

AGENDA FOR COUNCIL MEETING
CITY OF NEW RICHMOND, WISCONSIN

MONDAY, MARCH 11, 2019 - 7:00 P.M.

AMENDED 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, February 11, 2019 and Special Council Meeting, February 26, 2019
2. Application for Operator's License from David C. Mehls, New Richmond
3. Application for Temporary Class B Beer License from New Richmond Youth Hockey Association for March 15-17, 2019 at 450 Sports Center Road
4. Application for Six Month Class B Beer License form New Richmond Softball Association for Hatfield Park from April 15, 2019 through October 15, 2019
5. Application for Temporary Class B Beer License:
 - a) New Richmond Area Chamber of Commerce for April 11, 2019 at New Richmond Airport for the Packer Tailgate Party
 - b) New Richmond Area Chamber of Commerce for June 7-8, 2019 at Mary Park for Park Art Fair
 - c) VFW Post 10818 for the Civic Center Parking Lot on August 1, 2019 for the First National Community Bank Centennial Celebration
6. Application for Amplification Permit and Exemption from Sec. 50-87 Loud & Unnecessary Noise:
 - a) New Richmond Chamber of Commerce at the New Richmond Airport for April 11, 2019, 4:00 to 9:00 pm
 - b) First National Community Bank for August 1, 2019 5:00 p.m. to 9:00 p.m.
- 5) Payment of VO#63197 through VO#63295 totaling \$4,490,285.60 plus electronic fund transfers totaling \$1,934,800.48 for a grand total of \$6,425,086.08
- 6) Park Donation - Steven & Paula Bilitz \$50.00
Nash Finch \$2,500
- 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. National Red Cross Month - Proclamation

2. Update - Packer Tailgate Party - April 11, 2019
3. Plan Commission Recommendations:
 - a) Application for Rezoning from BNA Properties LLC – Ordinance #530
4. 2019 Sidewalk Plan
5. Sidewalk Bid Results
6. Resolution #031901 - Preliminary Resolution for Sidewalk Assessments
7. Police Squad Car Bids
8. Squad #27 Replacement **
9. Park Facility Reservation Policy
10. Resolution #031902 – 2018 Amended Budget
11. Financial Management Software Consultant Services
12. Resolution #031903 – Approving Termination of Protective Covenants Area 2
13. Resolution #031904 – Authorizing DOT to Issue a Permit for Biosolids Facility to Haul Biosolids in Excess of Statutory Limits
14. Police Department Roof Replacement Bids
15. Police Department Siding Replacement Bids
16. Work Session on March 25, 2019 at 4:30 p.m.
17. Communications & Miscellaneous
18. Closed Session per State Statute 19.85(1)(g) - Quiet Title - Whispering Prairie Outlot 1
19. Open Session – Action on Closed Session Agenda
20. 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 FEBRUARY 11, 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 Jackson moved to adopt the agenda as amended, seconded by Alderman Kittel and carried.

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

General Fund	\$9,846,860.93
Impact Fees Fund	6,665.00
Cemetery Fund	511.96
CDBG – Housing	587.50
Debt Service Fund	6,254.216
Capital Projects	186,811.52
Capital Replacement Fund	36,446.56
Landfill Cleanup Fund	5,711.21
Storm Water Utility	27,995.20
Park land Trust Fund	19,737.87
Tax Agency Fund	13,190.88
Recycling/Compost/Yard Waste	75.00

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

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

Plan Commission Recommendation – Certified Survey Map - Christensen

The Plan Commission recommended approval of the Certified Survey Map from Harvy Christensen Sr. for property located at 1488 County Road K, New Richmond, WI 54017. The CSM will divide a 22-acre parcel into two lots; Lot 1 will be 0.568 acres and Lot 2 will be 21.432 acres. The Plan Commission recommended approval of this CSM 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, 2023. 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.

Alderman Montello moved to approve the recommendation from the Plan Commission, seconded by Alderman Ard and carried.

Plan Commission Recommendation – Certified Survey Map - Skoglund

The Plan Commission recommended approval of the Certified Survey Map from Skoglund Properties for property at 729 North Knowles Avenue 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.

Alderman Zajkowski moved to approve the Certified Survey Map for Skoglund Properties LLP with the conditions listed, seconded by Alderman Jackson and carried.

Plan Commission Recommendation - Certified Survey Map – City of New Richmond

The Plan Commission recommended approval of the Certified Survey Map from City of New Richmond for property in the Business & Technical Park on St. Croix Avenue with the following conditions:

- 1) All utility issues are subject to review and approval of the Director of Public Works and Electric Superintendent.
- 2) All grading, drainage, and erosion control issues are subject to review and approval of the Director of Public Works.
- 3) 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 easement along the east side of lot line of Lot 4. All side lot line utility easements shall be revised to be 5 feet in width.

Alderman Zajkowski moved to accept this recommendation, seconded by Alderman Jackson and carried.

Freedom Park Trail Design

There are 5,000 feet of trail to be completed at Freedom Park according to the original park master plan. The Park Board feels this is a high priority. They recommend hiring Short Elliott Hendrickson for the design and construction staking for the trail at a cost of \$23,900, with the funds coming from park impact fees.

Discussion followed regarding permit expiration dates. Alderman Montello moved to accept this recommendation from the Park Board to approve the contract with Short Elliott Hendrickson for \$23,900, seconded by Alderman Kittel and carried. Staff will talk to Short Elliott Hendrickson to verify permit expirations before any permits are paid for.

Surplus Computer and Office Equipment

City Staff have several old computers and office equipment that should be recycled. Staff recommended declaring the following equipment as surplus City property and authorizing City staff to recycle them: Computers (x16), Laptops (x6), Computer Monitors (x25), Monitor Stands, Printers (x2), Phones (x4), Cell Phones (x10), Keyboards (x15), Computer Mouse (x15), Cameras (x2), VCR (x2), Headphones (x6), Phone Headsets (x4 boxed), TV (Tube Style), 18 Port Switches (x2), Tape Recorders, Typewriter, Calculator, Wireless Router, Label Maker, AV Equipment, Barcode Scanner, Hard drives (x8), Police Squad Car Video Equipment (x4 boxes), AED Batteries (x4), Water Meter Readers (x3), Power Cables (1 box), Printer Cables (1 box), Monitor Cables (1 box), Microwave (x2), Batteries, Dehumidifier (x2), Laminator, Coiling Machine, Toaster, Toaster Oven, Electric Grill, Paper Shredder and Other Minor Miscellaneous items. Alderman Ard moved to declare the items listed as surplus equipment and authorize staff to recycle it, seconded by Alderman Jackson and carried.

Assessor RFP Process

The draft Assessor RFP has an emphasis on communication and clarifies the assessment method for 2020 will be a full revaluation, requiring attempts to gain entry into homes. The proposed timeline is to publish the RFP on February 21, 2019 and have the proposals due on April 8, 2019. Interviews will be done on April 22, 2019 and the contract will be awarded on May 13, 2019. Alderman Montello moved to approve the draft Request for Proposals for Assessment Services for Publication, seconded by Alderman Jackson and carried.

Investment Advisor Recommendation

We currently have \$3.9 million in funds managed by Morgan Stanley. These need to be transferred to new management by March 31, 2019. An RFQ was published in December soliciting proposals from qualified firms. Six proposals were received and three of the firms were interviewed, including Dana Investment Advisors, Ehler’s Investment Services, and Prudent Man Advisors Incorporated. Staff recommended approval of Dana Investment Advisors to serve as the City’s investment advisor. Discussion followed. Alderman Montello moved to assign custodial agent to Charles Schwab, seconded by Alderman Ard and carried. Alderman Montello moved to have Dana Investment Advisors serve as custodian, seconded by Alderman Ard and carried.

Resolutions #021901 and #021902 Designating Depository

Alderman Montello offered the following resolutions and moved for their adoption, seconded by Alderman Ard and carried.

RESOLUTION #021901
RESOLUTION DESIGNATING PUBLIC DEPOSITORY AND AUTHORIZING WITHDRAWAL OF
COUNTY, CITY, VILLAGE, TOWN OR
SCHOOL DISTRICT MONEYS
(Complete copy on file in the Clerk’s office)

RESOLUTION #021902
RESOLUTION DESIGNATING PUBLIC DEPOSITORY FOR
MISCELLANEOUS PUBLIC ACCOUNTS AND AUTHORIZING
WITHDRAWAL OF PUBLIC MONEYS
CITY OF NEW RICHMOND, WISCONSIN
(Complete copy on file in the Clerk’s office)

Whispering Prairie Outlot 1 – Quiet Title

Outlot 1 was omitted from the tax deed when it was obtained by St. Croix County in 2013. It is desirable for the City to take title of Outlot 1 for maintenance and drainage purposes. The site is not buildable. Nick Vivian, City Attorney, has attempted to contact the property owners requesting they execute a quit claim deed. Staff recommends moving forward with a declaratory action requesting the Court to declare the City fee owner of Outlot 1. Discussion followed. Alderman Montello moved to proceed with the declaratory action, seconded by Alderman Ard and carried. After more discussion, Alderman Zajkowski moved to table this issue, seconded by Alderman Ard and carried.

Agenda Management Software/Video Manager

In 2018, the City held over 100 public meetings that require agendas, memos and supporting documentation. The current process for assembling the agendas is very time consuming. Staff have researched technology options to increase efficiency and improve access and transparency through the agenda and minute process. A group demonstration was held. The consensus of the group was to recommend purchasing iCompass software and video manager, not to exceed \$10,500 annually, contingent upon legal review of the contract. Alderman Ard moved to proceed as recommended by staff with iCompass software and video manager, seconded by Alderman Kittel and carried.

Police Department Hail Damage Repairs

The Police Department received hail damage to the roof and siding of their building. The City has 24 months from the date of the damage to make the repairs and have them covered under insurance. Repairs had been postponed as the Capital Improvement Plan for 2019 was discussed. Staff is recommending approval of the RFP for asphalt shingle roof replacement and seamless steel siding replacement. Alderman Zajkowski moved to approve the RFP for both shingles and siding, seconded by Alderman Jackson and carried.

Public Works Winter Maintenance Operations Policy

The Public Works Committee recommended approval of the winter maintenance operations policy as presented. The policy details responsibilities, communications, priorities, and procedures used to mitigate winter related conditions. The policy replaces prior written and unwritten policies, but does not change any existing ordinances for winter sidewalk maintenance and parking control. Alderman Montello moved to approve the Public Works Winter Maintenance Operations Policy and to let the Public Works Department know they are doing an awesome job, seconded by Alderman Ard and carried.

Next Work Session will be on February 26, 2019, at 4:30 p.m.

Communications and Miscellaneous

Tuesday, February 12, 2019 is NRPD K-9 Burger night at Champ's from 5:30 to 8:30 p.m. The Knowles Avenue Corridor Open house will be on Tuesday, February 19, 2019 at the New Richmond 8 Theater from 5:30 to 7:00 p.m.

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 Ard moved to approve the purchase agreement and development agreement as discussed in Closed Session, seconded by Alderman Jackson and carried.

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

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.

Motion was seconded by Alderman Jackson and carried.

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

Meeting adjourned at 8:30 p.m.

Tanya Batchelor
City Clerk

SPECIAL JOINT COUNCIL/LIBRARY BOARD MEETING FEBRUARY 26, 2019

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.

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

Library Board Members Present: Gordon Granroth, Vicki Gjovik, Jarell Kuney, Patty Van Nevel; and Marla Hall and Jeff Peplau attending by phone

The Pledge of Allegiance was recited.

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

Joint Library Board/Council Discussion

Alderman Montello introduced Summer Seidenkranz, Chairperson of the Forward New Richmond committee. Summer explained that she worked for the Washington County Library through high school and through her university years, so she loves libraries and what they can do for a community. Summer discussed how she worked with the Forward New Richmond group to help them come together almost a year ago. The goal of Forward New Richmond is to keep the group visionary for the future of New Richmond. Summer shared six goals she has for a successful committee: 1) One-on-one interaction – she met with each of the members of Forward New Richmond to listen to each member's goals and ideas; 2) The group leads the vision – they bring ideas forward rather than waiting for others to provide them for the group; 3) Encourage two-way feedback at each meeting. Summer works hard to make sure every member is a part of the discussion; 4) Show appreciation – thank people for their work; 5) Provide group building opportunities; 6) No surprises – make sure everyone receives all the same information at the same time. Good communication can result in success.

Gordon Granroth stated there have been many starts and stops in the process of expanding the library over the past 20 years. There are now two sites that we need to look at moving forward with the project.

Mayor Horne explained the two possible locations include the current site and the old middle school site. Both sites have positives and negatives. He suggested bringing both options to the community to see what they will support.

There was considerable discussion regarding the next steps for the library project. It was the consensus of the Library Board and City Council that there are two sites to be considered.

Noah Wiedenfeld presented a Request for Qualifications with a deadline of March 22, 2019, for the RFQ to be turned in. Interested parties would submit background information, references, design approach for community engagement, challenges and opportunities. Alderman Zajkowski moved to direct staff to move forward with the RFQ process, seconded by Alderman Ard and carried unanimously by all Council and Library Board members. The RFQ would be sent out to firms in Wisconsin and Minnesota. Interviews would be late March or early April.

At the next work session, the Library Board will answer the question of what services/accommodations will our new library house?

Communications and Miscellaneous

None

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

Meeting adjourned at 5:45 p.m.

Tanya Batchelor
City Clerk

VOUCHERS PRESENTED TO THE COUNCIL MARCH 11, 2019

VO #	PAYMENT TO:	AMOUNT
61223	VOID CHECK	(20.00)
63197	ADVANCED DISPOSAL	16,386.70
63198	ANDREZEJCZAK, SCOTT	60.00
63199	CITY UTILITIES - INVOICES	73,219.60
63200	CITY UTILITIES - INVOICES/WPPI EMAIL HOSTINGS	974.23
63201	COOK, EMILY	20.00
63202	E O JOHNSON BUSINESS TECHNOLOGIES - 2	5,049.00
63203	E O JOHNSON BUSINESS TECHNOLOGIES - OTHER	831.25
63204	FRONTIER COMMUNICATIONS	873.11
63205	HUDSON PHYSICIANS S.C.	84.00
63206	INDUSTRIAL SAFETY	2,806.74
63207	MICHAEL BEST & FRIEDRICH LLP	95.00
63208	PETERSON, LOWELL	180.00
63209	REGISTER OF DEEDS	60.00
63210	REGISTRATION FEE TRUST	20.00
63211	VERIZON WIRELESS (CITY)	325.82
63212	WILLIAMSON & SILER S.C.	1,852.66
63213	CJ HAULING	435.00
63214	SCHOOL DISTRICT OF NR - TAX LEVY	2,959,065.65
63215	ST CROIX COUNTY TREASURER - TAXES	1,029,940.59
63216	VFIS	750.00
63217	VILLAGE OF STAR PRAIRIE	155.27
63218	WI INDIANHEAD TECH COLLEGE - TAX LEVY	111,604.32
63219	WITC - CABLE	7,075.96
63220	CITY UTILITIES - 2ND BILLING	28,528.79
63221	CITY UTILITIES - INVOICES	6,000.00
63222	ECKBERG LAMMERS P.C.	7,611.24
63223	FRONTIER COMMUNICATIONS (2)	56.19
63224	GUARDIAN MEDICAL CONSULTING, LLC	1,524.15
63225	KEIL ENTERPRISES	390.00
63226	MUNICIPAL TREASURERS ASSN OF WI	25.00
63227	NEW RICHMOND NEWS	125.00
63228	OLIEN, JIM	338.36
63229	POWERS LIQUID WASTE MANAGEMENT, INC	125.00
63230	REINDAHL, SHELBY	37.16
63231	REM INSPECTING LLC	200.00
63232	ST CROIX COUNTY TREASURER - DOG LICENSES	633.75
63233	WASTE MANAGEMENT OF WI-MN	522.15
63234	WESTFIELDS HOSPITAL (2)	100.00
63235	WI DEPT OF SAFETY & PROFESSIONAL SERVICES	55.00
63236	WI DEPT OF SAFETY & PROFESSIONAL SERVICES (2)	50.00
63237	WI STATE FIREFIGHTER'S ASSN	90.00
63238	WISCONSIN ASSOCIATION OF ASSESSING OFFICERS	100.00
63239	XCEL ENERGY (2)	27.14
63240	BALDWIN LIGHTSTREAM	591.31
63241	ABM EQUIPMENT & SUPPLY, LLC	5,466.79
63242	AMAZON (LIBRARY)	210.73
63243	BAKER TILLY VIRCHOW KRAUSE, LLP	1,673.00
63244	BENEFIT EXTRAS, INC	368.25
63245	BOND TRUST SERVICES CORPORATION	1,200.00
63246	CEMSTONE - READY MIX INC	199.90
63247	CHIPPEWA FALLS PUBLIC LIBRARY	19.99
63248	CITY UTILITIES - 1ST BILLING	1,505.00
63249	CITY UTILITIES - INVOICES	8,693.64
	SUBTOTAL	4,278,312.44

	SUBTOTAL CARRIED FORWARD	4,278,312.44
63250	CITY UTILITIES - LANDFILL	346.69
63251	CITY UTILITIES - SAC CHARGES	8,802.00
63252	CITY UTILITIES - SALES TAX	442.14
63253	CITY UTILITIES - WATER IMPACT FEES	8,802.00
63254	CJ HAULING	3,262.50
63255	CLEAR CHOICE BUSINESS SOLUTIONS, LLC	55.00
63256	CAN SURETY DIRECT BILL	30.00
63257	CONFIDENTIAL RECORDS, INC	45.00
63258	DEMULLING, MICHAEL	2,100.00
63259	E O JOHNSON COMPANY, INC	1,236.01
63260	FORUM COMMUNICATIONS COMPANY	521.06
63261	GENERAL COMMUNICATIONS INC	23,921.30
63262	GHD SERVICES INC	12,000.58
63263	HUDSON PHYSICIANS S.C.	42.00
63264	INDUSTRIAL SAFETY	5,875.95
63265	POLICE - LEGAL SERVICES	4,845.00
63266	MCCABE CONSTRUCTION, INC	6,790.83
63267	MED COMPASS	1,758.00
63268	MIDWEST TAPE	7.00
63269	MSA PROFESSIONAL SERVICES INC (WI)	18,230.00
63270	NEW RICHMOND CHAMBER OF COMMERCE	50,000.00
63271	NORTHERN BUSINESS PRODUCTS	277.84
63272	NORTHLAND SURVEYING	2,394.25
63273	OWEN ASSESSING LLC	2,066.67
63274	PELNAR, KATHLEEN	400.00
63275	REGISTER OF DEEDS	11.00
63276	ROTARY CLUB OF NEW RICHMOND	155.50
63277	RUNNING, INC	13,454.57
63278	SCHOOL DISTRICT OF NR - MOBILE HOME FEES	141.90
63279	SECURIAN FINANCIAL GROUP, INC	2,251.19
63280	SHORT-ELLIOTT-HENDRICKSON	10,724.97
63281	SPECTRUM INSURANCE GROUP	6,690.00
63282	ST CROIX COUNTY TREASURER - MUNICIPAL COURT	1,218.12
63283	STATE OF WI - COURT FINES & ASSESSMENTS	2,490.43
63284	VERIZON WIRELESS (CITY)	657.75
63285	VILLAGE OF STAR PRAIRIE	157.59
63286	WASHINGTON NATIONAL INS CO	200.80
63287	WASTE MANAGEMENT OF WI - MN	487.15
63288	WCMA	50.00
63289	WENDT, JEREMIAH	168.80
63290	WEST WISCONSIN INSPECTION AGENCY, LLC	6,182.00
63291	WI DEPT OF REVENUE - MFG ASSESSMENT	2,508.06
63292	WI PROFESSIONAL POLICE ASSN, INC	630.00
63293	WISCONSIN SUPREME COURT	700.00
63294	WSESI	240.00
63295	XCEL ENERGY	8,601.51

TOTAL VOUCHERS

4,490,285.60

ELECTRONIC FUND TRANSFERS

PAYROLL (2/15, 3/1)	268,120.82
DEFERRED COMP	11,887.82
ROTH - WI	650.00
FEDERAL W/H	92,122.32
STATE W/H	18,044.44
MEDICAL PREMIUMS	83,410.07
RETIREMENT	56,342.09
VISA P-CARDS	50,694.56
HRA	1,388.05
HSA - ER CONTRIBUTIONS	1,499.94
WI-SCTF	2,967.64
FLEX SPENDING	5,334.88
EMPLOYEE FUND	260.00
FIREMAN DUES	555.00
AFLAC	1,026.96
DISABILITY INSURANCE	2,632.32
INVOICE - SUPER AMERICA	1,852.76
DELQ STATE TAX - REMITTANCES	170.10
RESTITUTIONS	50.00
IMPACT FEE TRANSFERS	11,614.00
INVESTMENT TRSFR - BREMER	1,100,000.00
WPPI LOAN PMTS	4,166.67
DEBT PMTS/BREMER LOAN PMTS	220,010.04

TOTAL ELECTRONIC FUNDS 1,934,800.48

GRAND TOTAL 6,425,086.08

FRED HORNE, MAYOR



TO: Mayor Fred Horne and City Council

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

DATE: March 6, 2019

RE: Administration Update

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

- Susan Affeldt – Utilities, celebrated 14 years
- Marie Bannink – Administrative Assistant, celebrated 16 years
- Greg Hermansen – Waste Water Treatment Plant, celebrated 15 years
- Darren O’Flanagan – Electric, celebrated 1 year
- Kat Radtke – Police, celebrated 3 years
- Eric Wiseman – Fire, celebrated 10 years

Library Project Update- We had our first joint Council / Library Board meeting on Tuesday, February 26, 2019. The meeting focused on developing two RFQ processes for the existing library location as well as the Old Middle School site.

Cyclone Anniversary and Remembrance Event- Last week we conducted a staff meeting to develop a formal program for the 120th Anniversary of the Cyclone. On June 12, 1899, 117 people were killed because of the EF-5 storm. As we remember this event, we are looking into possibly illuminating all 117 trees in Cyclone Park as well as telling stories online and through Friday Memorial Library as well as the Heritage Center on this event.

Robert’s Rules Presentation- Thanks to the over 25 board and commissioners for attending the Robert’s Rules sessions put on by our City Attorney, Nick Vivian. The session was recorded for you to view if you missed the presentation live. The PowerPoint slides were also sent out to all board and commissioners for review.

Knowles Avenue Corridor Study Open House- There was a nice turnout for the second of three community discussions pertaining to the Knowles Avenue Corridor. During this meeting, which was held at the New Richmond Movie Theater, community members were asked to provide comments on potential improvements throughout the corridor. Our consulting group MSA will review the comments received and provide recommendations during their last community meeting. That meeting will be scheduled for early spring.

State of the City- On February 22, 2019 we held our annual “State of the City” presentation at WITC. Our theme this year is “Developing the New Richmond Way.” Many thanks to Mayor Fred, Beth, Jeremiah, Chief Craig, Noah and Rae Ann for their assistance in telling the story. We had a nice turnout, amazing breakfast and a brief break before another round of snow. 2019 is going to be an amazing year!

New Richmond Utility Business of the Quarter Promotion- With next year being the 130th anniversary of New Richmond Utilities, we will be kicking off a new set of events and promotions leading up to what we hope will be a fantastic 130th year. Beginning in April, we will begin to highlight local businesses for their commitment to our community. Each quarter, with the assistance of the Utility Commission, we will highlight the eclectic mix of businesses, business leaders and stakeholders throughout our community. We’ll provide updates to the New Richmond Utility Commission in March as we kickoff this series of recognition.



TO: Mayor Fred Horne and City Council
FROM: Rae Ann Ailts, Finance Director
DATE: March 11, 2019
RE: Finance Department Monthly Update

2018 Audit

The first quarter of the year is always a busy time for the finance department. Over the last several months, staff has worked to finalize 2018 financials in preparation of the audit, which will take place the week of March 18th.

Why is an audit conducted? An annual audit is conducted to provide an independent examination of the City's financial statements. Providing greater transparency and confidence to our bond holders, tax payers and other key stakeholders.

When is the audit available? The audit is finalized in June and is published on the City's website. To check out prior year audits please visit the City's website and navigate to the Finance Department to view.

Personal Property Tax Collections

The City is responsible for collections of unpaid (i.e. delinquent) personal property taxes. In February of each year, the delinquent personal property tax listing is finalized and collection efforts commence. Based upon recommendations discussed last year, we implemented a new process, which includes a letter outlining the delinquent taxes, penalties and interest due. We are anticipating this new process will provide greater awareness of past due amount owed. Notifications were sent on February 22, 2019.



156 East First Street
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Ph 715-246-4268 Fax 715-246-7129
www.newrichmondwi.gov

MEMORANDUM

TO: Mayor Horne & City Council

FROM: Noah Wiedenfeld, Director of Planning

DATE: March 7, 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!

Park Facility Reservation Policy

The Park Board held a work session on February 13 with all of the local youth and adult sports associations. Feedback from this meeting was incorporated into a second draft, which was presented to and approved by the Park Board on February 27 with some minor edits. The revised draft will now proceed to the City Council meeting on March 11 for final action. If approved, this would be the first time that the City of New Richmond has had a comprehensive, written policy regarding park facility reservations. This lack of clear, consistent guidelines was previously identified as a significant gap in the community survey that was completed in 2016 as part of the New Richmond Recreation Partnership.

Mary Park Boat Ramp

Bids for the boat ramp project were opened on February 22, and unfortunately all three bids came in significantly higher than anticipated. City staff and engineering consultant MSA Professional Services will work together in the coming weeks to explore options and next steps.

Oevering Properties

The Plan Commission voted on March 5th to grant conditional approval to a site plan and stormwater review application from Oevering Properties for a proposed addition to their existing building in the Business & Technical Park. After the remaining conditions are met, a building permit will be issued. The addition will be used for warehousing and office space.

Intensive Survey of Historic Properties

Legacy Architecture and the Wisconsin Historical Society presented their final public informational meeting on February 28 at the Civic Center. Among the highlights of the intensive survey results was the identification of two new historic districts and several individually eligible properties or complexes, for a total of nearly 70 properties that could be eligible for the National Register of Historic Places. Some of these properties are owned by the City of New Richmond, including the Friday Memorial Library, the New Richmond Golf Course, and Sunshine Courts. The final report will be made available on the City website later this week. The application process to list these properties on the National Register could take an additional 1-2 years, but doing so would provide many benefits to the community, including tax credits which can make building renovations and restorations much more financially feasible – especially in the historic downtown.



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MEMORANDUM

TO: Mayor Horne and City Council
FROM: Beth Thompson, Community Development Director
DATE: March 4, 2019
SUBJECT: Monthly Report

Economic Development - Forward New Richmond: I talked a bit last month about the Forward New Richmond “Retreat” that was held at the end of January. Below are the goals that came out of that meeting:

1. Development and Redevelopment – facilitate improvement through collaboration
a - Business & Technical Park Advisory Function – property sales, expansion, advisory for administration on updating of covenants
b - Downtown Renewal - advise on policies and plans for downtown – helping to prioritize gaps.

2. Business Support
a - Support for new and expanding businesses
b - Creating the best experience for businesses and tax payers
• Simplicity in communications
• As needed, FNR member follow-up (with businesses who chose to come to NR and/or expand and also with those who chose not to expand or build here)

3. Marketing New Richmond
a - Be intentional in strengthening local and regional connections with other Economic Development organizations
b - Develop marketing philosophy based on
• Industry best practices
• Being prepared and proactive—looking ahead for the community

4. Livability
a - Telecommunication and internet expansion – business and residential
b - Housing – workforce (comments and recommendations)
c - Discussion of needs and what FNR can do to assist
d - Gap analysis (Seth Hudson can assist)

With those goals in mind, in February the Forward New Richmond Committee approved moving forward with a study on Industrial Land. This fits in perfectly with their first goal. Cedar Corporation will do this study and it should be completed in 60 to 90 days.

Economic Development - Business and Technical Park Covenants: City staff is in the process of terminating the protective covenants in the City of New Richmond Business and Technical Park. There are three sets of covenants currently in effect, which impose conditions and restrictions regarding

setbacks, parking, landscaping, outdoor storage, construction standards, etc. The covenants are no longer deemed necessary given the new (existing) zoning ordinance, which went into effect in 2015, as many of these standards now apply to all development projects in the city. In some cases, the zoning ordinance is even more restrictive than the covenants. There are some instances, however, when the covenants have been a deterrent to development projects and have caused confusion with architects and engineers working on various projects. Simply put, the covenants in the Business and Technical Park no longer serve the purpose that they once did and are now an unnecessary burden from an administrative and regulatory perspective.

Each set of covenants has its own process for termination, as shown in the table below.

COVENANTS	DATE ESTABLISHED	REQUIREMENT FOR TERMINATION
Set 1	1983	Consent of the owners of 75% of the lots and not less than 60% of the property owners, and resolution passed by Forward New Richmond and the City Council
Set 2	2002	Consent of the owners of 75% of the lots and not less than 60% of the property owners, and resolution passed by Forward New Richmond and the City Council
Richmond Way	2006	80% of voting power of the Plan Commission

City staff mailed letters to all property owners in the Business and Technical Park on February 15. Since then, City staff have followed up with several phone calls and email correspondence with business owners, and have already received signatures from almost 20 property owners in favor of repealing the covenants.

Forward New Richmond voted unanimously in favor of terminating Sets 1 & 2 at their meeting on February 26, and the Plan Commission approved terminating Richmond Way Covenants at their meeting on March 5.

Building Permit February Update: Below please find our numbers for building permits, dwelling units and construction values for year to date as of February 28, 2019:

Building Inspection update:

As of February 28, 2019

Number of Inspections:	250
Number of Permits:	42
Number of New Dwelling Units:	20
Residential Construction Value:	\$3,050,570
Commercial Construction Value:	\$ 98,750
Total Value:	\$3,149,320

On a quarterly basis, I will compare the 2019 year to 2018; this will be shown in my April, July, October and January reports.



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MEMORANDUM

TO: Mayor and City Council
FROM: Jeremiah Wendt, Director of Public Works
DATE: March 5, 2019
SUBJECT: Public Works Month in Review – February 2019

Winter Maintenance

The biggest focus in Public Works for the month of February was certainly on snow removal. Not only did we have the most snow accumulation ever for the month, we had measurable snowfall on more days than we did not. What that means for our crew is that it's hard to ever get all the way caught up. The guys have worked long hours, stayed safe, and done a fantastic job keeping the City accessible.

Knowles Avenue Corridor Study

Public Involvement Meeting #2 was held on February 19th from 5:30-7:00 at the New Richmond 8 Theater. We had a great turnout, and received feedback from more than 30 individuals about the corridor. At this meeting, we got into some specific options for intersection lane configurations, and the possible conversion of a portion of the corridor to a 3-lane section. We'll compile the feedback and set up a final PIM for late March or early April. We are planning to present the final report to the council in early summer.

Mary Park Boat Launch

Staff and MSA opened bids for the reconstruction of the Mary Park Boat Launch, and they came in quite a bit higher than expected, with the low bid at \$157,000. The project was originally estimated in the range of \$75,000-110,000. Staff will review the bids with the consultant and bidders, and present options to the Park Board. We will bring their recommendation to the Council at a future meeting.



NEW RICHMOND FIRE & RESCUE

106 South Arch Avenue
New Richmond, Wisconsin 54017
Office: 715-243-0429
Facsimile: 715-246-7129
E-Mail: nrfire@newrichmondwi.gov

February 2019: Month-In-Review

Aside from a cold and snowy February that plagued our “neck of the woods,” the department was able to function in the -30 degree temperatures, inherent for this time of year, with minimal issues.

Station 2, Village of Star Prairie. On the last night of January, we responded to a vehicle fire in the Village. E-3271, responding from Station 2 seemed to be running poorly and upon its return to Station 2, it was discovered that the heat was off and the water standpipe/water meter and back flow preventers were covered in ice. Attempted to turn off the valve and that was also frozen. Contacted the maintenance person and the interim Village President and met with both of them that evening. The truck was taken to Station 1 and was still running poorly. Several days later requested a mechanic from Jerry’s Towing and Repair to stop at the station to diagnose the problem. He had suggested adding 5 gallons of carosine and fuel additive. The heater was fixed, water lines thawed out, and the truck was returned to Station 2.

New Brush Truck. Warning lights are installed. Rims and tires should arrive soon and then it be brought to Foreman Fire to complete the install of the new truck bed. Additional details will be available at the upcoming Fire Advisory Board Meeting on March 20.

Sky Lanterns. Last fall, Cedar Lake Speedway was the location of an event that launched hundreds of lighted lanterns. Was uncomfortable at that time with this type of event, and recently another request was made for a similar event in the City. This issue will be discussed at our next Fire Advisory Board meeting on March 20.

Roberts Rule of Order. Attended a training presented by the City Attorney on the subject of meeting procedures. Was extremely interesting and will be helpful at our Fire Advisory Board and departmental meetings. Didn’t realize how easy it is to violate set procedures. Great class.

SPS 330 Firefighter Safety and Health. Moved forward with several changes to be in compliance with the rewrite of this code. Lieutenant Mark Meininger now heads up the Safety & Health Committee, while Captain Richard Haffner is the lead Fire-Ground Safety Officer. A class is underway for Engine Operations/Tender Operations/Ladder Operations that will also bring our department into full compliance.

Awards Program. Our department held its annual awards program and dinner on February 25, 2019. Two 5-year, one 15- year and one 30-year awards were presented. The dinner also included representatives from the Towns and City and a “year-in-review” slideshow. The dinner was prepared by retired members of the department.

This month's training included annual SCBA mask fit tests, Hearing and Respiratory testing and the department's medical evaluation program. Two firefighters are enrolled in Firefighter II class. This also helps us stay in compliance with SPS-330.

There were 27 incidents during the month of February.

Alden Township	3
Erin Prairie	1
City of New Richmond	14
Mutual Aid	3
Richmond Township	4
Star Prairie Township	1
Village of Star Prairie	<u>1</u>
	27



Chief Jim VanderWyst



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MEMORANDUM

TO: Mayor and City Council

FROM: Tanya Batchelor, City Clerk

DATE: March 6, 2019

SUBJECT: Clerk's Monthly Report

Absentee Voting

In-person absentee voting will begin on March 12, 2019. Anyone who would like to fill out an absentee ballot can come to the Clerk's office Monday through Friday 7:30 a.m. to 4:30 p.m. The last day to complete an absentee ballot in the office is March 29, 2019. We can also mail out an absentee ballot if that works better for you. The last day you can request a mailed ballot is March 28, 2019. All ballots must be returned by Election Day, April 2, 2019.

Technology Update

We have been working with iCompass on the contract for the agenda management software and video manager services. We should have the contract language finalized in the next few days. The next step is the design process when iCompass will put all of our meeting agendas into their system. After that is complete, we will begin training.

I have been working with Municipal Code looking at a self-publishing software they offer. This program would allow us to update our own ordinances and save the cost of having Municipal Code provide this service for us. There is an annual fee for the software, but would allow us to update our online ordinances as soon as new ones are adopted rather than waiting to do a supplement like we have been doing. More information will be forwarded to you as it is available.



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MEMORANDUM

TO: Mayor Horne and City Council

FROM: Summer Seidenkranz, FNR Chairman

DATE: March 7, 2019

SUBJECT: FNR - Monthly Report

At the February 26, 2019 meeting, Forward New Richmond (FNR) discussed the three sets of protective covenants for the Business & Technical Park, and noting the confusion, frustration and challenges they create for businesses, approved an authorizing resolution to terminate Set 1 and Set 2. This begins a process of gathering the necessary signatures from 75% of the lots and 60% of the collective property owners which city administration will undertake.

Discussion regarding a needs analysis for future expansion of Industrial/Business parkland was held. FNR approved a study, to be conducted by Cedar Corporation, which will include seven surrounding communities for completion within the next 90 days, for a fee of \$5,000. FNR will then review and provide recommendations.

The New Richmond Crossing sign (Knowles and Richmond Way) was deliberated. There have been a number of potential options for the ownership and future of this sign. FNR will be looking at the possibility of an RFP at our next meeting so that all possibilities can be considered equitably.

ReCon: The world's largest retail convention. Prior attendance by administrative staff and EDC members resulted in the eventual building of both Aldi and Best Western. Beth and Summer will be attending ReCon this year and will solicit suggestions from FNR members for specific exhibitors to target for potential expansion in New Richmond.

FNR continues to work to prioritize the goals created in the January 2019 work session to drive best outcomes for both current and potential businesses in the City.



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TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: March 7, 2019
RE: National Red Cross Month

Background

March is National Red Cross Month and Bob and Henri Olson will be doing a short presentation in celebration of this event.

Recommendation

No Action is needed.

National Red Cross Month Proclamation
2019

More than 137 years ago, the American Red Cross was established as a humanitarian organization, guided by seven fundamental principles – including humanity, impartiality and independence – to provide services to those in need regardless of race, religion, gender, sexual orientation or citizenship status. Today, the American Red Cross is one of the largest humanitarian organizations in the world, and delivers its mission every day to prevent and alleviate human suffering in the face of emergencies.

Every year, the American Red Cross responds to an average of more than 62,000 disasters across the country, from small home fires to devastating massive disasters. Last year's large crises included mudslides in California, a volcano in Hawaii, wildfires in Colorado and California, destructive hurricanes in Florida and the Carolinas, and a devastating typhoon in the U.S. territories. Thousands of American Red Cross volunteers provided round-the-clock shelter for disaster victims, served millions of meals and snacks with partners, and distributed millions of relief items.

In St. Croix County, the Red Cross has a long history of helping our neighbors in need. The Northwest Wisconsin Chapter assisted with 140 disasters in the past year alone and helped save lives through our Home Fire Campaign. Since the campaign launched in October 2014, the Northwest Wisconsin Chapter has worked with community partners to install 358 smoke alarms that helped make households safer. Meanwhile, in our area, the Red Cross handles an average of 453 emergency military calls every year and collects an average of 30,000 units of blood from our generous blood donors in Northwest Wisconsin.

March is Red Cross Month, a special time to recognize and thank Red Cross volunteers and donors who give of their time and resources to help members of the community. The Red Cross depends on these local heroes to deliver help and hope during a disaster. We applaud our heroes here in St. Croix County who give of themselves to assist their neighbors when they need a helping hand.

The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families.

We dedicate the month of March to all those who support the American Red Cross mission to prevent and alleviate human suffering in the face of emergencies. Our community depends on the American Red Cross, which relies on volunteers and the generosity of the public to perform its mission.

NOW, THEREFORE, I Fred Horne, Mayor of the City of New Richmond by virtue of the authority vested in me by the Constitution and laws of the City of New Richmond, Wisconsin, do hereby proclaim March 2019 as Red Cross Month. I encourage all Americans to support this organization and its noble humanitarian mission.

IN WITNESS WHEREOF, I have hereunto set my hand this 11th day of March, 2019 in the City of New Richmond, Wisconsin.

Fred Horne, Mayor of the City of New Richmond



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TO: Mayor and City Council
FROM: Tanya Batchelor, City Clerk
DATE: March 7, 2019
RE: Packer Tailgate Update

Background

The Packer Tailgate Party will be at the Airport on April 11, 2019. On Friday, there will be a meeting with City staff, the Chamber, Salvation Army and others regarding this event. Discussion included emergency preparedness, volunteer procedures, training needed, busing, timing of events, insurance coverage, etc. Staff will give an update at the meeting on March 11, 2019.

Recommendation

No Action is needed.



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MEMORANDUM

TO: Mayor and Council Members
FROM: Noah Wiedenfeld, Director of Planning
DATE: March 7, 2019
SUBJECT: Rezoning Application: PID 261-1019-06-151

PROJECT PROPOSAL

BNA Properties, LLC has submitted an application to rezone undeveloped property located near the intersection of North Fourth Street and State Highway 64 (PID 261-1019-06-151). The property is currently zoned Z4 Urban District. If approved, the property would be designated Z3 Multi-Use/Corridor District. Due to the continued growth and changing conditions in this area of the City along the STH 64 corridor, a rezoning request is deemed appropriate.

PROCESS

The City of New Richmond’s official zoning map may be amended pursuant to Wisconsin Statutes Chapters 66 and 68, and in accordance with the process identified in Section 121-29 of the

ACTION	DATE
Application & Fee Received	Feb. 4, 2019
DRC Review	Feb. 7, 2019
Class 2 Notice – First Publication	Feb. 14, 2019
Class 2 Notice – Second Publication	Feb. 21, 2019
Plan Commission Meeting & Public Hearing	Mar. 5, 2019
City Council Meeting – Final Action	Mar. 11, 2019

City Code of Ordinances. The rezoning process requires two insertions in the local newspaper, a recommendation from the Development Review Committee, a public hearing and recommendation from the Plan Commission, and final action by the City Council. The timeline to date is shown in the table above.

EXECUTIVE SUMMARY (RECOMMENDATION)

The Development Review Committee and Plan Commission recommend **approval** of the zoning map amendment.

DETAILED ANALYSIS

EVALUATION CRITERIA

According to Section 121-29.D of the City Code of Ordinances, the Plan Commission and City Council shall review the rezoning application and base judgment upon, but not limited to, the following factors:

- a. Consistency with the City Comprehensive Plan
- b. Purpose and intent of the zoning district
- c. Adequate public infrastructure available
- d. Adequate buffer or transition between potentially incompatible zoning districts
- e. Compatibility with existing and planned use in the area

The analysis that follows reviews the application according to the aforementioned criteria.

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. The map below indicates that the future land use of the applicant's property shall be Mixed-Use Corridor. This land use category includes a mixture of regional commercial, retail, office, lodging, and multi-family residential uses in a mixture of building forms, oriented either vertically or horizontally. Mixed-Use Corridors are located along primary arterial streets.



Additional policies in the Comprehensive Plan that support the application include:

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-4.1 Support the development of mixed-use corridors along STH 64 and STH 65 that complement rather than compete with downtown.

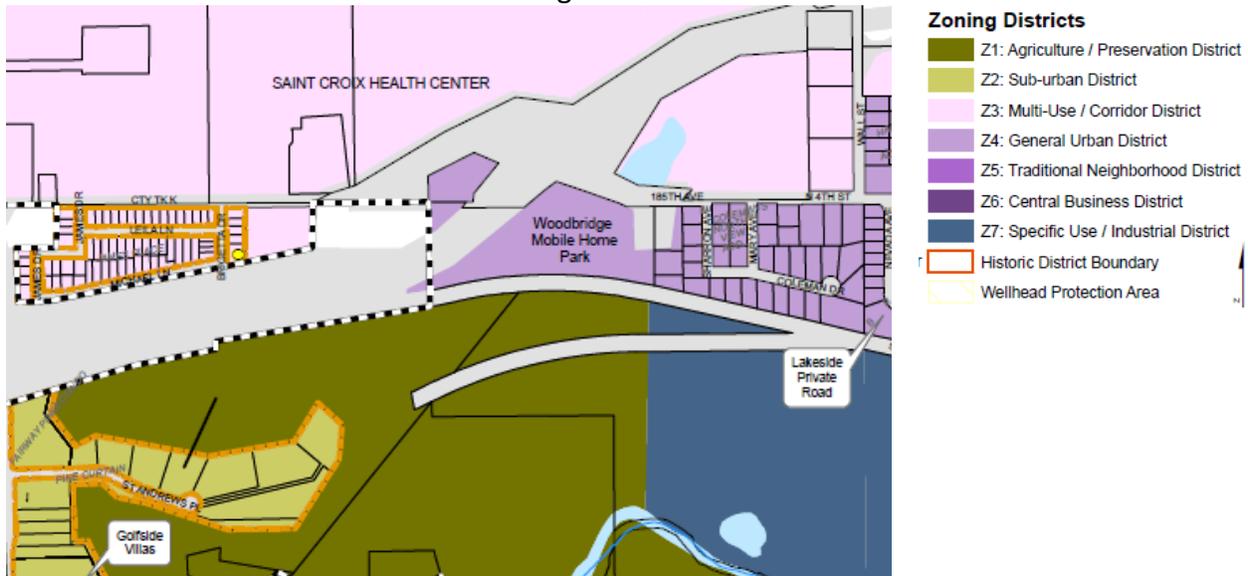
LU-4.2 Encourage a mix of complimentary uses including commercial, office, multi-family residential, light industrial, public/institutional, and park uses in the mixed-use corridors.

ED-1.5 Promote Downtown, the STH 64 corridor, and the north side area as key locations for business development in New Richmond.

The proposed rezoning application is consistent with the Comprehensive Plan.

ZONING

The property is currently zoned Z4 General Urban District. The purpose of the Z4 General Urban District is to provide a mixture of uses within a primarily residential urban fabric. The district allows a full complement of residential uses and neighborhood and community or neighborhood scale commercial uses. Streets with curbs and sidewalks will define small and medium-sized blocks to allow walkable neighborhoods.



The purpose of the Z3 Multi-Use/Corridor District is to provide a mixture of regional commercial, retail, office, lodging, and residential uses in a mixture of building forms. Clinics and office buildings are allowed uses in the Z3 zoning district. The Z3 Multi-Use/Corridor District zoning designation is deemed appropriate.

AVAILABILITY OF PUBLIC INFRASTRUCTURE

Public utilities are available at the property. The property will have access to County Road K in the future when it is developed, upon approval of a driveway permit from St. Croix County. Adequate public infrastructure is available at this time, supporting the rezoning application.

ADEQUATE BUFFER OR TRANSITION, & COMPATIBILITY WITH SURROUNDING USES

The properties in the surrounding area also share a Z3 Multi-Use/Corridor District zoning designation. Surrounding uses include the St. Croix County Health Center, single-family homes, twin homes, and a mobile home park (located to the south of the site on the opposite side of STH 64). The rezoning application is compatible with the surrounding uses and zoning districts.



APPLICATION TO REZONE

City Ordinance Section 121-29
www.newrichmondwi.gov

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

APPLICATION FEE: \$250 ESCROW: \$500

Application fee 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: BNA Properties, LLC.

Last name: Wanner

First name: Bill

Address: 512 second street

City/State/Zip: Hudson, WI, 54016

Phone number: 612-991-9123

Email address: billw@bna-realty.com

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)

See attached Legal Description of the property.

4. Zoning Change Requested: Complete item 5a and/or 5b as appropriate for your application.

a. Zoning Map Change:

Existing Designation(s): Z4 Urban District

Proposed Designation(s): Z3 Mixed-Use/Corridor

5. Reason for Zoning Change: In approving a request for rezoning a property or amending the zoning text, one or both of the following circumstances must be evident; indicate which of the following best characterizes the reason that the intended use is not allowed by the existing zoning designation.

A mistake was made when the existing zoning text or map was approved.

Circumstances have changed since the original zoning that now justifies a change.

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. **Written Narrative:** The narrative should describe in detail the nature of the intended use, why you believe the use is not permitted by the existing zoning, and how the use would be permitted under the proposed rezoning or zoning text amendment. Narratives should also state whether any additional land use applications (e.g., conditional use Permit or variance) would be necessary to accommodate the intended use in compliance with the requirements of the proposed zoning change.
- d. **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.
- e. **Other Information:** In addition to the written narrative, a full size site plan, 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.

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: William A. Warner

Date: 1/28/19

Applicant: _____

Date: _____

Fee Paid: \$250 Date: _____ Receipt # _____

Escrow Paid: \$500 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.



Project: Professional Office Center, New Richmond Wisconsin
Date: January 23, 2019
Subject: Narrative in support of Rezoning Application
Item 6.c.

The proposed New Richmond Professional Office Center is to be a multi-tenant, class A office building on a site that includes landscaped parking areas and on-site storm water management. The primary tenant is to be The Oral Surgery Center (OSC), a professional group with offices in Wisconsin and Minnesota. The building program calls for approximately 10,000 gross square feet of building with 59 parking spaces. The building will accommodate the OSC along with one or two compatible tenants. Parking is sized for OSC staff, patients, and visitors as well as staff and visitors associated with the other tenants. Building and site design are to be compliant with Mixed-Use Corridor design standards.

The existing zoning district of the proposed site is Z4 General Urban District, which permits a maximum of 40% lot coverage by building and parking. The anticipated lot coverage required by the Professional Office Center program is slightly less than 70%.

Rezoning the proposed site to Z3 Mixed-Use / Corridor District would change the maximum lot coverage to 70%, which fits the planned use. Rezoning from Z4 to Z3 appears to align this isolated parcel with extensive adjacent Z3 property identified as Saint Croix Health Center, a compatible use.

Additional land use applications (e.g. conditional use permit or variance) are not anticipated for this project.

EXHIBIT A

LEGAL DESCRIPTION OF THE LAND

A PARCEL OF LAND LOCATED IN THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER (SW¼ OF NE¼) OF SECTION THIRTY FIVE (35), TOWNSHIP THIRTY ONE (31) NORTH, RANGE EIGHTEEN (18) WEST, CITY OF NEW RICHMOND, FURTHER DESCRIBED AS FOLLOWS: Commencing at the West Quarter corner of said Section 35; thence N89°35'41"E, on the East-West Quarter line of said Section, 2686.07 feet to the point of beginning; thence continuing N89°35'41"E, on said East-West Quarter line, 271.63 feet to the Westerly line of the fee title conveyance in that Award of Damages by the State of Wisconsin Department of Transportation, recorded in Volume 2521, pages 543-545 document number 755907 at the St. Croix County Register of Deeds Office; thence N08°33'30"E, on the Westerly line of said fee title conveyance, 54.32 feet; thence N39°21'15"E, on the Westerly line of said fee title conveyance, 235.20 feet; thence N66°19'48"W, on the Southerly line of said fee title conveyance, 162.61 feet; thence S63°28'00"W, on the Southerly line of said fee title conveyance, 315.74 feet to the North-South Quarter line of said Section 35; thence S00°54'34"E, on said North-South Quarter line, 161.76 feet to the point of beginning, EXCEPT Certified Survey Map in Volume 5, page 1434 as document number 394210 AND EXCEPT Certified Survey Map in Volume 8, page 2267 as document number 461828.

St. Croix County, Wisconsin.

GP:4851-0013-5289 v2



252 1/543

252 1/543

35

190 56

177 187

162

844/595

209/134-143
DOT

2460/354

127 8/491
HWY

2460/354

Town of Star Prairie

0 100 200 300ft

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

1241

1245

1240

630

610

ORDINANCE #530

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

Amend the Official Zoning Map for the following property to be Z3 Mixed-Use/Corridor:

261-1019-06-151 SEC 35 T31N R18W PT SW NE DESC AS COM AT W 1/4 SEC 35; TH N89E, 2686.07 TO POB; TH N89E, 271.63; TH N08E, 54.32; TH N39E, 235.20; TH N66W, 162.61; TH S63W, 315.74; THS00E, 161.76 TO POB DESC IN 976284

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

Passed and approved: March 11, 2019
Published and effective: March 21, 2019

CITY OF NEW RICHMOND

By: _____
Fred Horne, Mayor

ATTEST: _____
Tanya Batchelor, City Clerk



156 EAST FIRST STREET
NEW RICHMOND, WI 54017
715-246-4268
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MEMORANDUM

TO: Mayor & City Council

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

DATE: March 5, 2019

SUBJECT: 2019 Sidewalk Plan

BACKGROUND

At the beginning of each year staff develops a plan for the construction of new sidewalks and the repair/replacement of existing sidewalks based on current needs and the adopted budget. The Public Works Committee reviews the plan, makes a recommendation, and authorizes staff to advertise for bids. After bids are received, the Sidewalk Plan, proposed bid contract, and special assessment resolutions (if necessary) are presented to the Common Council for consideration.

The proposed 2019 Sidewalk Plan, attached, identifies approximately 5,170 square feet of sidewalk for replacement in 21 different locations across the City. 1,805 square feet of this total is adjacent to City property, including Paperjack Park (180 SF) and the Cemetery (1,625 SF). There are no areas identified for construction of new sidewalks in 2019.

At the direction of the Public Works Committee, newspaper and online bid advertisements were placed in early March. Three bids were received by the March 28, 2019 deadline, ranging from \$45,490 to \$35,603. The attached Bid Tabulation shows the total amount and unit price of all bids received. The low bid was submitted by Solid Rock Custom Concrete LLC. Based on experience and review, it is staff opinion that Solid Rock Custom Concrete has the required equipment and expertise to perform the work as outlined in the contract documents.

Costs borne by the City for proposed sidewalk replacement and construction total \$24,591.75, about 82 percent of the total amount budgeted (\$30K) for sidewalk maintenance in 2019. Where sidewalks are being repaired or replaced, property owners are assessed 50% of costs based on adjacent footage. Where sidewalks are newly constructed or adjacent to City property, the City pays for 100% of costs (Section 70-3 of the New Richmond Code of Ordinances). Property owners may pay the assessment in one lump sum or in annual installments over a five-year period. Note that the proposed bid contract includes \$11,011.25 that will be recovered via assessments.

Wis. Stats. §66.0703 requires a preliminary resolution, public notices, public hearing, and a final resolution before assessments can be assigned to individual property owners. The preliminary resolution is included in this agenda packet as an item for approval. Staff anticipate posting/ mailing public notices in mid-March and scheduling a public hearing and final resolution for the April Council meeting. Public notices will include a Special Assessment Report that incorporates the Sidewalk Plan and bid results.

RECOMMENDATIONS

1. The Public Works Committee recommends approval of the 2019 Sidewalk Plan.
2. Staff recommends awarding the 2019 Sidewalk Plan construction project to Solid Rock Custom Concrete in the low bid amount of \$35,603.
3. Staff recommends approval of Preliminary Resolution #031901 for sidewalk assessments.

ATTACHMENTS

1. 2019 Sidewalk Plan (descriptions, cost estimates and map)
2. Special Assessment Report
3. Bid Tabulation
4. Preliminary Resolution

ATTACHMENT 1: 2019 SIDEWALK PLAN

2019 Sidewalk Replacement Schedule & Cost Summary

Map ID	Address	S.F. Replaced		Warning Fields
		4" Thick	6" Thick	
1	229 N 2ND ST	100	0	0
2	210 N 2ND ST	75	0	0
3	269 N 1ST ST	0	90	0
4	257 WASHINGTON AVE S	200	0	8
5	305 WASHINGTON AVE S	265	0	16
6	371 WASHINGTON AVE S	150	0	0
7	145 W 2ND ST	60	180	16
8A	110 W 4TH ST	100	0	0
8B	110 W 4TH ST	100	0	0
9	258 S KNOWLES AVE	150	0	0
10	110 S GREEN AVE	75	0	0
11	601 E 2ND ST	250	0	0
12	506 E 2ND ST	250	0	0
13	371 E 3RD ST	0	180	0
14	309 S GREEN AVE	0	50	0
15	406 E 5TH ST	95	100	0
16	551 S ARCH AVE	385	0	0
17	606 S STARR AVE	100	0	0
18	636 S STARR AVE	360	0	0
19	651 S STARR AVE	50	0	0
20	620 S GREEN AVE (Cemetery)	1625	0	8
21A	524 E 11TH ST (Paperjack Park)	150	0	8
21B	524 E 11TH ST (Paperjack Park)	30	0	0
Total SF		4570	600	56
Cost per SF		\$6.50	\$6.75	\$33.00
Total Cost		\$29,705.00	\$4,050.00	\$1,848.00
City Cost		\$20,718.75	\$2,025.00	\$1,848.00
Property Owner Share		\$8,986.25	\$2,025.00	N/A

Total City Cost	\$24,591.75
Total Assessments	\$11,011.25
Grand Total	\$35,603.00

NOTES

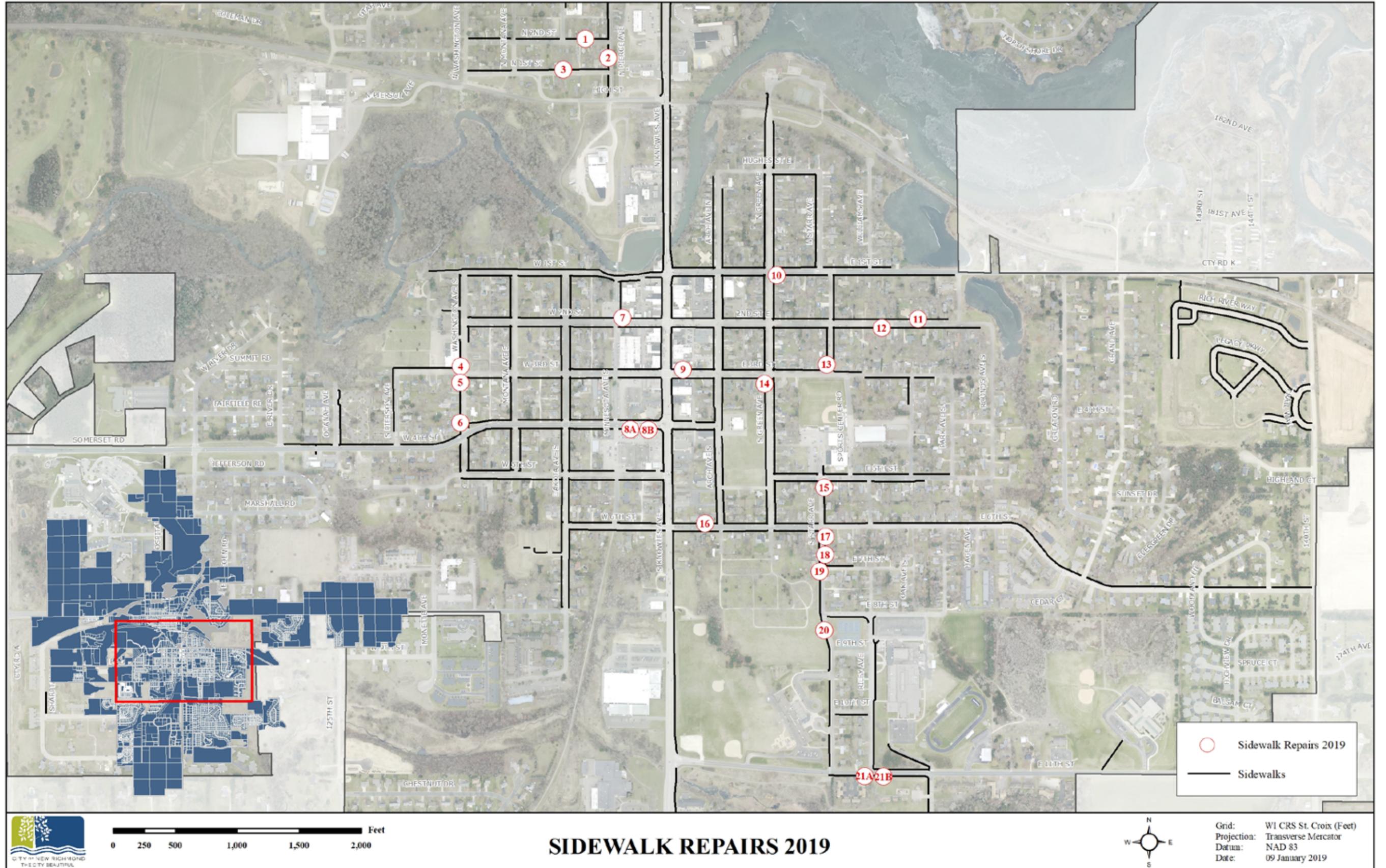
- *City pays full cost of Warning Fields
- *A/B denotes non-contiguous sections of sidewalk
- *Green highlight = city owned property

Assessment by Parcel

Address	S.F. to be Replaced		Property Owner Share	City Share
	4" Thick*	6" Thick**		
229 N 2ND ST	100	0	\$325.00	\$325.00
210 N 2ND ST	75	0	\$243.75	\$243.75
269 N 1ST ST	0	90	\$303.75	\$303.75
257 S WASHINGTON AVE	200	0	\$650.00	\$650.00
305 S WASHINGTON AVE	265	0	\$861.25	\$861.25
371 S WASHINGTON AVE	150	0	\$487.50	\$487.50
145 W 2ND ST	60	180	\$802.50	\$802.50
110 W 4TH ST	200	0	\$650.00	\$650.00
258 S KNOWLES AVE	150	0	\$487.50	\$487.50
110 S GREEN AVE	75	0	\$243.75	\$243.75
601 E 2ND ST	250	0	\$812.50	\$812.50
506 E 2ND ST	250	0	\$812.50	\$812.50
371 E 3RD ST	0	180	\$607.50	\$607.50
309 S GREEN AVE	0	50	\$168.75	\$168.75
406 E 5TH ST	95	100	\$646.25	\$646.25
551 S ARCH AVE	385	0	\$1,251.25	\$1,251.25
606 S STARR AVE	100	0	\$325.00	\$325.00
636 S STARR AVE	360	0	\$1,170.00	\$1,170.00
651 S STARR AVE	50	0	\$162.50	\$162.50
TOTALS	2765	600	\$11,011.25	\$11,011.25

* Cost of 4" thick = \$6.50 per square foot (low bid amount)

** Cost of 6" thick sidewalk = \$6.75 per square foot (low bid amount)



ATTACHMENT 2: SPECIAL ASSESSMENT REPORT

REPORT ON PROPOSED SPECIAL ASSESSMENTS FOR PUBLIC IMPROVEMENTS AGAINST PROPERTIES LOCATED IN NEW RICHMOND, WISCONSIN

This report is submitted in accordance with the requirements of §66.0705, Wis. Stats., and Preliminary Resolution #031901 of the municipal governing body of New Richmond, Wisconsin, dated March 11, 2019, determining to levy special assessments on benefited properties for public improvements described in Schedule B of this report to be made in the assessment district described in Schedule C of this report.

This report consists of the following schedules attached hereto:

- Schedule A – Final plans and specifications;
- Schedule B – Estimate of entire cost of proposed improvements;
- Schedule C – Schedule of proposed assessments against each benefitted parcel.

Attachments

SCHEDULE A – FINAL PLANS AND SPECIFICATIONS

Project work to include:

- § Removal and replacement of damaged/defective concrete sidewalk panels or sections.

Specifications. All sidewalks shall be installed according to the specifications contained in Section 70-3(g) (Sidewalk Specifications) of the New Richmond Code of Ordinances.

SCHEDULE B – ESTIMATE OF PROJECT COSTS

The estimated total cost of replacing sidewalks in accordance with the plans and specifications in Schedule A is \$22,022.50. This cost is determined as follows:

Remove and replace 4" thick sidewalk	<u>\$17,972.50</u>
Remove and replace 6" thick sidewalk/driveway	<u>\$4,050.00</u>

SCHEDULE C – SCHEDULE OF PROPOSED ASSESSMENTS

Assessment District. The assessment district includes all property listed in the following table.

Statement of Benefit. The properties within the assessment district against which the proposed assessments are to be made are benefitted by the proposed improvements because replaced sidewalk panels or sections will provide overall safer conditions.

Method of Determining Assessments. Pursuant to Section 70-3 of the New Richmond Code of Ordinances, *fifty percent of the cost of repairs or replacements of existing sidewalks will be borne by the City, with the other fifty percent borne by the property owner.*

Project costs were determined via request for sealed bids. The low bid amount of \$35,603.00 was approved by the Common Council on March 11, 2019. Of this total, \$13,580.50 is not applicable to the assessment amounts described in the following schedule (\$11,732.50 is allocated for sidewalk replacement on City-owned property, and \$1,848 is allocated for the placement of Detectable Warning Fields).

Individual property assessments for sidewalk replacement are determined as follows:

4" Thick Sidewalk

Unit price (labor and material): \$6.50 per square foot
(Adjacent Square Footage × Cost per Square Foot) / 2 = Total Assessment

6" Thick Sidewalk / Driveway

Unit price (labor and material): \$6.75 per square foot
(Adjacent Square Footage × Cost per Square Foot) / 2 = Total Assessment

Assessment Schedule is shown on the following page.

2019 Sidewalk Assessment Schedule

Property Address	Tax Parcel Number	4" Thick Sidewalk (SF)	50% of Costs @ \$6.50 per SF	6" Thick Sidewalk (SF)	50% of Costs @ \$6.75 per SF	Total Assessment
229 N 2ND ST	261-1086-90-000	100	\$325.00	0	\$0.00	\$325.00
210 N 2ND ST	261-1087-20-000	75	\$243.75	0	\$0.00	\$243.75
269 N 1ST ST	261-1180-70-000	0	\$0.00	90	\$303.75	\$303.75
257 S WASHINGTON AVE	N/A	200	\$650.00	0	\$0.00	\$650.00
305 S WASHINGTON AVE	261-1162-90-000	265	\$861.25	0	\$0.00	\$861.25
371 S WASHINGTON AVE	261-1164-90-000	150	\$487.50	0	\$0.00	\$487.50
145 W 2ND ST	261-1043-10-000	60	\$195.00	180	\$607.50	\$802.50
110 W 4TH ST	261-1056-10-100	200	\$650.00	0	\$0.00	\$650.00
258 S KNOWLES AVE	261-1060-80-000	150	\$487.50	0	\$0.00	\$487.50
110 S GREEN AVE	261-1133-40-000	75	\$243.75	0	\$0.00	\$243.75
601 E 2ND ST	261-1130-95-000	250	\$812.50	0	\$0.00	\$812.50
506 E 2ND ST	261-1138-80-000	250	\$812.50	0	\$0.00	\$812.50
371 E 3RD ST	261-1137-50-000	0	\$0.00	180	\$607.50	\$607.50
309 S GREEN AVE	261-1145-20-000	0	\$0.00	50	\$168.75	\$168.75
406 E 5TH ST	261-1153-60-000	95	\$308.75	100	\$337.50	\$646.25
551 S ARCH AVE	261-1147-80-000	385	\$1,251.25	0	\$0.00	\$1,251.25
606 S STARR AVE	261-1156-95-000	100	\$325.00	0	\$0.00	\$325.00
636 S STARR AVE	261-1157-20-000	360	\$1,170.00	0	\$0.00	\$1,170.00
651 S STARR AVE	261-1156-80-000	50	\$162.50	0	\$0.00	\$162.50
TOTALS		2765	\$8,986.25	600	\$2,025.00	\$11,011.25

ATTACHMENT 3: BID TABULATION

City of New Richmond 2019 Sidewalk Construction Bids

Bid Date: 1:45 p.m., Thursday, March 28, 2019

			Bidder		<i>Cempour Inc.</i>		<i>J&S General Contracting</i>		<i>Solid Rock Custom Concrete LLC</i>	
Description	Unit	Estimated Quantity	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price	Bid Unit Price	Bid Price
Remove & replace 5' wide, 4" thick sidewalk	SF	4,420	\$ 8.00	\$ 35,360.00	\$ 6.50	\$ 28,730.00	\$ 6.50	\$ 28,730.00	\$ 6.50	\$ 28,730.00
Remove & replace 5' wide, 6" thick sidewalk/driveway	SF	600	\$ 9.50	\$ 5,700.00	\$ 6.80	\$ 4,080.00	\$ 6.75	\$ 4,050.00	\$ 6.75	\$ 4,050.00
Remove & replace 10' wide, 4" thick sidewalk	SF	150	\$ 9.00	\$ 1,350.00	\$ 6.50	\$ 975.00	\$ 6.50	\$ 975.00	\$ 6.50	\$ 975.00
Curb ramp detectable warning field	SF	56	\$ 55.00	\$ 3,080.00	\$ 35.00	\$ 1,960.00	\$ 33.00	\$ 1,848.00	\$ 33.00	\$ 1,848.00
<i>Total Bid Price</i>			\$	45,490.00	\$	35,745.00	\$	35,603.00	\$	35,603.00

RESOLUTION #031901

PRELIMINARY RESOLUTION DECLARING INTENT TO EXERCISE SPECIAL ASSESSMENT POWER UNDER SECTION 66.0703, WIS. STATUTES AND SECTION 70-3, NEW RICHMOND CODE OF ORDINANCES

RESOLVED, by the Common Council of the City of New Richmond, WI:

- 1. The Common Council hereby declares its intention to exercise its police power under Section 66.0703, Wis. Statutes and Section 70-3, New Richmond Code of Ordinances, to levy special assessments upon property within the following described area for benefits conferred upon such property by improvement of existing sidewalks:**

- a. Existing sidewalks adjacent to the following property addresses:**

229 N 2ND ST	110 S GREEN AVE
210 N 2ND ST	601 E 2ND ST
269 N 1ST ST	506 E 2ND ST
257 S WASHINGTON AVE	371 E 3RD ST
305 S WASHINGTON AVE	309 S GREEN AVE
371 S WASHINGTON AVE	406 E 5TH ST
145 W 2ND ST	551 S ARCH AVE
110 W 4TH ST	606 S STARR AVE
258 S KNOWLES AVE	651 S STARR AVE
	636 S STARR AVE

- 2. The public improvements shall include repair and/or replacement of concrete sidewalk panels or sections.**
- 3. The total amount assessed against the properties described above shall not exceed 50% of the cost of improvements.**
- 4. The Common Council determines that the improvements constitute an exercise of the police power for the health, safety, and general welfare of the municipality and its inhabitants.**

5. The assessment against any parcel may be paid in in one lump sum or may be placed upon the tax roll to be repaid over five years at an annual interest rate of six percent.
6. The City Engineer is directed to prepare a report which shall consist of:
 - a. Plans and specifications for the improvements.
 - b. An estimate of the entire cost of the proposed improvements.
 - c. Schedule of proposed assessments.
7. When the report is completed, the City Engineer shall file a copy of the report with the City Clerk for public inspection.
8. Upon receiving the report of the City Engineer, the Clerk shall prepare a notice stating the nature of the proposed work or improvement, the general boundary lines of the proposed assessment district, the place and time at which the report may be inspected, and the place and time of the public hearing on the matters contained in the preliminary resolution and the report. This notice shall be published as a Class I notice and a copy shall be mailed, at least 10 days before the hearing, to every interested party whose address is known or can be ascertained with reasonable diligence.
9. The hearing shall be held in the Council Chambers of the New Richmond Civic Center at a time set by the Clerk in accordance with §66.0703, Stats.

Passed an approved this 11th day of March, 2019.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Mayor Horne & City Council
FROM: Veronica Koehler, Lieutenant
DATE: March 8, 2019
SUBJECT: Police vehicles

Background:

The 2019 capital improvement plan identified the replacement of two patrol vehicles, squad 22 and 24. At the February 19, 2019 Public Safety meeting, the Public Safety Committee approved issuing a request for proposals for the two vehicles.

Below is a summary of the bids received for Patrol Vehicles:

<u>Dealer</u>	<u>Make</u>	<u>Model</u>	<u>Purchase Price</u>	<u>Trade-in</u>	<u>Warranty/Equip</u>	<u>Total Price</u>
Johnson Ford	Ford	Utility SUV	33,413	6,500	2,757/8,300	37,970
Johnson Ford	Ford	Utility SUV	33,413	6,000	2,757/8,300	38,470
State Bid/Ewald's	Ford	Utility SUV	32,272	13,000	1,590/8,300	29,162
State Bid/Ewald's	Ford	Utility SUV	32,272	11,000	1,590/8,300	31,162

Additional Information:

Ewald's Hartford Ford stated that their pricing is good on orders placed through March 15, 2019. Ford also provided a \$2,000 discount per car for not building the cars we had ordered in November 2018.

Recommendation:

The purchase price was approximately \$3,000 higher than the amount approved by the Public Safety Committee. It would be the recommendation of staff that we accept the bid from Ewald's Hartford Ford for the purchase of the two 2020 Ford Police Interceptor Utility, (\$32,272 each). Proceeds from the hail

damage would cover the variance. It is also recommended that the city purchase the optional 5 year/100,000 mile extended warranty for \$1,590. Ewald's Hartford Ford provided a trade-in value for Squad 22 for \$11,000 as is and for the Squad 24 for \$13,000 as is.

The total cost after trade-in with warranty and equipment for the two patrol vehicles would be \$29,162 and \$31,162 with a delivery date before December 31, 2019.

The staff also recommends that an allotment of \$8,300 per car be available for graphics and equipment removal and installation. This cost is similar to what we have paid in the past and includes the transfer of current police equipment into the new squads. We would also recommend the council direct staff to obtain a local maintenance package.

The other option would be to send out new requests for bid for the replacement of the two current 2015 Dodge Durangos.



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MEMORANDUM

TO: Mayor Fred and City Council

FROM: Craig Yehlik, Chief of Police

DATE: March 11, 2019

SUBJECT: Squad #27 replacement

Background

The City of New Richmond purchased a 2017 Dodge Durango special services vehicle (Squad #27). Due to mechanical issues out of anyone's control, Chrysler and Bernard's Northtown have made an offer to replace squad 27 with a 2019 Durango Pursuit vehicle. Bernard's Northtown has also provided a cash buy out option of approximately \$19,000 for that vehicle in lieu of replacement. In the replacement bid Bernard's Northtown would be crediting the City on previous warranty and maintenance package purchased and applying it to the new car maintenance and warranty package. The replacement cost estimate provided by Bernard's Northtown to go from squad 27 to a new police pursuit Durango would be approximately \$6348.50 which would include squad change over and equipment, extended warranty and a maintenance package.

Please see attachments for specifications and cost breakdown.

New Richmond Police vehicles had suffered substantial hail damage in 2018. Repairs were made to many of the vehicles however there is currently approximately \$36,300 in carry forward money from the hail damage which could be utilized at council direction to offset the cost.

Recommendation

The public safety committee is meeting on March 11, 2019 at 1600 hours. Recommendation of staff and Public Safety committee will be presented at the full council meeting.

2019 Dodge Durango Pursuit

SPECIFICATIONS

Specifications are based on the latest product information available at the time of publication.

All dimensions are in inches (millimeters) unless otherwise noted.

All dimensions measured at curb weight with standard tires and wheels.

GENERAL INFORMATION

Vehicle Type	Four-door sport-utility vehicle
Assembly Plant	Jefferson Avenue North, Detroit, Mich.
EPA Vehicle Class	Multipurpose vehicle
Introduction Date	Third quarter 2018 as a 2019 model

BODY AND CHASSIS

Layout	Longitudinal front engine, transfer case with full-time all-wheel drive
Construction	Steel unibody

ENGINE: 3.6-LITER PENTASTAR V-6

Availability	Standard
Type and Description	60-degree V-type, liquid-cooled
Displacement	220 cu. in. (3604 cu. cm)
Bore x Stroke	3.78 x 3.27 (96 x 83)
Valve System	Chain-driven DOHC, 24 valves and hydraulic end-pivot roller rockers
Fuel Injection	Sequential, multiport, electronic, returnless
Construction	Aluminum deep-skirt block, aluminum alloy heads
Compression Ratio	10.2:1
Power (SAE J2723)	Single exhaust - 293 hp @ 6400 rpm Dual exhaust - 295 hp @ 6400 rpm
Torque (SAE J2723)	260 lb.-ft. (353 N•m) at 4,000 rpm (both single and dual exhaust)
Max. Engine Speed	6,400 rpm (electronically limited)
Fuel Requirement	Unleaded regular, 87 octane (R + M)/2
Oil Capacity	6.0 quarts (5.7 liters)
Coolant Capacity	10.4 quarts (9.9 liters) without trailer tow 11 quarts (10.4 liters) with trailer tow
Emission Controls	Dual three-way catalytic converters, heated oxygen sensors and internal engine features ^(a)
EPA Fuel Economy mpg (city/hwy/combined)	AWD – 18/25/21
Assembly Plant	Trenton South Engine Plant, Trenton, Mich.

ENGINE: 5.7-LITER HEMI® V-8

Availability	Optional
Displacement	345 cu. in. (5,654 cu. cm)
Bore x Stroke	3.92 x 3.58 (99.5 x 90.9)
Valve System	Variable-valve timing (VVT), pushrod-operated overhead valves, 16 valves, eight deactivating and eight conventional hydraulic lifters, all with roller followers
Fuel Injection	Sequential, multiport, electronic, returnless
Construction	Deep-skirt cast-iron block with cross-bolted main bearing caps, aluminum alloy heads with hemispherical combustion chambers
Compression Ratio	10.5:1
Power (est.) (SAE J2723)	360 hp (268 kW) at 5,150 rpm
Torque (est.) (SAE J2723)	390 lb.-ft. (529 N•m) at 4,250 rpm
Max. Engine Speed	5,800 rpm (electronically limited)
Fuel Requirement	Unleaded mid-grade, 89 octane (R+M)/2 — recommended; unleaded regular, 87 octane (R+M)/2 — acceptable
Oil Capacity	7 quarts (6.6 liters)
Coolant Capacity	15.4 quarts (14.6 liters) without trailer tow 16 quarts (15.2 liters) with trailer tow
Emission Controls	Dual close-coupled three-way catalytic converters, quad heated oxygen sensors and internal engine features ^(a)
EPA Fuel Economy mpg (City/Hwy/Combined)	AWD — 14/22/17
Assembly Plant	Saltillo Engine Plant, Saltillo, Mexico

(a) Meets Calif. LEV II+ evaporative emission requirements in CA, NY, MA, ME, VT and Federal Bin 5+ Tier II emissions and Clean Fuel Fleet Certification (CCF).

TRANSMISSION: TORQUEFLITE EIGHT-SPEED AUTOMATIC 850RE

Availability	Standard — on V-6 models
Description	Driver-interactive manual control via shifter and electronically modulated torque converter clutch
Gear Ratios	
1st	4.71
2nd	3.14
3rd	2.11
4th	1.67
5th	1.29
6th	1.00
7th	0.84

8th	0.67
Reverse	3.30

TRANSMISSION: TORQUEFLITE AUTOMATIC, EIGHT-SPEED OVERDRIVE 8HP70

Availability	Standard — on V-8 model
Description	Driver-interactive manual control via shifter and electronically-modulated torque converter clutch with Eco mode
Gear Ratios	
1st	4.71
2nd	3.14
3rd	2.11
4th	1.67
5th	1.29
6th	1.00
7th	0.84
8th	0.67
Reverse	3.30

TRANSFER CASE: MP 3010

Availability	Standard with V-6 engine
Type	Single-speed
Operating Mode	Full-time AWD
Low Range Ratio	None
Torque Split, Front/Rear	50/50

TRANSFER CASE: MP 3023

Availability	Standard with V-8 engine
Type	Two-speed, electronically shifted
Operating Modes	AWD Low (Lock), Neutral; full-time active AWD
Low Range Ratio	2.72
Torque Split, Front/Rear	Variable

AXLES

Front	
Differential Type	Conventional
Ring Gear Diameter	7.7 (195)
Axle Ratios	3.45:1 (V-6) 3.09:1 (V-8)
Rear	
Differential Type	Conventional
Ring Gear Diameter	7.7 (195) (V-6) 9.1 (230) (V-8)
Axle Ratios	3.45:1 (V-6) 3.09:1 (V-8)

ELECTRICAL SYSTEM

Alternator	220-amp
Battery	Maintenance-free H6 650 CCA + Auxiliary 200 CCA on Electronic Stop/Start (ESS) (V-6) 800 CCA (V-8)

SUSPENSION

Front	Short- and long-arm independent (SLA), coil springs, gas-charged, twin-tube coil-over shock absorbers, steel upper- and aluminum lower-control arms ("A" arms), aluminum knuckle, stabilizer bar
Rear	Multi-link rear suspension, coil spring, twin tube shocks (including load leveling for towing), aluminum lower control arm, independent upper links (tension and camber) plus a separate toe link

STEERING

Steering Ratio	16.7
Lock-to-Lock Steering Wheel Rotations	3.2
Turning Diameter (curb-to-curb)	41 ft.

BRAKES

Type	Power-assisted, anti-lock braking system (ABS)
Front	
Rotor size and type	13.8 x 1.26 (350 x 32) vented disc
Caliper size and type	1.89 (48) two-piston pin-slider caliper

Swept area, (sq. in. / sq. cm)	324 (2,088)
Rear	
Rotor size and type	13.0 x 0.87 (330 x 22) vented disc
Caliper size and type	1.89 (48) single-piston floating caliper
Swept area, (sq. in. / sq. cm)	257 (1,658)

DIMENSIONS AND CAPACITIES

Wheelbase	119.8 (3,042)
Track, Front	63.9 (1,623)
Track, Rear	64.1 (1,627)
Overall Length	201.2 (5,110)
Overall Width (Width at Mirrors)	85.5 (2,172)
Body Width	75.8 (1,924)
Overall Height (at Roof Rail / at Antenna)	70.9 (1,800.5)
Load Floor Height	32.2 (817)
Sill Step Height	20.5 (521.5)
Ground Clearance	8.1 (207)
Chassis (Fuel Tank)	10.0 (254)
Front Axle	9.6 (243.2)
Rear Axle	10.1 (256)
Approach Angle (degrees)	16.3
Ramp Breakover Angle (degrees)	18.1
Departure Angle (degrees)	21.5
Frontal Area	31.0 sq. ft. (2.88 sq. m)
Drag Coefficient	0.35
Fuel Tank Capacity	24.6 gal. (93.1 liter)

ACCOMMODATIONS

Seating Capacity (front/second)	2/3
Front	
Headroom	39.9 (1,013)
Legroom	40.3 (1,025)
Shoulder Room	58.5 (1,486)
Hip Room	57.0 (1,449)

Seat Travel	11.0 (280) driver, 9.0 (230) passenger
SAE Front Volume Index	54.4 cu. ft. (1.54 cu. m)
Second Row	
Headroom	39.8 (1,011)
Legroom	38.6 (981)
Shoulder Room	50.4 (1,281)
Hip Room	42.8 (1,088)
SAE Volume	44.8 cu. ft. (1.27 cu. m)
SAE Cargo Volume	
Behind Second Row	47.7 cu. ft. (1.35 cu. m)
Behind Front-row Seats with Second Row Folded	84.5 cu. ft. (2.39 cu. m)

ENGINE	GVWR^(a) lbs. (kg)	CURB WEIGHT^(b) lbs. (kg)	PAYLOAD^(c) lbs. (kg)
3.6-liter	6,500 (2,948)	4,849 (2,199)	1,640 (744)
5.7-liter	7,100 (3,221)	5,211 (2,364)	1,650 (748)

(a) Gross Vehicle Weight Rating.

(b) Curb weight includes standard equipment and full quantities of fuel, lubricant and coolant.

(c) Payload is the maximum allowable weight of driver, passengers, cargo, and options, rounded to the nearest 10 lbs. (5kg).

WHEELS

Type and Material	Painted machine cast-aluminum, 10-spoke Satin Carbon
Size (inches)	18 x 8
Parking Brake Type	Rear, mechanical, drum-in-hat
Power Assist	Single-rate, tandem diaphragm vacuum
Four-wheel Anti-lock Brakes	Standard
Electronic stability control	Standard
All-speed traction control	Standard
Brake Assist	Standard

TIRES

Size and Type	P265/60R18
Mfr. and Model	Michelin Black Sidewall On/Off Road
Parking Brake Type	Drum-in-hat
Four-wheel Anti-lock Brakes	Standard
Electronic stability control	Standard
All-speed traction control	Standard
Brake Assist	Standard

TRAILER TOWING: must have optional towing package to achieve maximum towing capacity

	ENGINE	AXLE RATIO	MAXIMUM TRAILER WEIGHT lbs. (kg)
AWD	3.6-liter V-6	3.45	6,200 (2,812)
	5.7-liter V-8	3.09	7,200 (3,265)



BERNARD'S

DODGE

Jeep



RAM



March 8, 2019

CITY OF NEW RICHMOND
POLICE DEPARTMENT
1443 Campus Dr.
New Richmond, WI 54017

RE: Buy Back Proposal

* 2019 Durango Pursuit:	MSRP \$36,705.00	\$820.00
2017 Durango SSV:	MSRP <u>\$35,885.00</u>	
MSRP Diff	\$820.00	
* Registration Fee, Plate Transfer		\$69.50
* Estimate Mileage Charge: 40,000 x .20 = \$8,000.00		\$0
* Extended Warranty 3 Yr/75,000 Max 0 Deduct	\$2,990.00	
Credit Warranty on 2017	<u>-\$1500.00</u>	\$490.00
Net Difference	\$1,490.00	
Chrysler Assistance	<u>-\$1,000.00</u>	
Net Cost	\$490.00	
* Equipment Transfer: E.A.T.I. Estimate		\$4,489.00
Includes: A. Transfer		
B. Spotlight		
C. Console		
D. Rear Prisoner Seat		
* Maintenance, LOF/Rotate:	\$1,000.00	\$480.00
Credit	<u>\$520.00</u>	
Net Difference	\$480.00	

TOTAL\$6,348.50

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BERNARD'S NORTHTOWN INC
510 DEERE DR
NEW RICHMOND, WI 540171253

Priced Order Confirmation (POC)

Date Printed: 2019-03-08 3:53 PM **VIN:** 1C4RDJFG2KC701372 **Quantity:** 01
Estimated Ship Date: 2019-02-22 12:59 AM **VON:** 43227559 **Status:** KZ - Released by plant and invoiced
Date Ordered: 2019-01-14 5:20 PM **Ordered By:** S92837A **FAN 1:** 001V4 City of New Richmond, Wisconsin
FAN 2:
Client Code:
Bid Number: TB9097
PO Number:

Sold to: BERNARD'S NORTHTOWN INC (37271)
510 DEERE DR
NEW RICHMOND, WI 540171253

Ship to: BERNARD'S NORTHTOWN INC (37271)
510 DEERE DR
NEW RICHMOND, WI 540171253

Vehicle: **2019 DURANGO PURSUIT AWD (WDEE75)**

	Sales Code	Description	MSRP(USD)
Model:	WDEE75	DURANGO PURSUIT AWD	34,370
Package:	2BZ	Customer Preferred Package 2BZ	0
	ERC	3.6L V6 24V VVT Engine Upg I w/ESS	0
	DFT	8-Spd Auto 850RE Trans (Make)	0
Paint/Seat/Trim:	PXJ	DB Black Clear Coat	0
	APA	Monotone Paint	0
	*H7	Cloth Low-Back Bucket Seats	0
	-X9	Black	0
Options:	AHX	Trailer Tow Group IV	845
	NAS	50 State Emissions	0
	NHK	Engine Block Heater	95
	TBP	Full Size Spare Tire	0
	3AH	Price Protection - Code H	0
	4FM	Fleet Option Editor	0
	4ES	Delivery Allowance Credit	0
	2SQ	FCA Fleet Powertrain Care	0
	YG1	7.5 Additional Gallons of Gas	0
	4FT		0
	5N6	Easy Order	0
	4FT	Fleet Sales Order	0
	4EA	Sold Vehicle	0
Non Equipment:	4KA	Special Bid Handling	0
	4FA	Special Bid-Ineligible For Incentive	0
	4DH	Prepaid Holdback	0
	MAF	Fleet Purchase Incentive	0
Bid Number:	TB9097	Government Incentives	0
Destination Fees:			1,395

Total Price: 36,705 .

Order Type: Fleet **PSP Month/Week:**
Scheduling Priority: 1-Sold Order **Build Priority:** 01

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.

Salesperson: Kenneth G Jenderny
Customer Name: CITY OF NEW RICHMOND
Customer Address: 1443 CAMPUS DRIVE
NEW RICHMOND WI 54017 USA
Instructions:

Note: This is not an invoice. The prices and equipment shown on this priced order confirmation are tentative and subject to change or correction without prior notice. No claims against the content listed or prices quoted will be accepted. Refer to the vehicle invoice for final vehicle content and pricing. Orders are accepted only when the vehicle is shipped by the factory.



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: March 7, 2019

SUBJECT: Park Facility Reservation Policy

BACKGROUND

The City of New Richmond has never been a comprehensive park facility reservation policy. This has been identified as a significant need in recent years by the Park Board, City staff, and many of the local youth and adult athletic organizations who regularly use City park facilities.

In the late fall of 2018, City staff met individually with Park Board members and researched public facility reservation policies for neighboring communities. A draft policy was prepared in January of 2019 and presented to the Park Board. A special work session meeting with held in early February to receive feedback from local youth and adult athletic organizations. This feedback was incorporated into a revised draft. The Park Board made some final revisions and unanimously approved the policy at their regular February meeting.

The proposed park facility reservation policy is included in the agenda packet.

RECOMMENDATION

The Park Board recommends approval of the park facility reservation policy as presented.



City of New Richmond Park Facility Reservation Policy

Objectives

The City of New Richmond manages 217 acres of passive and active parkland, and more than 17 miles of trails. Due to the variety of park facilities and the large number of individuals and organizations who request usage of park facilities throughout the year, it is deemed necessary to develop a comprehensive park facility reservation policy. The objectives of this facility use policy shall be to:

- Provide greater clarity, consistency, and communication when it comes to reservations
- Provide reasonable opportunities for the public to use park facilities for programs, events, and other recreation purposes
- Minimize wear and prevent overuse of some facilities
- Clarify the significance of previous and future financial contributions

Definitions

Park Facilities: Park facilities include public spaces, open areas, and built structures for public recreation purposes. This includes but is not limited to picnic shelters, campground, athletic fields, playgrounds, basketball courts, tennis courts, pickleball courts, trails, skateboard/BMX facilities, and ice skating rinks.

Tournament: Any singular event over a period of two or more days involving multiple games and multiple teams from outside New Richmond, and that requires the use of multiple athletic fields

Scheduling Process

- Reservation requests for all park facilities shall be made to the City of New Richmond. Athletic facility reservations will be considered on a priority basis with deadlines established annually according to activity season. Reservation requests for park shelters and campground sites may be made by going to www.newrichmondwi.gov and clicking on the "Recreation" tab, or calling (715)-246-4268 during normal business hours.
- To minimize field wear and maintenance, the following measures shall be instituted:
 - a. Athletic fields may be retired from play to allow rehabilitation/regrowth of turf at the discretion of City staff.
 - b. City staff may cancel or decline individual reservations based on current field conditions or maintenance purposes (e.g. scheduling aerating/fertilizing).
 - c. City staff have the right to retire an athletic field or terminate an event reservation without notice.
- Reservations may not be sublet to third parties.
- Scheduling of park facilities is a cooperative responsibility. Disputes between groups shall be resolved on their own if at all possible. Scheduling decisions of City staff are final.

- Individuals wishing to use the public park amenities under the jurisdiction of the City of New Richmond may do so at their leisure on a first-come, first-serve basis, providing the amenities have not been previously reserved by another party.
- Tournaments shall be subject to a large event fee of \$100.

Cancellation and No-Use Policy

Reservation of athletic fields is intended to allow exclusive use during a period of time. In the event that a user wishes to cancel a reservation, a 48-hour cancellation notice is required. If it is determined that an athletic field is reserved but not utilized, a non-use charge shall be administered at the Category 5 hourly rate. Users shall be given one notice per calendar year for failure to either utilize a reserved athletic field and/or not provide a 48-hour cancellation notice. Only three cancellations are allowed per calendar year per user; a \$40 non-use charge will be administered each time thereafter. The City of New Richmond reserves the right to cancel or deny reservations. Cancellations or non-use of an athletic facility due to inclement weather will not be noticed as a non-use penalty.

Priority Classifications

The following categories are established to determine athletic field reservation priorities and a corresponding schedule of fees, which shall be approved annually by the Park Board and City Council.

Category	Description
1	City of New Richmond (e.g. Library summer reading program, National Night Out, movies in the park, etc.)
2	Curriculum-related, school-sponsored co-curriculars, school athletics, and activities sponsored by the School District of New Richmond, including Community Education student and adult activities
3	Affiliated civic organizations and youth or adult athletic organizations
4	Businesses and private citizens who are located in or reside in City limits
5	Non-affiliated organizations, businesses, and citizens who are not located in or do not reside in City limits

Affiliated Organization Status

To be recognized as an affiliated organization, the organization shall meet the following criteria:

- A. A non-profit organization with a governing board of directors
- B. A minimum of 80% of the organization’s members or players must reside within the boundaries of the New Richmond School District, or be a student at a public or private school located within New Richmond city limits. Organizations may be asked to provide a current membership list or player roster for verification.

Athletic Fields

All athletic field reservations shall require an annual application form, refundable security deposit of \$100, and proof of liability insurance (when applicable).

Field Location	Categories 1-3	Category 4	Category 5
Citizens Field (1)	No Fee	\$20/hour per field	\$40/hour per field
Hatfield Park Fields (3)	No Fee	\$20/hour per field	\$40/hour per field
Freedom Park Fields (6)	No Fee	\$20/hour per field	\$40/hour per field

Citizens Field: Practices are limited to 2 hours per day per organization. Games are limited to 4 hours per day per organization. Any requests beyond these time limits (e.g. all-day tournaments) are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Millers, and New Richmond Post #80 Baseball.

Hatfield Park: Reservations are limited to 4 hours per field per day. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee. Utility costs are paid for according to the facility lease agreement between the City of New Richmond, New Richmond Youth Baseball Club, New Richmond Girls Fastpitch, and New Richmond Softball Association.

Freedom Park: Weekday reservations are limited to 3 hours per day and 3 fields per organization. On weekends (Saturday and Sunday) reservations are limited to 5 hours per day and 4 fields per organization. Any requests beyond these time limits are subject to approval by City staff and may require a tournament fee.

The following timeline shall be followed in regards to athletic field reservations:

APRIL 1	Deadline for Categories 1-3 to submit reservation requests for April 1 through July 31. Athletic fields may be reserved after April 1 on a first-come, first-served basis.
AUGUST 1	Deadline for Categories 1-3 to submit reservation requests for Aug. 1 through Oct. 31. Athletic fields may be reserved after Aug. 1 on a first-come, first-served basis.

Park Shelters

Shelter Location	Reservation Fee – All Users	Notes
Freedom Park (2)	\$35 per day	
Greaton Park (1)	\$35 per day	No electricity
Hatfield Park (3)	\$35 per day	
Mary Park Shelter 1	\$45 per weekday, \$60 on weekends	Band shell
Mary Park Shelters 2-3	\$35 per day	Shelter 2 has a fireplace
Nature Center	\$35 per day	No electricity
Paperjack Park (1)	\$35 per day	

Park shelters are available to the public on a first-come, first-served basis unless otherwise reserved. The renter is responsible for removing any decorations and placing all trash in proper receptacles. Fires are permitted only in designated fireplaces or personal grills. No glass of any kind is allowed in the parks. Pets shall not be permitted to run at large. Alcoholic beverages are permitted in the shelter when you have paid for a shelter reservation. Vehicles may not drive or park on trails or grass. Renters interested in using amplified music should check with the City Clerk’s Office to determine if any permit is necessary.

Other Facilities

Description	Notes/Fees
Dog Park	\$15 per year and valid dog license
Mary Park Boat Ramp	\$3 per day for City residents, \$4 per day for non-residents; or annual fee of \$30 for City residents and \$40 for non-residents
Hatfield Park Campground	\$25 per night or \$680 per month
Sports Center	Lease agreement with New Richmond Hockey Association
Golf Course	Lease agreement with New Richmond Golf Club
New Richmond Area Centre	Lease agreement with New Richmond Area Centre
Playgrounds	Available on a first-come, first-served basis.
Tennis Courts, Pickleball Courts, Basketball Courts, Skate Park, Ice Skating Rinks, Playgrounds	Available on a first-come, first-served basis. May be reserved for special events (e.g. Fun Fest Tennis Tournament) subject to approval by City staff.
Trails	Events such as 5K run/walks, bicycle races, etc. require a permit.

Financial Contributions

City of New Richmond staff and elected officials work diligently to be responsible stewards of financial resources. Today, many local government initiatives and projects often would not be feasible without funds and in-kind support from a variety of sources, including other governing bodies, grants, private donations, and fundraisers. These collaborative partnerships and grassroots, community-supported efforts have been a source of pride for the New Richmond community for many years.

The City of New Richmond Fundraising Policy was adopted in 2018. Four standards identified include:

- The City must always maintain public trust and confidence that a donor will not receive any advantage, favoritism, or benefit from any type of quid pro quo arrangement.
- Donors are not entitled to advantages, endorsement, exclusive rights, privileges, or preferential treatment in return for their support. Potential donors who choose not to contribute to a fundraising activity are to continue to be treated fairly with dignity and respect.
- Where appropriate and advisable as determined by the City of New Richmond Finance Department or City Attorney, acceptance of gifts shall be contingent upon the execution and fulfillment of a written donation agreement with donors which specifies the terms of the gift and may include provisions regarding donor recognition. Verbal agreements are not acceptable; the use of a written donation agreement shall be considered the best practice in order to avoid confusion or uncertainty and reduce legal risk.
- The City may decline donations from any party if the acceptance of gifts is inconsistent with the City's beliefs, values, and mission, presents a financial or reputational risk to the City, or for any other reasons that the City deems appropriate.

Beyond formal lease agreements for particular facilities, users shall not receive any type of priority or special benefit based on past or future financial contributions when it comes to City of New Richmond park facilities.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director
Bev Langenback, City Treasurer

DATE: March 11, 2019

RE: Resolution #031902 - 2018 Amended Budget

Background

The City of New Richmond has recently completed the financial review, reconciliation and corresponding entries for the General Fund, Special Revenue and Enterprise funds for 2018. In accordance with the City's fiscal policy and audit requirements, the City Council must approve budget adjustments, carry forward balances, and assigned balances to proceed with the FY2018 audit.

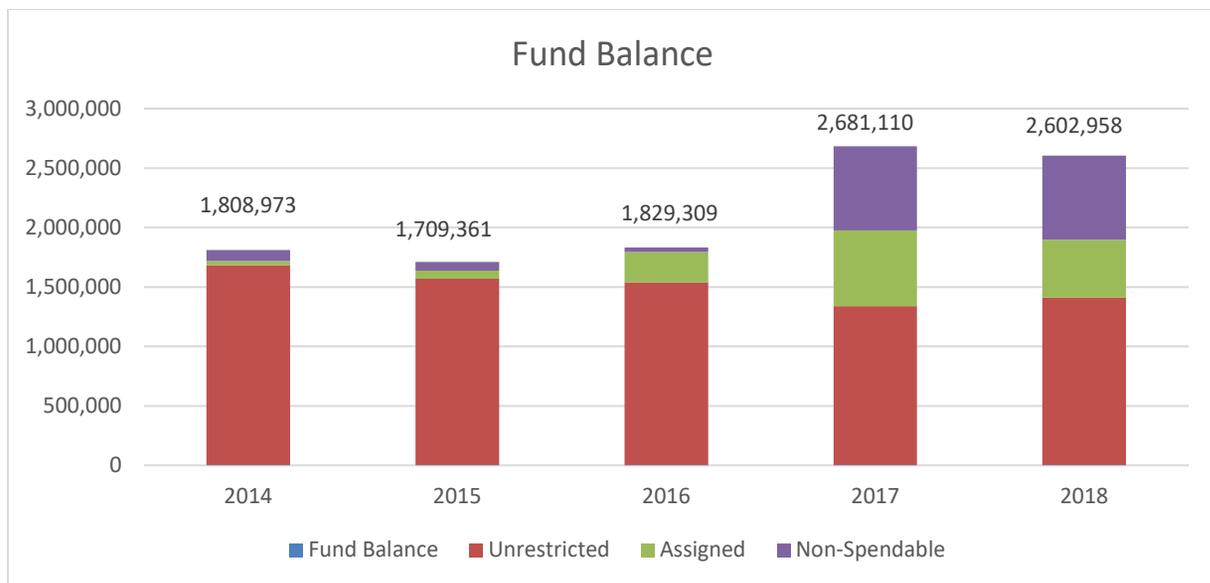
2018 General Fund Overview

General fund revenues for 2018 are \$6,995,717 or 107.53% of budget, a favorable variance of \$490,074. The favorable variance in revenue is mainly driven by: increased building permit and inspection fees collected (\$211,421), room tax collected (\$33,758), insurance recoveries (\$46,505), interest on investments (\$38,432), grants and donations (\$146,967). Expenditures for 2018 are \$7,074,199 or 99.4% of budget, a favorable variance to budget of \$42,829. However, revenues of \$6,995,717 were less than expenditures by \$78,482. This is due to insurance recoveries and repairs crossing fiscal years.

In 2017, \$284,787 in hail insurance proceeds were received. The hail proceeds were recognized as revenue in 2017, in accordance with accounting standards, and carried forward as fund balance into 2018. However, hail repairs were made in 2018 and the cost of the repairs are reflected as an expense in 2018 in accordance with accounting standards. The difference between revenues and expenditures is a reduction of the fund balanced carried forward from prior year.

Fund Balance

The City's 2018 fund balance remains strong at \$2,602,958, which exceeds the 5-year average fund balance of \$2,126,342. The table below provides an overview of the City's historical fund balance.



The City’s unrestricted fund balance increased by \$71,081 to \$1,408,266 from prior year. Assigned fund balance decreased by \$148,755. This is because insurance proceeds received in 2017 are categorized as assigned funds when used in 2018. Non-spendable remains consistent from prior year.

Unrestricted Fund Balance as a Percentage of Revenue

The Government Finance Officers Association (GFOA) recommends a minimum of 2 months of revenue or expenditures on hand, which equate to 17% for the City. The general fund balance as a percentage of revenue is an important financial measurement used by credit rating agencies, such as Moody’s, as it serves as an indicator of the City’s liquidity. Having appropriate reserves on hand assures rating agencies that there are sufficient funds on hand to repay debt obligations.

The City has established a target fund balance above the GFOA recommended minimum of at least 25%, in which the City has historically met or exceeded. The 2018 unrestricted general fund balance as a percent of revenues is 29.41%, which exceeds the GFOA recommendation as well as the City’s targeted fund balance.

Upon completion of the audit, the 4th Quarter 2018 financial report will be given during the April Council meeting. In order to proceed with the audit, staff is recommending approval of the attached Resolution #031902 amending the 2018 Budget as outlined and approval of the attached “Approval of Transfers from the General Fund” which outlines the carry forward, assigned and non-spendable fund amounts..

RECOMMENDATION

Staff recommends approval to adopt the Amended 2018 budget, carry forward and assigned funds, as presented and attached, resulting in the following:

- Resolution #031902 approving the attached Amended 2018 budget
- Carry forward of restricted fund balance to 2019 in the amount of \$205,083
- Assigned fund balance in the amount of \$283,135

**APPROVAL OF TRANSFERS FROM THE GENERAL FUND
FOR OVERDRAWN EXPENDITURES**

GENERAL EXCESS REVENUES

Taxes	17,668.30	
Special Assessments	12,770.69	
Intergovernmental Revenues	23,777.61	
Regulation & Compliance	424,461.12	
Public Charges for Services	5,192.27	
Misc Revenues	33,204.08	
Other Financing	(27,000.00)	
REVENUES - EXCESS (UNDER) BUDGET		\$ 490,074.07

EXPENDITURES

General Government	686.92	
Public Safety	-	
Public Works	4,852.56	
Health & Human Services	-	
Culture, Rec & Education	44,151.31	
Conservation & Development	3.00	
Other Financing Uses (Trsfrs to other funds)	(6,864.16)	
Outlay	-	
EXPENDITURES - UNDER (OVER) BUDGET		\$ 42,829.63

ACTUAL REVENUES (ADDITION TO FUND BALANCE)	6,995,717.64
ACTUAL EXPENDITURES (SUBTRACTION TO FUND BALANCE)	(7,074,199.63)
INCREASE (REDUCTION) TO FUND BALANCE	\$ (78,481.99)

2018 FUND BALANCES CARRIED FORWARD TO 2019

POLICE - CHILD SAFETY FUNDING (DONATIONS)	3,456.96
POLICE - COMMUNITY PROGRAMS (DONATIONS)	2,298.70
POLICE - SAFETY FAIR/BIKE RODEO (DONATIONS)	1,583.86
PARKS - TRAIL/BIKE ROUTE SIGNAGE (DONATIONS)	2,500.00
NETWORKING / COMPUTERS	11,855.00
AIRPORT CAPTIAL PROJECTS	40,000.00
INSURANCE - HAIL DAMAGE VEHICLES	36,370.00
INSURANCE - HAIL DAMAGE BLDGS	94,518.84
INSURANCE - CESA GRANT	12,500.00
BALANCE TO BE CARRIED FORWARD	\$ 205,083.36

2018 ASSIGNED FUND BALANCES

FIRE PENSIONS	16,246.95	\$ 209,679.17
"FUTURE OUTLAY" - FIRE DEPT	5,052.52	\$ 15,613.07
"FUTURE RETIREMENT"	792.25	\$ 42,842.64
SUSTAINABILITY FUNDS	-	\$ 15,000.00
ASSIGNED FUND BALANCE		\$ 283,134.88

2018 NON-SPENDABLE FUND BALANCES

TID#6 ADVANCE (DUE TO GF)		\$ 425,358.55
TID#10 ADVANCE		\$ 173,922.06
CAPITAL REPLACEMENT ADVANCE		\$ 55,944.97
DELINQUENT PERSONAL PROPERTY TAXES		\$ 47,018.05
DELINQUENT SPECIAL ASSESSMENTS HELD AT COUNTY		\$ 4,269.98
NON-SPENDABLE FUND BALANCE		\$ 706,513.61

CITY OF NEW RICHMOND
RESOLUTION #031902

WHEREAS, the City of New Richmond has levied taxes and appropriated monies for City operations, and
WHEREAS, unforeseen circumstances and events occurred in 2018, that were not anticipated when the budget was originally adopted.

NOW, THEREFORE, BE IT RESOLVED by the common council of the City of New Richmond that the 2018 budget be amended as follows:

GENERAL FUND	2018 ADOPTED BUDGET	ADJUSTMENTS	AMENDED 2018 BUDGET
REVENUES			
General Property Taxes	3,147,854.00	-	3,147,854.00
Taxes (other than property)	713,009.00	4,184.59	717,193.59
Public Imp Revenue-Assessments	4,196.00	-	4,196.00
Intergovernmental Revenues	1,535,870.00	154,736.98	1,690,606.98
Regulation & Compliance Revenue	397,665.00	226,361.42	624,026.42
Public Charges for Service	355,643.00	73,544.47	429,187.47
Miscellaneous Revenue	168,434.00	77,844.92	246,278.92
Other Financing Sources & Transfers	77,000.00	-	77,000.00
TOTAL REVENUES	6,399,671.00	536,672.38	6,936,343.38
EXPENDITURES			
General Government	1,062,105.00	50,814.60	1,112,919.60
Protection - Person & Property	2,622,318.00	106,186.72	2,728,504.72
Public Works - Streets	1,278,112.00	255,586.60	1,533,698.60
Health & Sanitation	1,303,945.00	1,108.26	1,305,053.26
Education & Recreation	5,900.00	223,821.14	229,721.14
Conservation & Development	105,291.00	66,459.09	171,750.09
Other Financing Uses & Transfers	15,000.00	-	15,000.00
Outlay	7,000.00	13,381.85	20,381.85
TOTAL EXPENDITURES	6,399,671.00	717,358.26	7,117,029.26
OTHER FUNDS			
REVENUES			
Impact Fees	114,670.00	-	114,670.00
Cemetery Fund	12,250.00	4,804.00	17,054.00
WDF/RLF/Housing Fund	50.00	-	50.00
Debt Service Funds	2,996,436.00	-	2,996,436.00
Capital Project Fund	5,686.00	112,160.81	117,846.81
Capital Replacement Fund	100,000.00	95,150.00	195,150.00
Capital Project - Landfill Cleanup	67,293.00	-	67,293.00
Tax Increments	1,709,544.00	4,994.00	1,714,538.00
Storm Water Utility	294,245.00	178,862.00	473,107.00
Parks Trust Fund	71,530.00	56,648.00	128,178.00
Library Trust Fund	27,000.00	-	27,000.00
Enterprise Funds	13,038,705.00	-	13,038,705.00
TOTAL REVENUES	18,437,409.00	452,618.81	18,890,027.81
EXPENDITURES			
Impact Fees	140,000.00	-	140,000.00
Cemetery Fund	7,864.00	4,804.00	12,668.00
WDF/RLF/Housing Fund	60,000.00	-	60,000.00
Debt Service Funds	2,996,436.00	-	2,996,436.00
Capital Project Fund	701,250.00	560,913.77	1,262,163.77
Capital Replacement Fund	-	292,666.64	292,666.64
Capital Project - Landfill Cleanup	72,907.00	-	72,907.00
Tax Increments	1,671,579.00	4,994.00	1,676,573.00
Storm Water Utility	274,180.00	325,858.67	600,038.67
Parks Trust Fund	37,000.00	56,648.00	93,648.00
Library Trust Fund	8,000.00	10,225.33	18,225.33
Enterprise Funds	13,329,245.00	-	13,329,245.00
TOTAL EXPENDITURES	19,298,461.00	1,256,110.41	20,554,571.41

Adopted at a regular meeting of the common council on March 11, 2019.



TO: Mayor Fred Horne and City Council

FROM: Rae Ann Ailts, Finance Director

DATE: March 11, 2019

RE: Financial Management Software Consultant Services

BACKGROUND

The 2019 capital improvement plan (CIP) provides for the replacement of the City's financial software systems. Investment in new software is crucial in order to improve efficiencies, reporting, controls, transparency and overall processes, as the City has outgrown the capabilities of the current software, which was implemented in 1985.

There are a number of municipal financial management systems available on the market, but real-world functionality can vary greatly between platforms despite outwardly similar feature sets. Therefore, as we begin the software assessment process it is crucial that we carefully choose the proper software to meet current and future needs.

The first phase of this project is to clearly define the scope of the project and the expectations of the software. Conducting a needs assessment is recommended to clearly outline and define needs, wants, and must-haves of a new system. The needs assessment aids in aligning departmental and organizational goals. The results of the needs assessment are used to define the Request for Proposal criteria.

Engaging an experienced firm to provide an unbiased needs assessment and software recommendations will help establish a project foundation and avoid problems in later phases of selection and implementation. EO Johnson, the City's IT and print managed services partner, is experienced in providing consultation services for software implementations. EO Johnson has provided a quote of \$6,400 to complete phase 1 of the needs assessment (see attached). This phase would be completed over the course of two months and the cost of the assessment would be paid through capital projects as an expense of the financial software project.

RECOMMENDATION

Staff recommend approval of the needs assessment proposal provided by EO Johnsons for consultation services in the amount of \$6,400.



1/31/2019

City of New Richmond Needs Assessment Proposal – Phase 1

EO Johnson Needs Assessment and Consultation Services is a project based agreement that provides the following benefits:

- Scheduled leadership updates
- Define departments and personnel involved
- Project Scope & Current State of financial software – Identify the full scope of the project, including all systems and interfacing needs
- Conduct a User Needs Survey – Meetings with individual departments that are impacted to determine current state and future needs – Wants, Needs, & Must Haves
- Formulate departmental goals and review with leadership to ensure alignment
- Deliver completed needs assessment and RFP template

Proposal includes up to 32 hours of consultation
Over two month term

Purchase Price \$6,400

Prepared By:
Mike Wolf
Account Executive
mwolf@eojohnson.com
715-598-1618

For your convenience this quotation becomes an Order when authorized within firm quotation period.

Quotation Accepted

By: _____

Title: _____

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

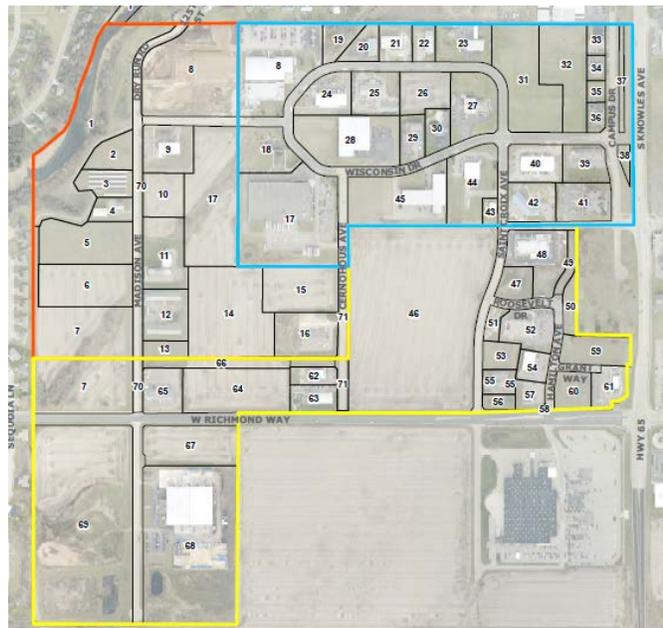
FROM: Noah Wiedenfeld, Director of Planning

DATE: March 7, 2019

SUBJECT: Termination of Set 2 of Covenants in Business & Technical Park

BACKGROUND

City staff are beginning the process of terminating the protective covenants in the City of New Richmond Business and Technical Park. There are three sets of covenants currently in effect, which impose conditions and restrictions regarding setbacks, parking, landscaping, outdoor storage, construction standards, etc. The covenants are no longer deemed necessary given the new (existing) zoning ordinance which went into effect in 2015, as many of these standards now apply to all development projects in the city. In some cases, the zoning ordinance is even more restrictive than the covenants. There are some instances however when the covenants have been a deterrent to development projects, and have caused confusion with architects and engineers working on various projects. Simply put, the covenants in the Business and Technical Park no longer serve the purpose that they once did, and are now an unnecessary burden from an administrative and regulatory perspective.



PROCESS

Each set of covenants has its own process for termination, as shown in the table below.

COVENANTS	DATE ESTABLISHED	REQUIREMENT FOR TERMINATION
Set 1	1983	Consent of the owners of 75% of the lots and not less than 60% of the property owners, and resolution passed by Forward New Richmond and the City Council
Set 2	2002	Consent of the owners of 75% of the lots and not less than 60% of the property owners, and resolution passed by Forward New Richmond and the City Council
Richmond Way	2006	80% of voting power of the Plan Commission

City staff mailed letters to all property owners in the Business and Technical Park on February 15. Since then, City staff have followed up with several phone calls and email correspondence with business owners, and have already received signatures from almost 20 property owners in favor of repealing the covenants. Forward New Richmond voted unanimously in favor of terminating Sets 1 & 2 at their meeting on February 26. The Plan Commission voted on March 5 to terminate the Richmond Way protective covenants. City staff have obtained the required signatures to terminate Set 2 of the covenants, and are in the process of obtaining final signatures needed to terminate Set 1. Termination of Set 1 of the covenants will be brought to the City Council for action at the regular April meeting.

RECOMMENDATION

Forward New Richmond recommends a formal motion to terminate Set 2 of the Covenants in the Business & Technical Park. The corresponding termination documents and resolution have been prepared by the City Attorney and are included in the agenda packet.

**TERMINATION OF
PROTECTIVE COVENANTS**

Document Number

Part of 261-1070-45-020; 261-261-1070-45-025; 261-1070-45-026;
261-1070-45-027; 261-1070-45-028; 261-1070-45-029; 026-1033-30-
000

Return to:
Eckberg Lammers, P.C.
430 Second Street
Hudson, WI 54016

TERMINATION OF PROTECTIVE COVENANTS

THIS TERMINATION OF PROTECTIVE COVENANTS (this “Termination”) is made by the property owners (“Owners”) and New Richmond Common Council (“City”) effective as of _____, 2019 (the “Effective Date”).

RECITALS

WHEREAS, the City of New Richmond Industrial Economic Commission Protective Covenants was recorded June 24, 2002, in the office of the St. Croix County Register of Deeds in Vol. 1915, Page 054, as Document 682456; First Amendment to Protective Covenants recorded November 2, 2006, as Document No. 837981 (collectively the “Covenants”) against the real property legally described on the attached Exhibit A (the “Property”); and

WHEREAS, the Covenants are no longer required pursuant to any regulatory requirement; and

WHEREAS, the Owners and the City now desire to terminate the Covenants; and

WHEREAS, Section D-2 of the Covenants provides the Covenants may be terminated upon consent of the owners of 75% of the lots and not less than 60% of the collective property owners, and upon resolution duly passed by the Economic Development Commission (n/k/a Forward New Richmond) and approved by the City’s Common Council.

NOW, THEREFORE, the Owners and the City, in consideration of the foregoing, do hereby declare:

1. Recitals. The above-stated recitals are true and correct and incorporated herein.
2. Resolution by Forward New Richmond and approved by City. Forward New Richmond duly passed and the City’s Common Council approved the resolution attached as Exhibit B.
3. Termination. The Covenants and all of the terms, conditions, and provisions as set forth therein are hereby terminated, released, and discharged in their entirety; shall have no further force or effect on and after the Effective Date; and no longer burden or encumber title to the Property.

[Signature page follows.]

EXHIBIT A

LEGAL DESCRIPTION

A parcel of land lying in Section 10, T30N, R18W in the City of New Richmond and further described as follows: Commencing at the N $\frac{1}{4}$ corner of Section 10; thence West to the NW corner of the NE-NW of Section 10; thence South to the SW corner of the NE-SW of Section 10; thence East to the SE corner of the NE-SW of Section 10; thence North to the center of Section 10; thence S89°38'44"E, 2581.61 feet to the West line of STH "65"; thence N0°16'18"E, 584.21 feet; thence N88°32'39"W, 358.07 feet; thence N0°32'14", 729.10 feet; thence N89°34'27"W, 2223.61 feet to the NW corner of the SW-NE of Section 10; thence North to the N $\frac{1}{4}$ corner of Section 10 which is the place of beginning of this description.

EXCEPT part of the NE $\frac{1}{4}$ of NW $\frac{1}{4}$ of Section 10, Township 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin: Commencing at the NW corner of said NE $\frac{1}{4}$ of NW $\frac{1}{4}$; thence East along the North line of said NE $\frac{1}{4}$ of NW $\frac{1}{4}$ to its intersection with the centerline of Paperjack Creek; thence Sly and Wly along the centerline of said Paperjack Creek to its intersection with the West line of said NE $\frac{1}{4}$ of NW $\frac{1}{4}$; thence North along the West line of said NE $\frac{1}{4}$ of NW $\frac{1}{4}$ to the point of beginning.

AND EXCEPT North 265.00 feet of that part of Lot 1 of Certified Survey Map recorded in Volume 9 at page 2430 as Certified Survey Map No. 476885 which lies westerly of the southerly extension of the east line of Lot 9, New Richmond Business and Technical Park being a part of the Southwest Quarter of the Northeast Quarter of Section 10, Township 30 North, Range 18 West, City of New Richmond.

AND EXCEPT part of the Southeast $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, the Southwest $\frac{1}{4}$ of the Northeast $\frac{1}{4}$, the Southeast $\frac{1}{4}$ of the Northwest $\frac{1}{4}$, and the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$, all in Section 10, Town 30 North, Range 18 West, City of New Richmond, St. Croix County, Wisconsin, more particularly described as follows: Commencing at the East $\frac{1}{4}$ corner of said Section 10; Thence N89°56'37"W 1035.32 feet; Thence N00°03'23"E 108.00 feet to the point of beginning; Thence S81°45'57"W 97.10 feet; Thence N89°56'37"W 791.03 feet; Thence S84°06'54"W 96.53 feet; Thence N89°56'37"W 767.58 feet; Thence S00°00'14"E 386.00 feet; Thence N89°56'37"W 1208.00 feet to the west line of the Northeast $\frac{1}{4}$ of the Southwest $\frac{1}{4}$ of said Section 10; Thence in a northerly direction along said west line N00°00'14"W 686.00 feet; Thence S89°56'37"E 2057.34 feet; Thence N00°08'29"E 935.82 feet; Thence S89°52'18"E 983.77 feet; Thence S67°41'54"E 87.44 feet; Thence S89°52'18"E 439.31 feet; Thence S00°14'23"W 696.10 feet; Thence S88°32'39"E 357.88 feet to the westerly right of way line of S.T.H. 65; Thence along said right of way line S00°01'47"E 189.59 feet; Thence S89°58'13"W 23.10 feet; Thence S00°01'47"E 242.63 feet; Thence S89°58'13"W 100.00 feet; Thence S00°01'47"E 39.69 feet; Thence N89°56'37"W 836.87 feet to the point of beginning.

EXHIBIT B
RESOLUTION

See attached.

RESOLUTION NO. 031903

**A RESOLUTION APPROVING TERMINATION
OF PROTECTIVE COVENANTS**

WHEREAS, the City of New Richmond Industrial Economic Commission Protective Covenants was recorded June 24, 2002, in the office of the St. Croix County Register of Deeds in Vol. 1915, Page 054, as Document 682456; First Amendment to Protective Covenants recorded November 2, 2006, as Document No. 837981 (collectively the "Covenants") against real property located in the City limits; and

WHEREAS, the Covenants are no longer required pursuant to any regulatory requirement and the Owners and the City now desire to terminate the Covenants; and

WHEREAS, Section D-2 of the Covenants provides the Covenants may be terminated upon consent of the owners of 75% of the lots and not less than 60% of the collective property owners, and upon resolution duly passed by the Economic Development Commission (n/k/a Forward New Richmond) and approved by the City's Common Council; and

WHEREAS, Forward New Richmond has reviewed the request for termination of the Covenants and has determined the termination of the Covenants is appropriate and acceptable.

NOW, THEREFORE, BE IT RESOLVED by Forward New Richmond that it approves the termination of the Covenants and recommends approval of the same by the Common Council.

Adopted this _____ day of _____, 2019.

Chair of Forward New Richmond

Secretary of Forward New Richmond

APPROVAL BY COMMON COUNCIL:

The undersigned hereby certify the Common Council reviewed and approved the foregoing Resolution of Forward New Richmond at a duly held council meeting at which a quorum was present.

Fred Horne, Mayor

Tanya Batchelor, City Clerk



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

MEMORANDUM

TO: Utility Commission

FROM: Jeremiah Wendt, Director of Public Works

DATE: February 28, 2019

SUBJECT: Biosolids Facility Department of Transportation Permit Issues

Background

In early 2019, one of the trucks that hauls biosolids and centrate to and from the West Central Wisconsin Biosolids Facility (WCWBF), of which the City is a founding member, was pulled over by the State Patrol. The State Patrol made the determination that the permit under which the WCWBF was hauling overweight loads was not valid. As a result, the WCWBF has been forced to haul 6,000 gallon loads instead of 8,000 gallon loads, which has a substantial effect on the cost to treat biosolids for the communities served.

As detailed in the attached memo from the WCWBF's attorney, the facility is pursuing multiple avenues to allow for the overweight loads to once again be permitted.

Recommendation

Staff is requesting the Utility Commission's recommendation to approve the attached resolution supporting legislative action to expressly allow the DOT to issue permits allowing trucks to transport biosolids on State highways in excess of statutory height and weight limits, and authorizing City representatives to assist in the efforts to bring about that legislative action. If recommended by the Utility Commission, this resolution would be brought to the Common Council at their March 11th meeting.

MEMORANDUM

TO: Randy Lindquist and Members of the WCWBS Board

FROM: Richard A. Heinemann

DATE: February 4, 2019

RE: Department of Transportation Permit Issues

I. Background

The West Central Wisconsin Biosolids Facility (“WCWBF” or “Facility”) was created in 1995 by eleven member communities as a regional solution for processing sludge from municipally-owned wastewater treatment plants. Located in Ellsworth, Wisconsin, the Facility currently serves 21 communities and one private business. The Facility is financed, operated and administered under a section 66.0603 intergovernmental agreement. Biosolids generated at member treatment plants are transported to the Facility by truck where they are dewatered to create a cake that is then mixed with lime and other materials to create a Class A fertilizer that can be administered to farm fields, as well as lawns and gardens. After dewatering, ferric chloride is added to the wastewater and the resulting centrate is transported again by truck from the Facility to member treatment facilities.

Since its inception, WCWBF has contracted for the transport of the sludge to and from the Facility. The total amount of load is 8,000 gallons. The truck and tank trailers have a gross weight of 97,000 pounds on average. The WCWBF was granted a permit from the Department of Transportation (“DOT”) for multi-trip transfers of the biosolids up to a maximum load of 100,000 pounds.¹ The permit was issued under s. 348.27(9r) and s. 348.27(12), Wis. Stats., which allow transport of garbage, refuse and recyclable scrap in excess of statutory weight and size limits.² Transport of the biosolids in these overweight amounts allows for fewer trips and lowers member costs. Such transports have occurred without incident throughout the life of the Facility.

¹ WCWBF has not been able to identify when the DOT permit was first issued, or by whom, but the permit has been utilized for oversized hauling for well over ten years.

² See also Ch. Trans. 269 and Ch. Trans 251.05, Wis. Admin. Code.

On January 7, 2019, a truck owned by a company with which WCWBF contracts for sludge transport was stopped by a state trooper. WCWBF was advised that the permit would be considered valid for hauling the sludge as “recyclable scrap” to the Facility, but not for hauling the centrate back from the Facility. To comply with DOT directives, WCWBF continued hauling full loads to the Facility, but reduced loads (6,000 gallons) of centrate from the Facility. More recently, WCWBF has been informed by DOT officials that there is “no statutory authority to issue an overweight permit for wastewater” and therefore that the legislature “would have to create a new permit” in order for the WCWBF to haul wastewater as it has been accustomed to doing. That means the permit is now considered invalid by the DOT for the transport of the sludge and centrate to and from the Facility in excess of 6,000 gallons.

II. WCWBF Options to Address DOT’s Permit Restrictions

To address the DOT’s stated position with respect to the issuance of a permit authorizing transport of biosolids, WCWBF has two alternatives: First, it can lobby legislative representatives to change applicable law and expressly provide for the issuance of a permit by the DOT that will allow transport of sludge/centrate to and from the Facility in excess of statutory weight and size limits. Second, it can seek an administrative ruling under Chapter 227 of the Wisconsin Statutes that would require DOT to modify its stated position and issue a permit under existing law. These alternatives are not mutually exclusive, and may be pursued simultaneously. They are described in more detail below.

A. The Legislative Solution

Changing the law by legislative action is a practical solution. Doing so requires lobbying member representatives in the State legislature. Lawrie Kobza, a partner at Boardman & Clark, who has worked with several WCWBF members on water utility issues, is a registered lobbyist and is familiar with the WCWBF. She would identify appropriate legislative contacts and, together with designated member and WCWBF representatives, arrange for direct discussions with such legislators and/or their legislative aids on adding a new subsection to Chapter 348.27 that would expressly authorize multi-trip permits in excess of statutory weight and size limits for the transport of wastewater materials on state highways.

To show community support for this effort, we recommend that member governing bodies pass the attached form resolution at the first available opportunity.

Because we are proposing modification of a state statute, as opposed to modification of administrative code, it is reasonable to expect that these lobbying efforts, if successful,

could take effect in early fall, on or about the time the 2019-2021 biennial budget is expected to pass.

B. The Administrative Solution

Parallel to the lobbying efforts described above, WCWBF can attempt to modify DOT's stated position on permit issuance by invoking administrative procedure under Chapter 227 of the Wisconsin Statutes. Specifically, section 227.41(1), Wis. Stats., provides as follows:

[A]ny agency may, on petition by any interested person, issue a declaratory ruling with respect to the applicability to any person, property, or state of facts of any rule or statute enforced by it. Full opportunity for hearing shall be afforded to interested parties. A declaratory ruling shall bind the agency and all parties to the proceedings on the statement of facts alleged, unless it is altered or set aside by a court. A ruling shall be subject to review in the circuit court in the manner provided for the review of administrative decisions.

Under this statute, WCWBF can formally petition DOT to issue a permit under section 348.27 of the Wisconsin Statutes. From email correspondence with DOT officials, and from plain reading of the statutes, WCWBF would not request that the permit be issued under either subsection 348.27(9r) (transportation of scrap) or 348.27(12) (transportation of garbage or refuse). Rather, WCWBF would request permit issuance under subsection 348.27(2), which provides as follows:

(2) Annual and Consecutive Month Permits.

Except as otherwise restricted in this section, annual and consecutive month permits for oversize and overweight vehicles or loads may be issued by the department, regardless of the highways involved.

This statute provides that the DOT may issue annual and consecutive month permits for overweight vehicles unless "otherwise restricted by this section." There is no restriction applicable either to the sludge or the centrate in section 348.27. Therefore it would appear that WCWBF can petition the DOT to issue a permit that allows sludge and centrate to be hauled to and from the Facility up to the desired 100,000 lb level under this subsection of the statute.

Under s. 227.41, the DOT must, “within a reasonable time”, either deny the petition with stated reasons for the denial, or set the matter for hearing. If the petition is denied, WCWBF can appeal the decision under s. 227.42 and request a contested case hearing on the grounds that the adverse decision of the DOT injures a substantial interest.

If the WCWBF is granted a hearing, either with the DOT or with the Division of Hearings and Appeals, it will be able to make a case that the hauling of wastewater in excess of statutory limits is permissible and in the public interest.³ Additional research on the basis of such a case is required-- however, factors that we would expect to cite in support of our petition would include: the DOT’s prior practice in permitting the overweight transfer of sludge and centrate to and from the Facility; the negative impact of the DOT’s permit denial on the Facility’s financial outlook; the Facility’s pristine transport safety record; and the inconsistency of the DOT’s permit denial with the policies of other State agencies (such as the Department of Natural Resources under which the Facility is also permitted) that promote clean water and soil management.

Prior to petitioning for administrative review, it is recommended that we undertake additional discussion with DOT officials in order to (i) better understand the permit application process; (ii) explore the willingness of the department to issue a permit under 348.27(2); (iii) and confirm the basis of the department’s view that it does not have authority to issue an overweight permit to haul biosolids. Such discussions may themselves prove to be fruitful in avoiding the need for a more formal hearing. If they do not, an administrative challenge under chapter 227 can be initiated almost immediately and could be resolved within a couple of months without undermining our efforts on the legislative front.

III. Conclusion

The DOT’s decision to restrict the amount of material that can be hauled to and from the Facility creates substantial economic hardship for WCWBF and its members. To challenge the decision, WCWBF can pursue legislative change by lobbying member representatives in the State Capitol, while at the same time pursuing administrative remedies directly with the DOT, or if unsuccessful, the Division of Hearings and Appeals.

³ In email correspondence, DOT officials have referenced the restrictions in s. 348.15(3)(bv), which limit hauling of “septage” to 80,000 pounds. The applicable statute (s. 281.49) defines “septage” to mean “the scum, liquid, sludge or other waste from a septic tank, soil absorption field, holding tank or privy”.

RESOLUTION #031904
RESOLUTION APPROVING LEGISLATIVE ACTION TO EXPRESSLY AUTHORIZE THE
DEPARTMENT OF TRANSPORTATION TO ISSUE A PERMIT THAT ALLOWS THE
WEST CENTRAL WISCONSIN BIOSOLIDS FACILITY TO HAUL BIOSOLIDS IN EXCESS
OF STATUTORY LIMITS

WHEREAS, The City of New Richmond has joined more than a dozen other Wisconsin municipalities, pursuant to § 66.0603 of the Wisconsin Statutes, to construct, operate and maintain a regional facility, known as the West Central Wisconsin Biosolids Facility ("Facility"), that processes biosolids generated by publicly-owned wastewater treatment plants; and

WHEREAS, the Facility has operated since 1995, providing great financial and environmental benefit to The City of New Richmond and the other Facility members; and

WHEREAS, it is critical to the success of the Facility that members be able to transport biosolids in excess of statutory size and weight limits to and from the Facility, as has been permitted since the inception of the Facility; and

WHEREAS, it has been determined by the Board of Commissioners of the Facility that legislative action is necessary to ensure that the Department of Transportation has express authority to permit such hauling of biosolids in excess of statutory limits;

NOW, THEREFORE, be it RESOLVED, that The City of New Richmond supports legislative action to modify section 348.27 of the Wisconsin Statutes to expressly allow the Department of Transportation to issue permits allowing trucks to transport biosolids on State highways in excess of statutory height and weight limits; and be it

FURTHER RESOLVED, that representatives of The City of New Richmond are hereby authorized to provide the Facility with whatever assistance may be required to aid in its efforts to effectuate legislative action as described above.

Passed and approved by the Common Council of the City of New Richmond on the 11th of March, 2019.

Fred Horne, Mayor

ATTEST:

Tanya Batchelor, City Clerk



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

TO: Mayor and City Council
FROM: Mark Evans, Maintenance
DATE: March 7, 2019
RE: Bids for 2019 Police Department Siding and Asphalt Roof Replacement

Background

Staff will present bid results for siding repair and asphalt roof replacement at the Council meeting.