may be installed in some cases until repairs are completed in the spring. It is the City of New Richmond's policy to repair damage to a mailbox, fence, or lawn when physically struck by City equipment. Mailboxes, fences, or other improvements within the right of way must be structurally installed to withstand the weight of snow rolling off the blade. Mailboxes must conform to U.S. Postal Service specifications for minimum height and setback. Mailboxes must also have a 10-inch clear-zone below the physical box. Therefore, newspaper boxes or ornaments must be at least 10 inches back from the front of the mailbox. Repairs to poorly installed or maintained items that fail due to snow load are the responsibility of the property owner. The Director of Public Works or Public Works Operations Manager shall have the authority to determine City responsibility for damage. Damage to non-standard mailbox assemblies (e.g. brick planters, mailboxes with custom lettering, larger than standard installation) shall be reimbursed on a sliding scale, based on the mailbox value.



Vehicular Damage

Should a City vehicle be involved in an accident with another vehicle, the appropriate officials (law enforcement, Director of Public Works, Public Works Operations Manager, insurance company) shall be notified. The Public Works Operations Manager or their designee should be consulted as to whether it is necessary for the equipment to return to the Public Works facility immediately for inspection, or at the end of the operation. All accidents shall be reported regardless of how minor they may be. City employees must comply with the City of New Richmond's Employee Handbook, including but not limited to Drug/Alcohol Free Workplace and Workplace Safety.

Curb Damage

Curb damage is investigated on a complaint basis. If the damage was done by a City plow, the repairs shall be completed by the City of New Richmond as soon as possible during the summer construction season. When damage is done by a private party or contractor, the Police Department shall investigate the incident with costs for repairs/replacement sent to the responsible party upon completion of the repair.

Parking Restrictions

Sec. 82-100. – Winter Parking

Overnight winter parking on residential streets shall be limited as follows: On even numbered days on the even numbered side of the street, on odd numbered days on the odd numbered side of the street; for the purposes of this section, an even numbered or odd numbered day will be the date as of 6:00 p.m. each day. This restriction is in effect from November 1 of each year to April 1 of the following year. Such restriction shall not apply to any vehicles involved in emergency calls.

Sidewalk Maintenance

Sec. 70-8. – Snow and Ice

(a) Removal

Within 24 hours after the cessation of any fall of snow, it shall be the duty of the owners and/or the occupants of any lot or parcel of land in the City to remove, or cause to be removed, the snow from any and all sidewalks adjacent to the premises of such owner or occupant, and to keep the same free and clear of snow and ice for the full width of the sidewalk.



(b) Failure to Remove

In case of failure or neglect of any owner or occupant of any land or parcel of land to remove the snow from sidewalks as specified in Subsection (a) of this section within the time set forth in said subsection and, after 24 hours after the cessation of any fall of snow, the owner or occupant has failed to remove such snow from sidewalks as specified in Subsection (a) of this section, the Public Works Director shall remove or cause the snow to be removed from any and all sidewalks and cross-sidewalks that may be so neglected by the owner or occupant, and shall charge the expense of so doing at a rate as established by resolution by the Common Council. The charges shall be set forth in a statement to the City Clerk who, in turn, shall mail the same to the owner, occupant, or person in charge of said premises. If said statement is not paid in full within 30 days thereafter, the City Clerk shall enter the charges in the tax roll as a special tax against said lot or parcel of land, and the same shall be collected in all respects like other taxes upon real estate, or as provided under Wis. Stats. § 66.0703

(c) Deposits Prohibited

Except as provided herein, no person shall deposit or cause to be deposited any snow or ice taken and removed from his premises or elsewhere upon any sidewalk, alley, parkway, public place or street in the City, provided however, that the person, firm, or corporation depositing such snow shall, within one hour thereafter, cause the same to be removed from such street.

(d) Nuisance

The deposit of any snow or ice upon any sidewalk, alley or street of the City contrary to the provisions of this chapter shall be and is declared to be a nuisance, and in addition to the penalty provided for violation of this section, the City may similarly remove any snow or ice so deposited and cause the cost of said removal to be charged to the owner or occupant of the property from which said snow or ice has been removed.

Sidewalk Maintenance Enforcement

Due to limited staff availability, much of the enforcement of Section 70-8 is complaint-driven. After a recent snowfall, City staff utilize a combination of door hangers and phone calls to property owners as a courtesy reminder, before proceeding to remove the snow from the sidewalks and charging the expense to the property owner.

Mailboxes

The City of New Richmond will typically plow within the confines of curb line to curb line of a street. During frequent periods of heavy snowfall accumulations when storage areas for snow on the right-of-way are limited, there may be times when plows cannot physically place the snow from the curb line of the street up onto the adjacent right-of-way. The adjacent resident shall be responsible for clearing snow around their mailbox to assure delivery of the mail.

Pavement Condition Definitions (Provided by MnDOT)

Bare Pavement	Bare Wheel Paths	Plowed and Treated	Plowed to Snowpack
 <p data-bbox="204 1528 496 1793">May be wet. Accurate and precise plowing and chemical use may be needed to achieve this condition and maintain normal traffic speeds.</p>	 <p data-bbox="526 1625 800 1850">Some slush may remain. Plowing and chemical applications have been made. The roadway is open to near-normal travel.</p>	 <p data-bbox="829 1528 1117 1759">Wheel paths may or may not be visible, some snowpack remaining, plowing and chemical use performed.</p>	 <p data-bbox="1162 1583 1398 1772">Maintenance is being performed, but snowpack remains across the roadway.</p>

Tips for Citizens

Patience and a cooperative attitude are essential for getting through the winter plowing season. When citizens, private plowing contractors, and City staff work together, we can reduce frustrations that sometimes accompany winter snowstorms. There are many things that citizens can do to minimize plowing-related problems for themselves and to assure that City staff can do the most effective job possible. Some tips include:

- Follow the City of New Richmond’s winter parking regulations to ensure more effective plowing and to avoid a citation.
- Don’t allow children to build snow forts and tunnels in the snow banks adjacent to the curb, or to play near the curbs, as snow plow operators have limited visibility.
- If trash/recycling pickup day coincides with plowing activities, make sure your trash and recycling bins are well behind the curb or in the driveway so the plow will not hit them.
- Residents may find it less frustrating to wait until the plow trucks have completed their street before cleaning the end of their driveway. City plow trucks are designed to discharge snow to the sides of the street and are not designed to skip individual driveway areas.
- Snow from the bottom of the driveway should be shoveled to the right as you’re facing the street. This will reduce the amount of snow being placed back into the driveway during the next plowing.
- Residents or business owners hiring contractors to plow their driveways should remind the contractor about state and local laws that prohibit pushing or placing snow back into or across the street. Doing so not only creates hazards for drivers, but also makes it difficult for the Public Works Department to keep the streets clean.
- Residents who have experienced lawn damage in the past may wish to mark their yard line with flexible stakes. These can help snow plow operators avoid future damage.

Snow Plow Routes and Priorities

Public Works staff divide the city into geographical territories in order to achieve greater efficiency when it comes to snow removal. Streets are assigned a snow removal priority on a 1-3 scale as shown in Appendix A. In general, Knowles Avenue and streets by local schools and Westfields Hospital & Clinic receive first priority. Collector streets receive the next priority, followed by local streets and cul-de-sacs. It takes considerably longer to clear snow from cul-de-sacs than other “uninterrupted” stretches of streets. Given their low traffic volume, cul-de-sacs may not be cleared during the first 48 hours following a snowstorm while resources are focused on higher priority streets. In some neighborhoods, where there is not adequate room on the boulevard for snow storage and snow piles jeopardize visibility and safety, snow may be loaded and removed by City staff. St. Croix County is responsible for winter maintenance on county highways. The City of New Richmond has agreements with the Town of Richmond in regards to winter maintenance for “border roads” 125th Street and 175th Street. 140th Street is subject to incidental plowing by both the City of New Richmond and the Town of Richmond.

Municipal Parking Lots and Alleys

The City of New Richmond is responsible for clearing snow from municipal parking lots and alleys. Efforts will be made to the extent possible to clear snow from municipal parking lots and alleys at a time when doing so is least disruptive to local businesses. Snow piles may be created temporarily in some municipal parking lots until snow can be loaded and removed, which may result in a temporary reduction in parking stalls.

Trail System

Snow shall be cleared from all trails, with the exception of the Nature Center Trail, Doar Prairie Trail, and Freedom Park Trail. Trails will not be maintained to a bare pavement condition. Handwork will not be performed and surface irregularities and slippery conditions may result. No sanding or ice control will be performed.

The cross country ski trails at the New Richmond Golf Club require a minimum of twelve inches of snow before grooming by City staff. Snow removal from streets, parking lots, alleys, and multi-use trails will receive priority before cross country ski trails are groomed.

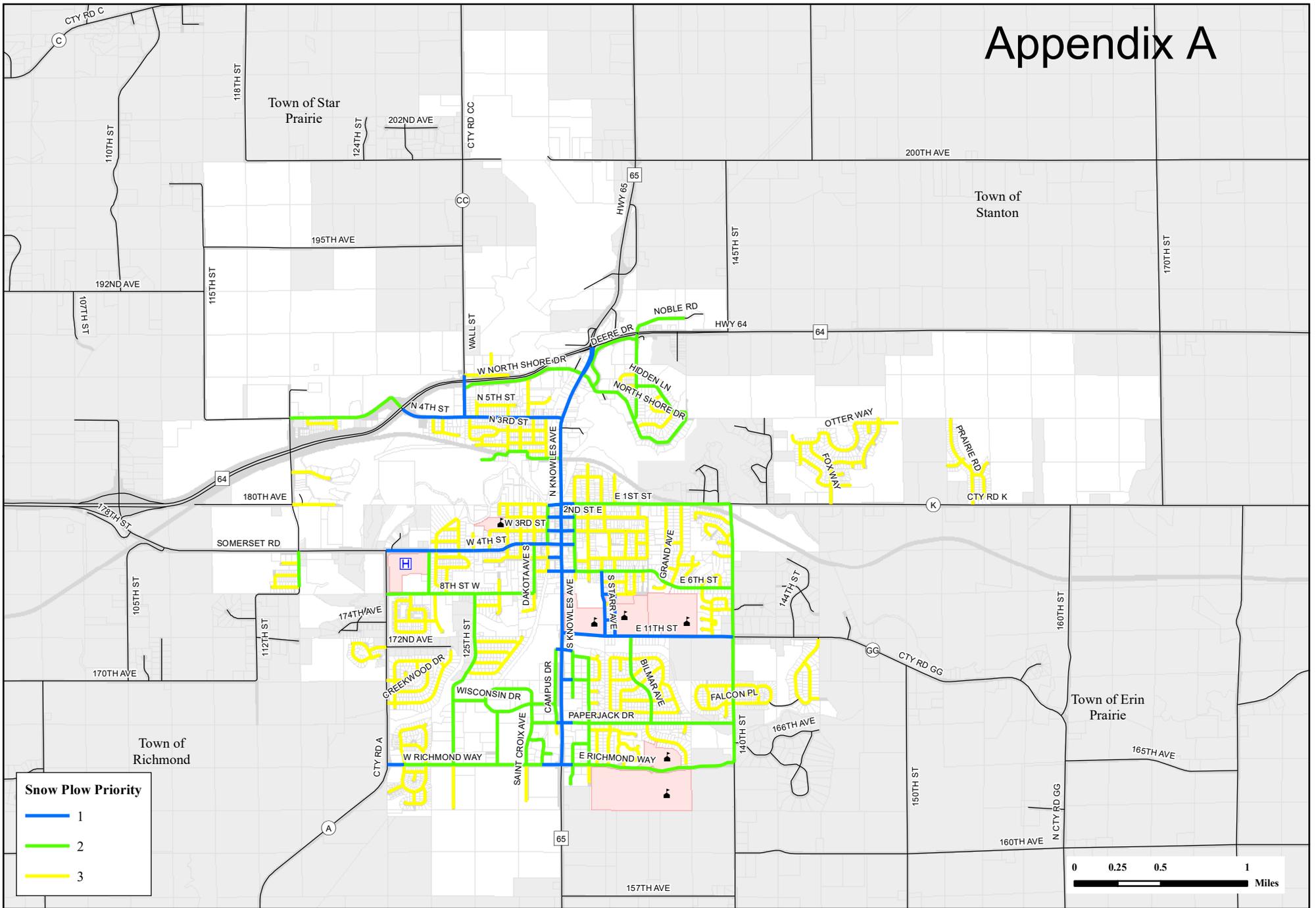
Assisting Stranded Motorists

Public Works personnel shall not attempt to remove a private citizen's stuck vehicle from ditches, snow banks, or other impediments. Public Works Staff may assist stranded motorists by contacting law enforcement.

Potholes

Late winter can bring continuous freezing and thawing cycles, which in turn can lead to the formation of potholes. In the winter months, a temporary patch can be made using a cold-mix asphalt product, until a later date when weather conditions are more favorable for more permanent hot-mix patching. Citizens who notice a pothole of concern can report it utilizing the Keep It Beautiful! citizen report form on the City's website, www.newrichmondwi.gov.

Appendix A



SNOWPLOW 2018: ROUTE PRIORITY

Grid: WI CRS St. Croix (Feet)
 Projection: Transverse Mercator
 Datum: NAD 83
 Date: 26 November 2018

RESOLUTION #021903
RESOLUTION AUTHORIZING SALE OF REAL ESTATE

WHEREAS, the City of New Richmond is the owner of real estate described as:

Located in the NW ¼ of the NE ¼ and in the NE ¼ of Section 10, T30N, R18W, City of New Richmond, St. Croix County, Wisconsin; being lot 1 of CSM recorded in Volume 26, Page 5970, Document #986689. More specifically, Lot 3 of a CSM to be recorded. Containing 1.83 acres.

WHEREAS, the City has entered into an Offer to Purchase and Sale Agreement with Dance Explosion LLC, Whereby the City would sell this parcel to Dance Explosion LLC and

WHEREAS, all necessary contingencies have been met and the transaction is ready to be closed.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of New Richmond as follows:

1. That the City shall proceed with the sale of the real estate to Dance Explosion LLC
2. That Mayor, Frederick Horne, and City Clerk, Tanya Batchelor, are authorized to execute all documents necessary to complete the sale of the property.

Passed and approved this 11th day of February, 2019.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk