AGENDA
VILLAGE BOARD MEETING
4128 HUBERTUS ROAD
HUBERTUS, WI 53033
AUGUST 20, 2020
7:00 P.M.

1. Call to Order/ Roll Call
2. Verification of Compliance with Open Meeting Law
3. Pledge of Allegiance
4. INTRODUCTION TO VILLAGE BOARD
    a. Washington County Supervisor Jodi Schulteis, Supervisory District No.22
5. PUBLIC COMMENTS (Public comments are an opportunity for citizens to voice concerns to the Board regarding reports and discussion/action items on the agenda, only. Public comments are not a public hearing and are typically a one-way conversation from a citizen to the Board. Individual comments shall not exceed 3 minutes, with a total time limit of approximately 20 minutes. Unless part of a Public Hearing, handouts will not be accepted by the Village. Comments beyond 20 minutes will be moved to the end of the meeting at the discretion of the President.)
6. CONSENT AGENDA
    a. Vouchers for Payment
    b. Treasurer's Report
    c. Applications for New Operator's Licenses
    d. Temporary "Class B"/Class "B" Picnic License – Friess Lake Advancement Association
    e. Temporary Operator's License Applications
    f. Meeting Minutes for June 18, 2020 and July 23, 2020
    g. Final Acceptance of Infrastructure in Highland Ridge Subdivision
    h. Establishment of Speed Limit in Highland Ridge Subdivision Ordinance O2020-08-03
7. PUBLIC HEARING
    a. Discussion regarding a proposed rezoning for property identified by Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District – *Endeavor Business Park 13, LLC., Petitioner*
    b. Discussion regarding a proposed Ordinance Amendment to Section 70.207(D)(1) to allow "Camping Cabins" as a Conditional Use in the P-1, Parks and Recreation District – *Washington County Planning and Parks Department, Petitioner*
8. DISCUSSION/ACTION ITEMS
    a. Discussion/Action regarding Ordinance O2020-08-02, an Ordinance for a proposed rezoning of property identified by Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District – *Endeavor Business Park 13, LLC., Petitioner*
    b. Discussion/Action regarding a One-Lot CSM for properties identified by Tax Keys: V10_0008020D and V10_0008020 in the Endeavor Business Park –*Endeavor Business Park 13, LLC., Petitioner*
    c. Discussion/Action regarding a proposed Ordinance Amendment, O2020-08-01, to allow "Camping Cabins" as a Conditional Use in the P-1, Parks and Recreation District – *Washington County Planning and Parks Department, Petitioner*
    d. Discussion/Action regarding the 2021-2025 Capital Improvement Program
    e. Discussion/Action regarding a modification to the 2020 Groundwater Monitoring Program
9. PUBLIC COMMENTS (…Continued)
10. CLOSED SESSION
    a. Discussion/Action to enter into Closed Session pursuant to Section 19.85(1)(c) of the Wis Stats., considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility. – *Jim Healy, Village Administrator*
11. RECONVENE IN OPEN SESSION
    a. Discussion/Action regarding matters addressed in Closed Session outlined above
12. ADJOURNMENT

Additional explanation of items on the agenda (Communication Forms) can be found on the village's website at www.richfieldwi.gov. Notification of this meeting has been posted in accordance with the Open Meeting Laws of the State of Wisconsin. It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above stated meeting to gather information; no action will be taken by any governmental body at the above stated meeting other than the governmental body specifically referred to above in this notice. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's office at 628-2260 or www.richfieldwi.gov with as much advanced notice as possible.

VILLAGE OF RICHFIELD

6.

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: Consent Agenda
DATE SUBMITTED: August 14, 2020
SUBMITTED BY: Donna Cox, Deputy Clerk

POLICY QUESTION: DOES THE VILLAGE BOARD WISH TO APPROVE THE ATTACHED CONSENT AGENDA?

ISSUE SUMMARY:

Included for your review are the Vouchers for Payment, Treasurer's Report, Applications for New Operator's Licenses, Temporary Class "B" / "Class B" Picnic License Application for Friess Lake Advancement Association, Temporary Operator's License Applications, Minutes of the June 18, 2020 and July 23, 2020 Meetings, Letter from the Village Engineer Ron Dalton related to the "Final Acceptance" of public infrastructure in the Highland Ridge Subdivision, and Establishment of Speed Limit in Highland Ridge Subdivision Ordinance No. O2020-08-03.

FISCAL IMPACT:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs:
Future Ongoing Costs:
Physical Impact (on people/space):
Residual or Support/Overhead/Fringe Costs:

ATTACHMENTS:

1. Vouchers for Payment
2. Treasurer's Report
3. Applications for New Operator's Licenses (Per attached List)
4. Temporary Class "B" / "Class B" Picnic License Application (Per attached List)
5. Temporary Operator's License Applications (Per attached List)
6. Minutes of Meetings – June 18, 2020 and July 23, 2020 **(FORTHCOMING)**
7. Letter dated August 17, 2020 from Village Engineer Ron Dalton RE: Final Acceptance of Highland Ridge Subdivision and related infrastructure improvements **(FORTHCOMING)**
8. Ordinance O2020-08-03, an Ordinance establishing a speed limit in Highland Ridge Subdivision

STAFF RECOMMENDATION:

Motion to approve the Vouchers for Payment, Treasurer's Report, Applications for New Operator's Licenses per the attached list, Application for a Temporary Class B Picnic License per the attached list, Applications for Temporary Operator's Licenses per the attached list, Minutes of the June 18th and July 23rd Meetings, to accept the recommendation of the Village Engineer to grant "Final Acceptance" of the Highland Ridge Subdivision's public infrastructure per the signed Developer's Agreement and subject to the Village Attorney's final review and approval, and Ordinance O2020-08-03, an Ordinance establishing a speed limit in Highland Ridge Subdivision.

APPROVED FOR SUBMITTAL BY:

_____
Village Staff Member

_____
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

6a

VILLAGE OF RICHFIELD
VOUCHERS FOR PAYMENT
AUGUST 2020

BATCH #1

16619		7/24/20	WASHINGTON COUNTY TREASURER	3,121.31	V10-034800A (KWIK TRIP)- 1ST INSTALLMENT
16620	130341096	7/27/20	CENTURYLINK	40.49	JUNE LONG DISTANCE CHARGES
16621	WIJAC170757	7/27/20	FASTENAL	44.27	DPW STOCK
16622	V124849	7/27/20	HALLMAN LINDSAY PAINTS	47.45	GOAL LINE READY- MIX WHITE
16623		7/27/20	NORTH SHORE BANK LEASING LLC	750.94	VEHICLE LEASES- BUILDING INSPECTORS
16624		7/27/20	PORT A JOHN	330.00	HANDICAP RESTROOMS- BARK & LITTLE FRIESS LAKE BOAT LAUNCH AND NATURE PARK
16625	510810-06-20	7/27/20	PREMIUM WATERS INC	26.99	JULY BOTTLED WATER SERVICE
16626		7/27/20	RICHFIELD VOL FIRE DEPT CO	44,966.24	AUGUST CONTRACT SERVICES
16627		7/27/20	RICHFIELD VOL FIRE DEPT CO	67,307.03	FIRE DUES 2% DISTRIBUTION 2020
16628		7/27/20	WE ENERGIES	43.01	SERVICE FOR 06/12/20 TO 07/16/20
16629		7/27/20	WE ENERGIES	918.87	SERVICE FOR 05/20/20 TO 07/20/20
16630	29-136	7/27/20	CIVI TEK CONSULTING	226.30	JUNE CONSULTING SERVICES
16631		7/27/20	JOSEPH LEWANDOWSKI	50.00	REIMBURSE BUILDING PERMIT- NOT IN RICHFIELD
ACH		7/28/20	VILLAGE OF RICHFIELD	18,978.20	BIWEEKLY PR #16
ACH		7/29/20	ELECTRONIC FEDERAL TAX PMT	6,386.32	FICA TAX- BIWEEKLY PR #16
ACH		7/29/20	WISCONSIN DEFERRED COMP	760.00	PLAN 457- BIWEEKLY PR #16
ACH		7/27/20	WI DEPT OF REVENUE	1,368.52	STATE WITHHOLDING TAX- PE 7/15/20
ACH		7/27/20	CAPITAL ONE BANK	1,728.68	CREDIT CARD PURCHASES: JUN 06, 2020 - JUL 05, 2020
			TOTAL BATCH #1	**147,094.62**	**Checks written end of July**

BATCH #2

ACH		8/4/20	VILLAGE OF RICHFIELD	2,058.64	MONTHLY PAYROLL #8
ACH		8/5/20	ELECTRONIC FEDERAL TAX PMT	543.07	FICA TAX- MONTHLY PAYROLL #8
16632	262628750107	8/3/20	AT&T	97.94	MONTHLY SERVICE- JUL 19 THRU AUG 18
16633		8/3/20	CINTAS	286.14	DPW LAUNDRY SERVICE
16634	V125175	8/3/20	HALLMAN LINDSAY PAINTS	1,549.50	WEATHERGUARD ACRYLIC LO-SHEEN WHITE- PARKS BLDG
16635		8/3/20	MENARDS	141.31	DPW STOCK
16636	AR117517	8/3/20	OFFICE COPYING EQUIPMENT LTD	491.04	SHARP COPIER CONTRACT- 6/12/2020 TO 7/11/2020
16637		8/3/20	PAYNE & DOLAN INC	932.01	ROAD MATERIALS- 3 LT 19MM
16638	1315480-IN	8/3/20	PORT A JOHN	110.00	HANDICAP RESTROOM- BARK LAKE PARK
16639	103342695-0001	8/3/20	SUNBELT RENTALS INC	395.42	SCISSOR LIFT RENTAL
16640		8/3/20	WE ENERGIES	766.43	SERVICE FOR 06/16/20 TO 07/20/20
16641	12283	8/3/20	INTERSTATE PUMP & TANK LLC	145.00	REINSTALLED FUEL PUMP SOFTWARE PROGRAM
16642	13218	8/3/20	MUNICIPAL LAW & LITIGATION	10,137.00	JUNE & JULY ATTORNEY SERVICES
16643		8/3/20	NATIONAL FIRE PROTECTION ASSOC	175.00	MEMBERSHIP RENEWAL- GREG DARGA
16644	49686	8/3/20	ONTECH SYSTEMS INC	48.00	ANNUAL BILLING 2020-2021 AGREEMENT- OFFICE 365 A - EO P1
16645		8/3/20	POSTMASTER	480.00	USPS MARKETING MAIL & FIRST-CLASS PRESORT ANNUAL PERMIT FEES
16646	14365	8/3/20	WASHINGTON COUNTY SHERIFFS OFF	37,244.37	JUNE CONTRACT SERVICES
ACH	0339000202009	8/7/20	STATE OF WI E-PAYMENT SERVICES	18,167.90	SEPTEMBER HEALTH INSURANCE PREMIUM
16647	263558	8/10/20	EH WOLF & SONS INC	422.95	MOTOR OIL 15W40 55 GAL DRUM
16648	191841-1	8/10/20	EQUIPMENT RENTALS INC	258.50	RENTAL- AIRLESS SPRAYER
16649		8/10/20	HALLMAN LINDSAY PAINTS	86.99	ROLLER COVER & BRUSH / GOAL LINE READY- MIX WHITE
16650	1260031	8/10/20	LANNON STONE PRODUCTS INC	171.19	ROAD MATERIALS- 4-8 ST
16651		8/10/20	MENARDS	215.42	PARKS BUILDING SUPPLIES
16652	1315835-IN	8/10/20	PORT A JOHN	110.00	HANDICAP RESTROOM- HISTORICAL PARK
16653		8/10/20	WE ENERGIES	2,048.32	SERVICE FOR 06/24/20 TO 07/27/20
16654		8/10/20	CONLEY MEDIA LLC	363.15	JUNE & JULY LEGAL NOTICES
16655	27362	8/10/20	DIGITAL EDGE COPY AND PRINT	45.00	TRI-FOLD DOCUMENTS
16656	PG000022332	8/10/20	GENERAL CODE	288.47	SUPPLEMENT PROJECT #8- INV 2 OF 2
16657	242788	8/10/20	KUNKEL ENGINERING GROUP	10,617.50	2020 HIGHWAY IMPROVEMENT PROGRAM SERVICES THROUGH JUNE 30, 2020
16658	50307	8/10/20	ONTECH SYSTEMS INC	237.00	JULY WEBROOT & MANAGED SECURITY AGREEMENT
16659	34	8/10/20	TWO BROTHERS AND A MOP	550.00	JULY CLEANING SERVICES- VILLAGE HALL & DPW
16660		8/10/20	EH WOLF & SONS INC	2,843.23	JULY FUEL- GAS & DIESEL
ACH		8/11/20	VILLAGE OF RICHFIELD	19,669.39	BIWEEKLY PR #17
ACH		8/12/20	ELECTRONIC FEDERAL TAX PMT	6,593.67	FICA TAX- BIWEEKLY PR #17
ACH		8/12/20	WISCONSIN DEFERRED COMP	760.00	PLAN 457- BIWEEKLY PR #17
ACH		8/12/20	WI DEPT OF REVENUE	1,293.85	STATE WITHHOLDING TAX- PE 7/31/20
ACH		8/17/20	WI RETIREMENT SYSTEM	6,933.68	JULY CONTRIBUTIONS
16661	149684	8/12/20	ASSOCIATED APPRAISAL	3,750.00	AUGUST PROFESSIONAL SERVICES AGREEMENT
16662	41311080120	8/12/20	CHARTER COMMUNICATIONS	122.19	SERVICE FROM 08/01/20 THROUGH 08/31/20
16663		8/12/20	DAVID & LYN WOLOSZYK	2,000.00	ROAD BOND REFUND- PERMIT #335-19-5B
16664		8/12/20	BETH HACKSTEIN	2,000.00	ROAD BOND REFUND- PERMIT #233-18-4B
16665		8/12/20	HILLCREST BUILDERS & CONSTRUCTI	2,000.00	ROAD BOND REFUND- PERMIT #210-17-3B
16666		8/12/20	WI DEPT OF TRANSPORTATION	170.00	LICENSE PLATE RENEWALS- BUILDING INSPECTOR VEHICLES
			TOTAL BATCH #2	**137,319.27**	**Checks written August**

6b

VILLAGE OF RICHFIELD
Treasurer's Report for July 31, 2020

BANK ACCOUNT BALANCES

	Interest Rate	Beginning Balance July 1, 2020	Interest Earned	Ending Balance July 31, 2020
Landmark Checking Account	0.25%	$ 817,313.82	$ 170.18	$ 697,042.98
LGIP General Fund	0.14%	$ 3,042,707.49	$ 366.20	$ 3,043,073.69
LGIP Fire Impact Fees	0.14%	$ 16,449.62	$ 2.19	$ 34,287.81
LGIP Park Impact Fees	0.14%	$ 79,341.92	$ 9.70	$ 92,611.62
LGIP Tax Account	-	$ -		
FNB Entrepreneur Plus Account	0.05%	$ 127,948.80	$ 5.43	$ 127,954.23
FNB Comm Choice MMDA Account	0.11%	$ 260,264.63	$ 24.24	$ 260,288.87
Westbury Bank MM Account	0.25%	$ 258,351.61	$ 54.71	$ 258,406.32

CERTIFICATES OF DEPOSIT

	Purchase Date	Expiration Date	Interest Rates	Amount
Westbury Bank- 18 Month	April 24, 2018	April 24, 2021	1.74%	$ 271,181.92
Westbury Bank- 9 Month	September 13, 2019	June 13, 2020	Trans to BMO	$ -
BMO Harris Bank- 11 Month	June 24, 2020	May 24, 2021	0.80%	$ 267,983.43

**** All CD's are fully FDIC insured****

LETTERS OF CREDIT/PERFORMANCE BONDS/DEVELOPER GUARANTEES

	Purchase Date	Expiration Date	Amount
US Bank National Association (Kwik Trip inc)	January 4, 2019	January 4, 2021	$ 1,353,000.00
Horicon Bank (Steven Schmidt- Whitetail Run Road Ext)	January 17, 2019	January 17, 2021	$ 33,600.00
First National Bank (Monches Investments LLC- Escrow of Funds)	July 2, 2019		$ 71,426.69

excel/mydocuments/treasurersreport.xls

6c

2020-21 "NEW" OPERATOR'S LICENSE APPLICATIONS

Meeting Date: August 20, 2020
Submitted by: Deputy Clerk, Cox

	FIRST NAME	LAST NAME	ESTABLISHMENT	COURSE OR LICENSE
1	Rebecca	Wardon	Fat Charlies	COURSE
2	Maranda	Cardarelle	Fat Charlies	COURSE
3	Kaylin	Raclaw	Country Mart BP	COURSE
4	David	Kelley	Alpine Retreat	LICENSE
5	Kevin	Doerr	Kettle Hills Golf Course	COURSE
6	Jesus	Juache Zuniga	Johnny Manhattans	LICENSE
7	Alejandro	De la Pena Alanis	Kettle Hills Golf Course	COURSE
8	Daryl	Johnson	Bilda's Friess Lake Pub	LICENSE
9	Sara	Henricks	Johnny Manhattans	COURSE
10	Shannon	Trew-King	Johnny Manhattans	COURSE
11	Karol	Schmidt	Badger Burger Company	COURSE
12	Hailey	Martin	Badger Burger Company	COURSE
13	Donna	Moldenhauer	Arrowhead Golf Course	LICENSE
14	Abigail	Makowiak	Pioneer Bowl	COURSE
15	Crystal	Caponigro	Badger Burger Company	COURSE
16	Mallory	Kilmartin	Badger Burger Company	COURSE
17				
18				
19				
20				
21				

6d

2020

Temporary Class B

PICNIC

APPLICATION

- FRIESS LAKE ADVANCEMENT ASSOC.

2020 TEMPORARY CLASS B PICNIC LICENSE APPLICATIONS

Submitted by: Deputy Clerk, Cox

Meeting Date: August 20, 2020

	ORGANIZATION NAME	EVENT DETAILS / LOCATION	DATE(S) OF EVENT	TYPE OF LICENSE	CONTACT PERSON
1	Friess Lake Advancement Association	Flea Market	26-Sep-20	Beer & Wine	Bonnie Johnson

6e

2020

TEMPORARY OPERATOR'S LICENSE

APPLICATIONS

- See Attached List

2020 *TEMPORARY* OPERATOR'S LICENSE APPLICATIONS

Meeting Date: August 20, 2020

Submitted by: Deputy Clerk, Cox

	FIRST NAME	LAST NAME	ORGANIZATION / EVENT	DATE(S) OF EVENT	TYPE OF LICENSE
1	Bonnie	Johnson	Friess Lake Adv. Assoc Flea Market	26-Sep-20	Beer & Wine Only
2	Denise	Miltier	Friess Lake Adv. Assoc Flea Market	26-Sep-20	Beer & Wine Only

6f

FORTHCOMING

6g

FORTHCOMING

6h

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

ORDINANCE 2020-08-03

AN ORDINANCE AMENDING SUBDIVISION SPEED LIMIT REGULATIONS TO INCLUDE BARKLAKE ESTATES SUBDIVISION

WHEREAS, the Village of Richfield's speed limit ordinances are regulated by Chapter 351 of the Village's Code of Ordinances; and

WHEREAS, the Village desires to ensure that all roadways are regulated by speed limits; and

WHEREAS, the Village regulates speed limits to promote safety of those traversing and residing along the roadway; and

NOW, THEREFORE BE IT RESOLVED, the Village of Richfield Village Board, Washington County, Wisconsin ordains as follows:

Section 1. Section 351-45(A)(1), which is entitled "Limits decreased" is hereby amended as follows:

INSERT in Alphabetical order:

HIGHLAND RIDGE SUBDIVISION

Section 2. Effective Date
This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Section 3. The several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific Section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, Sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms and conflict.

Adopted this 20th day of August, 2020

_____
John Jeffords, Village President

_____
Attest: Jim Healy, Village Administrator

7a, 8a, and 8b

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

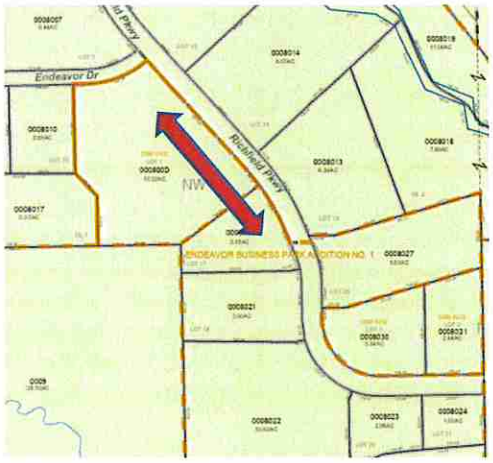
7a & 8a. and 8b.

SUBJECT: Rezoning Petition and Certified Survey Map – Endeavor Business Park 13, LLC.
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTIONS: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO APPROVE THE PROPOSED REZONING OF THE SUBJECT PROPERTY AND THE RELATED ONE-LOT CSM?

ISSUE SUMMARY:

Rezoning Discussion:



Endeavor Business Park 13, LLC is requesting rezoning approval for parcel V10_0008020 (pictured below right), Lot 17 of Endeavor Business Park Additional No. 1 from the current Zoning of A-1, Exclusive Agricultural District to M-4, Industrial Park District. As a part of the petition, a Certified Survey Map is proposed to combine this property with the adjacent property to the north to allow for the development of a proposed corporate office building and manufacturing facility. Artistic renderings and a proposed Site Plan for the property are included in the attachments for your convenience. The properties in question are shown together in the insert directly left and indicated by the red arrow.

The initial phase of the proposed project includes an approximate 30,000sqft 2-story corporate office facility. The corporate office will be the core of the manufacturing and future building module additions of approximately 20,000sqft per module. The full buildout for the property would be a structure that is approximately 150,000sqft. Each module is anticipated to be a separate business unit stemming from the corporate office, which is owned by the property owner, Mr. Mark G. Sellers.

The Endeavor Business Park was created in 2004-2005 with the intent of attracting manufacturing business to develop in the area and is strategically located adjacent to the State and Interstate transportation networks. The M-4, Industrial Park Zoning District, is compatible with the surrounding manufacturing land uses in the Business Park and follows the Village's Future Land Use Map.

A Class II Public Hearing Notice has been scheduled for our August Village Board meeting on August 20th. Notice was sent to the Daily News and property owners within 300' of the subject property the week of August 3rd. Additionally, the proposal was forwarded to the Architectural Control Committee for the business park for additional transparency purposes for circulation to other business owners in the area outside of the 300' requirement. At the Plan Commission meeting on August 6th, the proposed rezoning was recommended to the Village Board without objection.

Certified Survey Map Discussion:

The property owner is proposing to combine two (2) properties to create a 13.365-acre parcel on the corner of Richfield Drive and Endeavor Parkway. Village Engineer Ron Dalton has reviewed the proposed CSM and his letter dated July 15, 2020 is attached herein for your convenience. The Engineer's recommendation is for approval pending a few minor changes which he has outlined. The most significant of his comments is related to a stormwater drainage easement which is identified by number "5" on the face of the CSM. Village Staff is recommending that this drainage easement be relocated and noted as such on the face of the CSM.

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: Rezoning Petition and Certified Survey Map – Endeavor Business Park 13, LLC.
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

But if it is not, this comment will be addressed in the stormwater maintenance agreement that will be required as a part of the Site, Building and Plan of Operation review which will be forthcoming during the month of September. At the Plan Commission meeting on August 6th, the proposed one-lot CSM was recommended to the Village Board without objection.

FUTURE IMPACT AND ANALYSIS:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs: Administrative
Future Ongoing Costs: Administrative
Physical Impact (on people/space): Creation of one-lot CSM for industrial development
Residual or Support/Overhead/Fringe Costs: Administrative

ATTACHMENTS:

1. CSM for Subject Property Prepared by Excel Engineering
2. Rezoning Exhibit submitted by Excel Engineering
3. Proposed Site Plan submitted by Excel Engineering
4. Proposed Floor Plan submitted by Excel Engineering
5. Letter from Village Engineer Ron Dalton dated July 15, 2020
6. DRAFT Class II Public Hearing Notice
7. Ordinance O2020-08-02, An Ordinance to Rezone the Subject Property from A-1, Exclusive Agricultural District to M-4, Industrial Park District

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: Rezoning Petition and Certified Survey Map – Endeavor Business Park 13, LLC.
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

STAFF RECOMMENDATION:

Rezoning
Motion to approve Ordinance O2020-08-02, an Ordinance to Rezone the subject property identified by Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District.

Certified Survey Map
Motion to approve the proposed One-Lot CSM for Endeavor Business Park 13, LLC. for property identified by Tax Keys: V10_0008020 and V10_0008020D subject to the following Specific and General Conditions of Approval:

Specific Conditions of Approval:

1. The applicant address, to the satisfaction of the Village Engineer, comments from his letter dated July 15, 2020.
2. The Village Board accept the recommendation of the Plan Commission for the petitioned Rezoning of the subject property from A-1, Exclusive Agricultural District to M-4, Industrial Park District.

General Conditions of Approval:

1. Staff and Governmental Approval: Subject to the developer satisfying all comments, conditions and concerns of the Village Planner, Village Engineer and all reviewing, objecting and approving bodies, which may include but not limited to the State of Wisconsin Department of Safety and Professional Services per Ch. 236, Wisconsin Statutes and Ch. SPS 385, Wisconsin Administrative Code; the State of Wisconsin Department of Transportation per Ch. Trans. 236, Wisconsin Statutes, and Washington County; in regard to the Final Plat, and obtaining all necessary permits and approvals, and satisfaction of applicable requirements of State, Federal and Village Codes, statutes, lawful orders, prior to commencing recording of the Final Plat, whichever is earlier.
2. Professional Fees: Petitioner shall, on demand, reimburse the Village of all costs and expenses of any type that the Village incurs in connection with this development, including the cost of professional services incurred by the Village (including engineering, legal, planning and other consulting fees) for the review and preparation of required documents or attendance at meetings or other related professional services for this application, as well as to enforce the conditions in this conditional approval due to a violation of these conditions.
3. Payment of Charges: Any unpaid bills owed to the Village by the subject property owner or his or her tenants, operators or occupants, for reimbursement of professional fees (as described above); or for personal property taxes; or for real property taxes; or for licenses, permit fees or any other fees owed to the Village shall be placed upon the tax roll for the Subject Property if not paid within 30 days of billing by the Village, pursuant to Section 66.0627, Wis. Stats. Such unpaid bills also constitute a breach of the requirements of this conditional approval that is subject to all remedies available to the Village, including possible cause for termination of the conditional approval.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

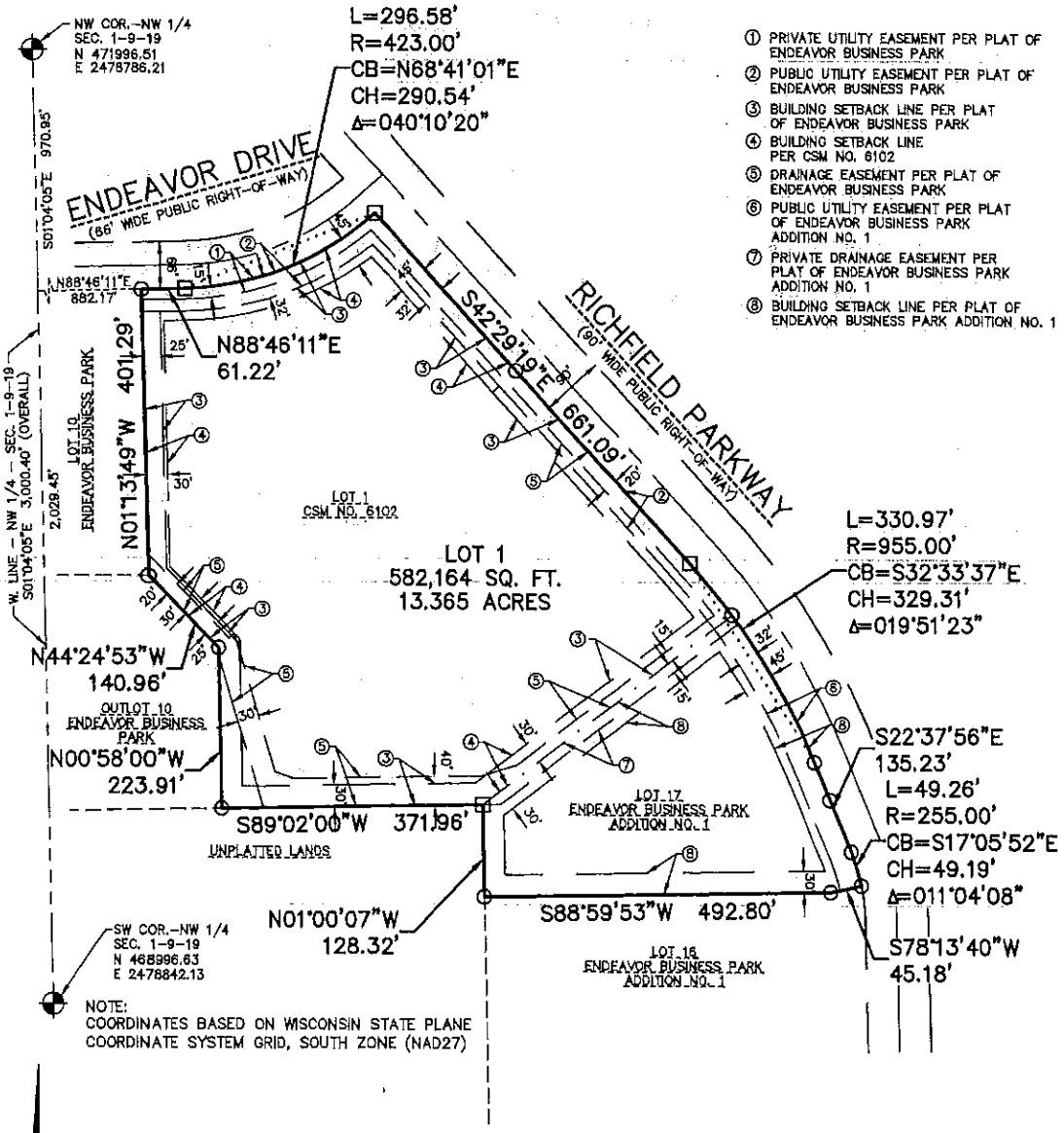
Resolution No. _____ Continued To: _____
Ordinance No. _____ Referred To: _____
Approved _____ Denied _____
Other _____ File No. _____

CERTIFIED SURVEY MAP NO. _____

FOR

ENDEAVOR BUSINESS PARK13 LLC

LOT 1 OF CSM NO. 6102 & LOT 17 OF ENDEAVOR BUSINESS PARK ADDITION NO. 1, BEING PART OF THE NW 1/4, NE 1/4, SE 1/4 OF THE NW 1/4, SECTION 1, TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.



① PRIVATE UTILITY EASEMENT PER PLAT OF ENDEAVOR BUSINESS PARK
② PUBLIC UTILITY EASEMENT PER PLAT OF ENDEAVOR BUSINESS PARK
③ BUILDING SETBACK LINE PER PLAT OF ENDEAVOR BUSINESS PARK
④ BUILDING SETBACK LINE PER CSM NO. 6102
⑤ DRAINAGE EASEMENT PER PLAT OF ENDEAVOR BUSINESS PARK
⑥ PUBLIC UTILITY EASEMENT PER PLAT OF ENDEAVOR BUSINESS PARK ADDITION NO. 1
⑦ PRIVATE DRAINAGE EASEMENT PER PLAT OF ENDEAVOR BUSINESS PARK ADDITION NO. 1
⑧ BUILDING SETBACK LINE PER PLAT OF ENDEAVOR BUSINESS PARK ADDITION NO. 1

NOTE:
COORDINATES BASED ON WISCONSIN STATE PLANE COORDINATE SYSTEM GRID, SOUTH ZONE (NAD27)

OWNER:
ENDEAVOR BUSINESS PARK13 LLC
C/O HUSCH BLACKWELL LLP
555 E. WELLS STREET, SUITE 1900
MILWAUKEE, WI 53202

SHEET 1 OF 4 SHEETS

LEGEND

□ – 1 1/4" REBAR FOUND
○ – 3/4" REBAR FOUND
✦ – SECTION CORNER MONUMENT FOUND

NORTH POINT REFERENCED TO THE WISCONSIN STATE PLANE COORDINATE SYSTEM, SOUTH ZONE (NAD27). THE WEST LINE OF THE NORTHWEST 1/4 OF SECTION 1 HAS A BEARING OF NORTH 01°-04'-05" WEST.

200' 0 200' 400'

1"= 200'

SCALE FEET

EXCEL ENGINEERING Inc.
SURVEYING GROUP
Always a Better Plan
100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801
PROJECT NO. 2023580

CERTIFIED SURVEY MAP NO. _____

LOT 1 OF CSM NO. 6102 & LOT 17 OF ENDEAVOR BUSINESS PARK ADDITION NO. 1, BEING PART OF THE NORTHWEST 1/4, NORTHEAST 1/4 & SOUTHEAST 1/4 OF THE NORTHWEST 1/4, SECTION 1, TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE

I, Ryan Wilgreen, Professional Land Surveyor, hereby certify:

That I have surveyed, divided and mapped a parcel of land described below.

That I have made such Certified Survey under the direction of Endeavor Business Park13 LLC bounded and described as follows:

Lot 1 of Certified Survey Map No. 6102 recorded in the Washington County Register of Deeds office as Document No. 1145128 & Lot 17 of Endeavor Business Park Addition No. 1 Plat recorded in the Washington County Register of Deeds office as Document No. 1164869, all being part of the Northwest 1/4, Northeast 1/4 and Southeast 1/4 of the Northwest 1/4 of Section 1, Township 9 North, Range 19 East, Village of Richfield, Washington County, Wisconsin containing 13.365 acres (582,164 sq. ft.) of land more or less.

That such is a correct representation of all the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Section 236.34 of the Wisconsin Statutes and the Subdivision Ordinance of the Village of Richfield in surveying, dividing and mapping the same.

_____

Ryan Wilgreen, P.L.S. No. S-2647
ryan.w@excelengineer.com
Excel Engineering, Inc.
Fond du Lac, Wisconsin 54935
Project Number: 2023580

CERTIFIED SURVEY MAP NO. _____

LOT 1 OF CSM NO. 6102 & LOT 17 OF ENDEAVOR BUSINESS PARK ADDITION NO. 1, BEING PART OF THE NORTHWEST 1/4, NORTHEAST 1/4 & SOUTHEAST 1/4 OF THE NORTHWEST 1/4, SECTION 1, TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD, WASHINGTON COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

Endeavor Business Park13 LLC, a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said limited liability company caused the land described on this map to be surveyed, divided and mapped as represented on this map.

Endeavor Business Park13 LLC does further certify that this map is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection:

1. Village of Richfield

WITNESS the hand and seal of said owner this _____ day of _____, 20__.

Endeavor Business Park13 LLC

_____

_____, _____
(Print) (Title)

STATE OF _____)

_____COUNTY)SS

Personally came before me this _____ day of _____, 20__, the above named

_____ to me known to be the person who executed the foregoing instrument and acknowledged the same.

_____

Notary Public, _____ County, ____

My Commission Expires:_____

SHEET 3 OF 4 SHEETS

CERTIFIED SURVEY MAP NO. _____

LOT 1 OF CSM NO. 6102 & LOT 17 OF ENDEAVOR BUSINESS PARK ADDITION NO. 1,
BEING PART OF THE NORTHWEST 1/4, NORTHEAST 1/4 & SOUTHEAST 1/4 OF THE NORTHWEST 1/4, SECTION 1, TOWNSHIP 9 NORTH, RANGE 19 EAST, VILLAGE OF RICHFIELD,
WASHINGTON COUNTY, WISCONSIN.

PLAN COMMISSION APPROVAL

Approved by the Plan Commission of the Village of Richfield on this _____ day of _____, 2020.

_____ _____
James Otto, Chairman Date

_____ _____
Secretary Date

VILLAGE BOARD APPROVAL

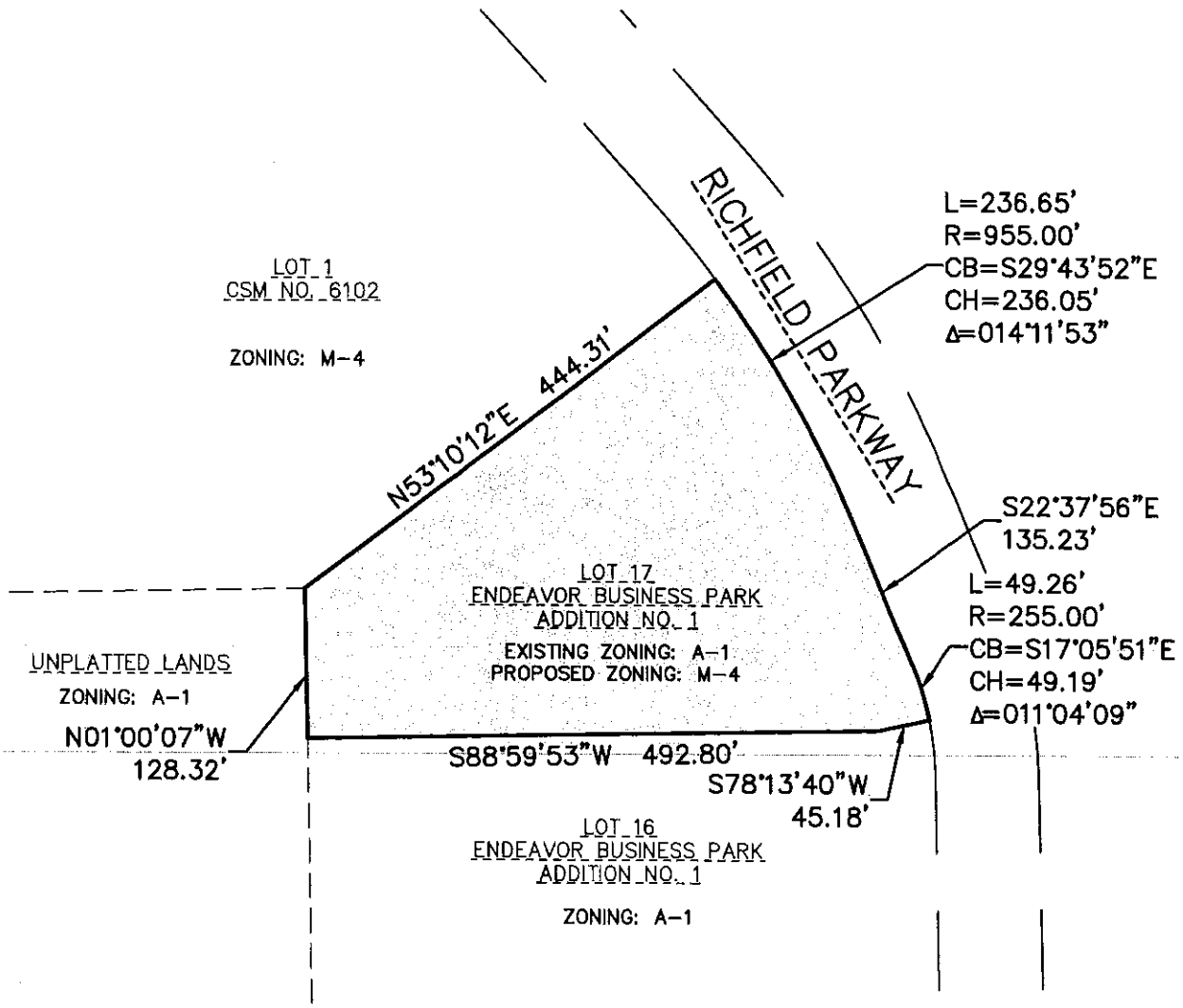
Approved by the Village Board of the Village of Richfield on this _____ day of _____, 2020.

_____ _____
John Jeffords, Village President Date

_____ _____
Donna Cox, Deputy Clerk Date

SHEET 4 OF 4 SHEETS

ZONING EXHIBIT



ZONING DISTRICT KEY
A-1 – EXCLUSIVELY AGRICULTURE
M-4 – INDUSTRIAL PARK

LEGAL DESCRIPTION:

Lot 17 of Endeavor Business Park Addition No. 1 plat, recorded in the Washington County Registry on June 28, 2007 in Volume 48 of Plats on Page 44, as Document No. 1164869, and being a part of the Northeast 1/4 and the Southeast 1/4 of the Northwest 1/4 of Section 1, Township 9 North, Range 19 East, in the Village of Richfield, Washington County, Wisconsin.

NORTH

1"= 150'

150' 0 150' 300'

SCALE FEET

DATE: JULY 8, 2020

EXCEL ENGINEERING Inc.
SURVEYING GROUP
PROJECT NO. 2023580

Always a Better Plan
100 CAMELOT DRIVE
FOND DU LAC, WI 54935
PHONE: (920) 926-9800
FAX: (920) 926-9801

CONCEPTUAL SITE PLAN

SCALE: 1" = 50'-0"

EXCEL

ARCHITECTS • ENGINEERS • SURVEYORS

Always a Better Plan

PROJECT INFORMATION

RICHFIELD DEVELOPMENT

PRELIMINARY DATES

MAY 29, 2020

JULY 2, 2020

NOT FOR CONSTRUCTION

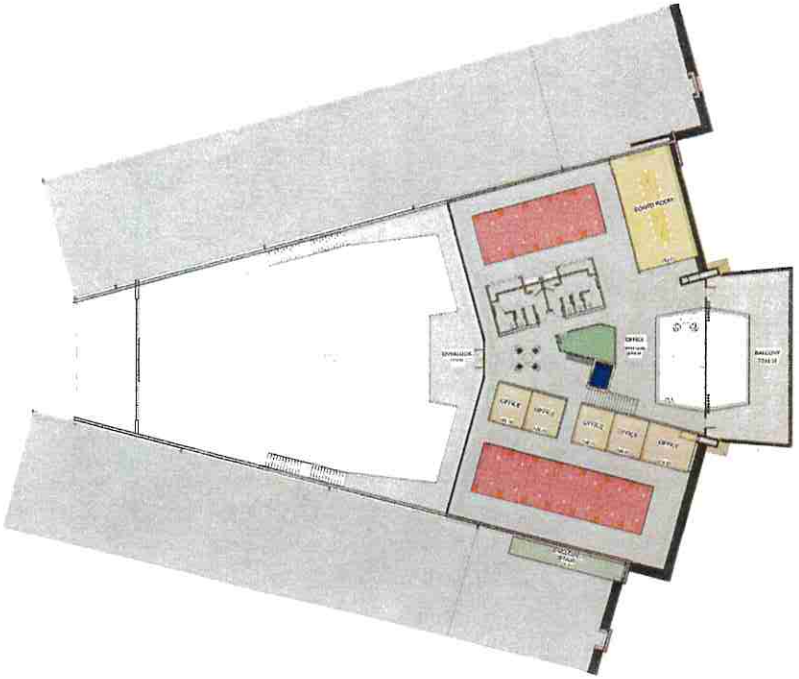
JOB NUMBER

2023580

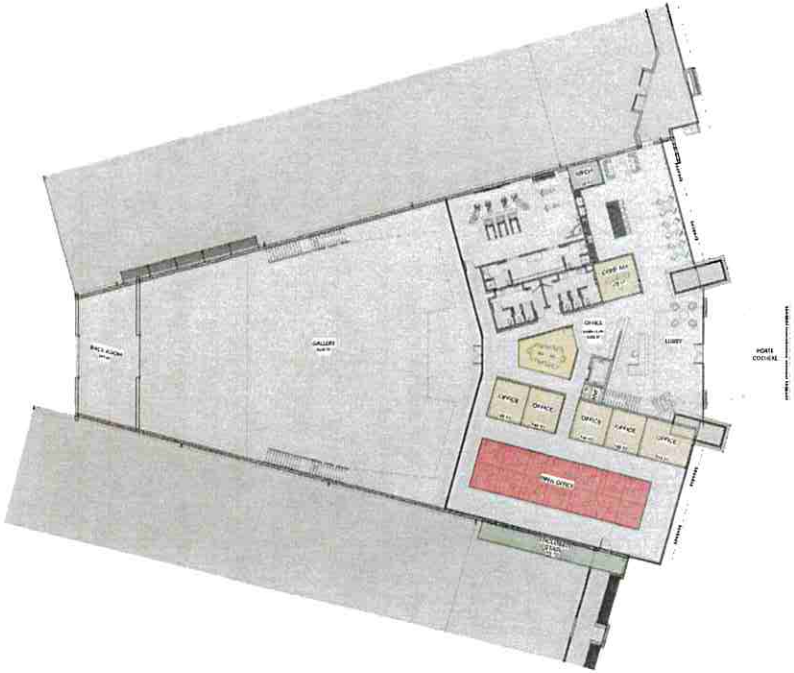
SHEET NUMBER

C1.1

EAST ELEVATION



CONCEPTUAL FLOOR PLAN - UPPER LEVEL



CONCEPTUAL FLOOR PLAN - MAIN LEVEL

EXCEL
ARCHITECTS • ENGINEERS • SURVEYORS
Always a Better Plan
100 Camelot Drive
Fond du Lac, WI 54935
Phone: (920) 926-9800
www.EXCELENGINEER.com

PROJECT INFORMATION

RICHFIELD DEVELOPMENT

PRELIMINARY DATES
MAY 29, 2020
JULY 2, 2020

NOT FOR CONSTRUCTION

JOB NUMBER
2023580

SHEET NUMBER
A1.0

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ARCHITECTS • ENGINEERS • SURVEYORS

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ARCHITECTS • ENGINEERS • SURVEYORS

Cedar corporation

engineering | architecture | environmental | surveying
landscape architecture | planning | economic development

W61 N497 Washington Avenue
Cedarburg, WI 53012
262-204-2360
800-472-7372
FAX 262-375-2688
www.cedarcorp.com

July 15, 2020

Mr. James Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, Wisconsin 53033

RE: Endeavor Business Park13 LLC. Certified Survey Map (CSM) Review

Dear Mr. Healy:

We have completed our review of the above referenced CSM received on July 13th, 2020. The CSM was prepared by Ryan, Wilgreen P.L.S. of Excel Engineering, Inc. It is our understanding that the proposed Land Division is being proposed under section 330 of the Village Code.

We have the following comments and recommendations:

Sheet 1:

- Verify pipe symbology as noted
- Add borings per Village of Richfield code 330-34 A(8)
- Add existing and proposed topography per Village of Richfield code 330-34(B)
- Endeavor Business Park Addition No.1 is zoned industrial(M-4) show only the appropriate setbacks
- It is our understanding that the drainage easement along the common lot line of Lot 1 and Lot 17 is planned to be moved. Would it be reasonable to show/create the easement on this CSM?

Sheet 4:

- Remove Plan Commission Approval certificate

Submitted data has been reviewed for conformance with generally accepted surveying practices and Village policies. Although this data has been reviewed, the surveyor is responsible for the thoroughness and accuracy of survey and supplemental data and for compliance with all state and local codes, ordinances, and procedures. Modification to the survey, etc., may be required should errors or changed conditions be found at a future date.

Please contact me at our Cedarburg office (phone 262-204-2341) if you require any additional information or if you have any questions.

Sincerely,

CEDAR CORPORATION
Mitchell Reimer, P.L.S.
Professional Land Surveyor
RD/MJR

CEDAR CORPORATION
Ron Dalton, P.E.
Director/Office Manager

Enclosure(s): As Noted

Cc: Ryan Willgreen, Excel Engineering Inc, w/encl.,via email

(Class II Public Notice)

NOTICE OF PUBLIC HEARING

VILLAGE OF RICHFIELD

Thursday, August 20, 2020

PLEASE TAKE NOTICE:

Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village of Richfield Village Board will conduct two (2) public hearings on Thursday, August 20, 2020 at the Richfield Village Hall located at 4128 Hubertus Road.

1) Proposed Ordinance Amendment to the P-1, Parks and Recreation District Subsection "D", to allow "Camping Cabins" as a Conditional Use
2) Rezoning petition by Endeavor Business Park 13, LLC. to rezone property identified by Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District

For information regarding these petitions, please contact Jim Healy, Village Administrator at (262)-628-2260. This application is available during normal business hours. All interested parties will be heard. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office at (262)-628-2260 with as much advanced notice as possible.

Dated this 3rd day of August 2020.

Publication Dates:
August 06, 2020
August 13, 2020

Jim Healy
Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262)-628-2260

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

ORDINANCE O2020-08-02

AN ORDINANCE TO REZONE THE FOLLOWING PARCEL V10_0008020 IN THE VILLAGE OF RICHFIELD AND TO AMEND THE ZONING MAP OF THE VILLAGE OF RICHFIELD PURSUANT TO SECTION 70.163 OF THE MUNICIPAL CODE

WHEREAS, the property owner, Endeavor Business Park 13 LLC., is acting as the petitioner to rezone the following parcel of land, Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District; and

WHEREAS, the property is proposed to be rezoned so the owner can develop the site for industrial purposes; and

WHEREAS, the Endeavor Business Park was created in 2004-2005 with the intent of attracting manufacturing businesses to develop in the area because it is strategically located adjacent to the State and Interstate transportation networks; and

WHEREAS, the rezoning petition has been submitted to the Village of Richfield Plan Commission for report and recommendation; and

WHEREAS, the required public notice of the public hearing has been provided consistent with Section 62.23 of the Wisconsin Statutes and the Village's zoning regulations; and

WHEREAS, the Village Board conducted a public hearing on August 20, 2020; and

WHEREAS, the Plan Commission has recommended to the Village Board that the rezoning change be made; and of the recommendation of the Plan Commission, having determined that all procedural requirements and notice requirements have been satisfied, having given the matter due consideration, having determined that the rezoning is consistent with the Village's Comprehensive Plan, and having based its determination on the effect of granting of said rezoning on the health, safety, and welfare for the community, and the immediate neighborhood in which said use will be located, and having given due consideration to the municipal problems involved, as well as the impact on the surrounding properties as to the noise, dust, smoke, odor and others, has hereby determined that the rezoning will not violate the spirit or intent the zoning ordinance for the Village of Richfield, will not be hazardous, harmful, noxious, offensive or a nuisance by reason of noise, dust, smoke odor or other similar factors and will not for any other reason cause a substantial adverse effect on the property values and general desirability of the neighborhood as long as the development is conducted pursuant to the following conditions and is in strict compliance with the same.

NOW, THEREFORE BE IT RESOLVED, the Village of Richfield Village Board, Washington County, Wisconsin ORDAINS AS FOLLOWS:

Section 1. Zoning Map Change
The subject property is hereby rezoned as described above and depicted in Exhibit A, attached hereto, and the zoning map of the Village of Richfield is hereby amended to incorporate the zoning of the subject property.

Section 2. Effective Date
This ordinance shall be in full force and effect from and after its passage and posting or publication as provided by law.

Adopted this _____ day of _____, 2020

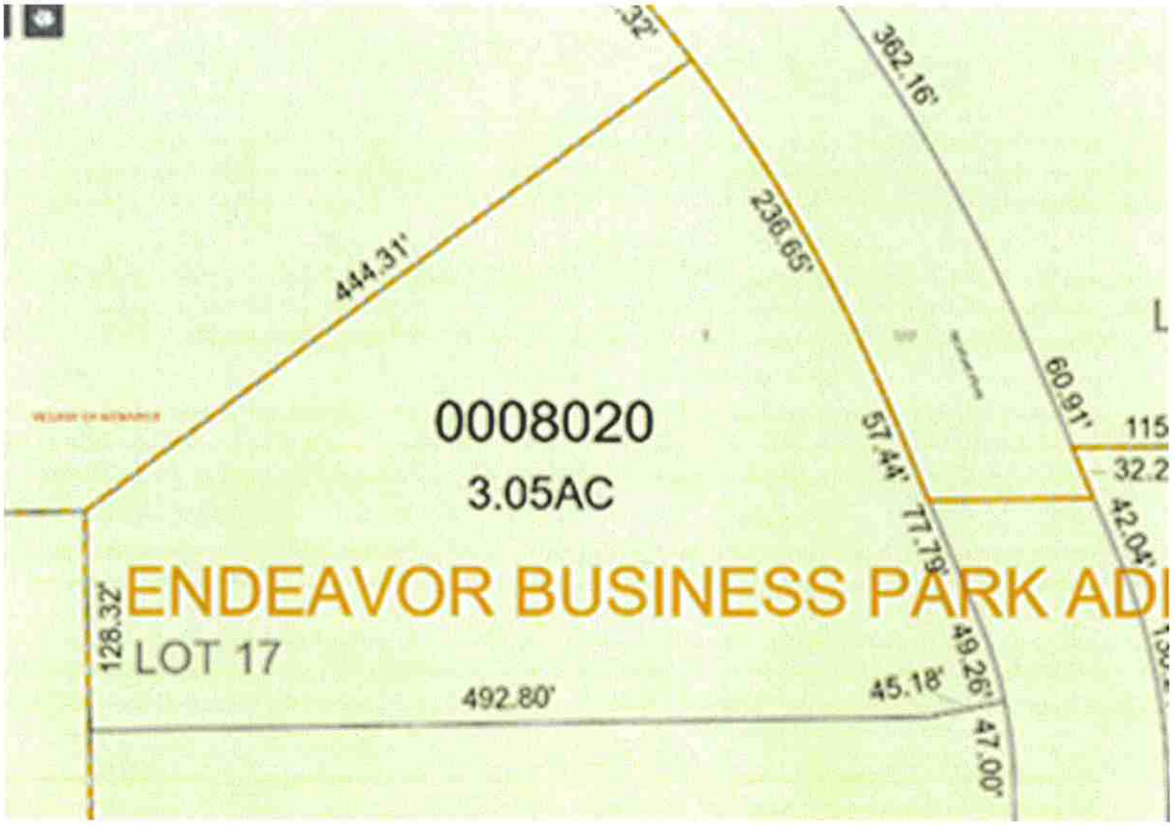
Attest:

_____
John Jeffords, Village President

_____
Attest: Jim Healy, Village Administrator/Clerk

EXHIBIT A

V10_0008020



8c

VILLAGE OF RICHFIELD

8c.

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT:	Ordinance Amendment to P-1, Parks and Recreation District – Camping Cabins in Glacier Hills Park
DATE SUBMITTED:	August 11, 2020
SUBMITTED BY:	Jim Healy, Village Administrator

POLICY QUESTIONS: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE PLAN COMMISSION TO DENY THE PROPOSED ORDINANCE AMENDMENT?

ISSUE SUMMARY:

Washington County has proposed an amendment to allow "Camping Cabins" as a Conditional Use in the P-1, Parks and Recreation District. This legislative amendment to our Zoning Code was discussed with the Village Board on January 23, 2020. It was the Village Board's recommendation that if the County was going to propose such an amendment that 1) it be handled as a Conditional Use and 2) it be limited to Glacier Hills Park.

On June 3, 2020 Attorney Kim Lechner, Deputy County Attorney, drafted a proposed Ordinance amendment which would do expressly what was suggested by the Village Board. Upon review, the Village Attorney had several concerns which have been previously outlined to the Plan Commission, namely that the Ordinance be drafted in a way to narrowly apply to government-owned lands and not be written in a way that could be construed to be referencing "tent camping", which is not the intent of this proposed Ordinance. On July 14th, a revised draft of the Ordinance was put forth and reviewed by the Village Attorney. His correspondence dated July 30th is attached herein for your convenience.

Of importance, I outline the following related to this Ordinance Amendment:

- "Camping Cabins" are limited to those which are operated in conformance with Agriculture, Trade, and Consumer Protection (ATCP) 79 entitled "Campgrounds" and Department of Safety and Professional Services (SPS) 327 entitled "Camping Units".
  - In the Village Code of Ordinances, they were previously licensed under Department of Health Family Services (HFS) 178. This language is in substantial conformance with ATCP 79.
  - SPS 327 pertains to Department of Safety and Professional Services (SPS) Administration and Enforcement, (cabin) Construction Standards, HVAC requirements, and Electrical Standards, Plumbing, and Camping Unit Transfer Tanks. When the previously constructed cabins in Glacier Hills were remodeled, these are the standards they were constructed to.
- The number of cabins has been limited to one (1) cabin per 14 acres. Glacier Hills County Park is 140-acres of land. They currently have five (5) camping cabins on the property. This would allow them to build five (5) more.
- To address the concern regarding the proliferation of these types of cabins on properties zoned P-1, Parks and Recreation, the County is proposing to limit the use to properties that are "government-owned" and zoned P-1. In the Village of Richfield, this would equate to lands owned by our community and Glacier Hills Park, only.
- To address concerns heard from the public, the County is proposing that no "camping cabin" shall be erected within 250' of a public roadway and a minimum of 50' from property boundary lines.

Because of the way the new (Conditional Use Permit) CUP laws have been written into Wisconsin State Statutes, the Plan Commission and the Village Board are required to hold a joint public hearing, to act in a quasi-judicial manner. Therefore, it would be inappropriate for the Plan Commission (and the same held true for the Village Board) to hear the reason "why" the County is proposing this Ordinance. But suffice it to say, it is likely we will be receiving a proposal should the Plan Commission and Village Board approve the proposed amendment.

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT:	Ordinance Amendment to P-1, Parks and Recreation District – Camping Cabins in Glacier Hills Park
DATE SUBMITTED:	August 11, 2020
SUBMITTED BY:	Jim Healy, Village Administrator

In the minutes of the Plan Commission meeting from March when this matter was last discussed, a recommendation came from the Plan Commission to the Village Board for the denial of the proposed Ordinance Amendment. Of concern from the Plan Commission at that time were the following considerations:

- The draft ordinance language had not been reviewed by the Village Attorney prior to them seeing the language.
  - The draft ordinance language has now been reviewed.
- There were concerns regarding language from the previous iterations of the Code being inserted back into the text which were not consistent with the proposal. For instance, in the previous P-1, Parks and Recreation District Conditional Uses text the following language was proposed:

"Campgrounds, licensed under and operated in conformance with the requirements of HFS 178 of the Wisconsin Administrative Code that meet the following additional conditions and requirements:
a. *The minimum size of a campground shall be 10 gross acres.*
b. *The maximum number of individual campsites shall be 12 per net acre.*
c. *The minimum dimensions of a campsite shall be 50 feet wide by 70 feet long.*
d. *Each campsite shall be separated from other campsites within the campground by a yard area not less than 15 feet wide.*
e. *No individual campsite shall be located closer than 75 feet from a public highway or road right-of-way, nor closer than 40 feet to any other property boundary.*
f. *Each campground shall be completely enclosed except for permitted entrances and exits by either a temporary planting of fast-growing plant material, capable of reaching a height of 10 feet or more within two years, or a permanent evergreen planting, the individual trees to be of such a number and so arranged that within 10 years a dense screen will be formed. Such permanent planting shall be grown or maintained to a height of not less than 10 feet."*

The above language does not exist in our Code. All Conditional Uses in the Village Code were removed. I have clarified with the Parks and Trails Manager for Washington County, the intent of what he has drafted is to create 70.207(D)(1). **It would be drafted as such:**

- ✓ *70.207(D)(1): Camping Cabins on government-owned lands zoned P-1, which meet the requirements of 70.207(D)(1)(a)(b) and are licensed under and operated in conformance with ATCP 79 and SPS 327; not to exceed more than 1 cabin per 14 acre.*
  - *a. Minimum setback of 250' from public roadways*
  - *b. Minimum setback of 50' from property line*

A chief concern of the Village has been the security aspect of the properties and what enforcement actions would be necessary should a campsite become "rowdy" or cause a disturbance. Previously, Glacier Hills Park had a County Ranger who lived there full-time to assist with such matters. This matter was the primary topic of discussion at the Plan Commission meeting on August 6th. Many of the Plan Commissioners expressed support for the proposed amendment but wanted to see some sort of an amendment to address their concerns. As a result of its absence from the proposed amendment, the petition was recommended to the Village Board for denial.

On August 12th, Village Staff had a teleconference with the Washington County Executive. The tone and tenor of the conversation at the Plan Commission was conveyed to him along with the recommendation of a modest amendment to potentially ease the concerns of the Commission and the Village Board. The proposal would be to add subsection (c) to the proposed ordinance amendment above, to read the following:

c. *An "onsite management plan" must be submitted by the petitioner and is subject to approval by the Village Board*

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: Ordinance Amendment to P-1, Parks and Recreation District – Camping Cabins in Glacier Hills Park

DATE SUBMITTED: August 11, 2020

SUBMITTED BY: Jim Healy, Village Administrator

This "onsite management plan" could spell out the process for disruptions or disturbances at Glacier Hills Park, a process for discussion with the Village Board if there becomes issues with guests, and written documentation of how the County intends to maintain oversight of their 140-acre park. This type of language (paraphrased) has been used by our consultants to help manage similar uses like "self-storage facilities". From speaking with Village Attorney John Macy, these types of modest amendments are still consistent with the Class II Public Hearing Notice published in the Daily News and therefore can be considered tonight by the Board. Mr. Eric Hyde will be present the night of the meeting should any subsequent questions need to be directly addressed.

Tonight, a Public Hearing has been scheduled with the Class II Public Hearing Notice published in the Daily News.

FISCAL IMPACT:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs: Administrative
Future Ongoing Costs: Administrative
Physical Impact (on people/space): Increased number of cabins at Glacier Hills Park
Residual or Support/Overhead/Fringe Costs: Administrative

ATTACHMENTS

1. Letter from Village Attorney John Macy dated July 30, 2020
2. Memo from Washington County Parks and Trails Manager Eric Hyde dated July 14, 2020
3. Ordinance O2020-08-01, an Ordinance to Create Section 70.207(D)(1) of the Zoning Code Related to "Camping Cabins" as a Conditional Use in the P-1, Parks and Recreation District
4. Class II Public Hearing Notice

STAFF RECOMMENDATION:

To approve:

Motion to approve Ordinance O2020-08-01, an Ordinance to create Section 70.207(D)(1) of the Zoning Code Related to "Camping Cabins" as a Conditional Use in the P-1, Parks and Recreation District.

To deny:

Motion to accept the recommendation of the Plan Commission to deny the proposed amendment and to direct Staff to continue working with the Washington County Planning and Parks Department on mutually agreeable verbiage to address concerns for safety and oversight.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Municipal LAW

& LITIGATION GROUP

DALE W. ARENZ, RETIRED
DONALD S. MOLTER, JR., RETIRED
JOHN P. MACY
H. STANLEY RIFFLE
COURT COMMISSIONER
ERIC J. LARSON
REMZY D. BITAR

730 N. GRAND AVENUE
WAUKESHA, WISCONSIN 53186
Telephone (262) 548-1340
Direct (262) 806-0215
Facsimile (262) 548-9211
Email: jmacy@ammr.net

PAUL E. ALEXY
MATTEO REGINATO
LUKE A. MARTELL
SAMANTHA R. SCHMID
STEPHEN J. CENTINARIO, JR.
AMY FRY-GALOW
CHRISTOPHER R. SCHULTZ
ANTHONY J. GARCIA
SADIE R. ZURFLUH

July 30, 2020

Jim Healy, Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033

Re: Camping Cabins on Washington County Owned Lands
Washington County Rezoning Request
Revised Request

Dear: Mr. Healy:

I received your request that I review the revised request from Waukesha County, seeking to amend the Village Zoning Code concerning camping cabins in the P-1 district. This follows upon my review letter of July 6th, in which I reviewed the first request from the county in this regard. I have had an opportunity to carefully consider this matter.

Based upon my review, I have the following comments, questions, concerns and recommendations in this regard:

1. Issue 1: On July 6th I commented on the definition "camping cabins". That note is still relevant, and is provided here again for your consideration of the policy issue:

   The ordinance would allow "camping cabins." Although the ordinance draft does not define that term, it references certain administrative rules, including ATCP 79 which includes a definition of a "camping cabin" as follows: "Camping cabin means a building or other structure that is 400 square feet or less in area. A camping cabin includes a yurt, but does not include a tent, recreational vehicle, tourist rooming house, mobile home or manufactured home." Please be sure that this will be acceptable as a policy matter.

2. Issue 2: On July 6th I commented on the statement provided at that time, that "camping cabins cannot exceed 10 per parcel." That issue has been revised in the latest request. They now propose that the number be limited to "1 cabin per 14 acres." You can consider whether this is acceptable as a policy matter.

3. Issue 3: On July 6th I commented on the ordinance limitation, which limited the use to lands owned by Washington County. That issue has been resolved in this draft by the suggestion that the use be limited to government-owned lands in the P-1 District.

4. Issue 4: On July 6th I commented on the standards that would apply to the issuance of the conditional use permit. That issue has been modified. The request now proposes that the only standards to apply to the issuance of the conditional use permit are:

   - Zoned P-1
   - Government owned
   - licensed under and operated in conformance with ATCP 79 and SPS 327
   - not to exceed more than 1 cabin per 14 acres
   - Minimum setback of 250' from public roadways
   - Minimum setback of 50' from property line

   Please be sure that the Village is prepared to issue the CUP upon proof that the applicant satisfies these conditions.

5. Issue 5: On July 6th I commented that I could put the ordinance into an appropriate ordinance form on request, and I remain available to do so on request.

Whether the Village is inclined to adopt the ordinance requested by Washington County is a policy matter. If you should have any questions or concerns regarding this matter, please do not hesitate to contact me.

Yours very truly,
MUNICIPAL LAW & LITIGATION GROUP, S.C.

John P. Macy

John P. Macy

JPM/egm
cc: Donna Cox, Village Deputy Clerk

WASHINGTON COUNTY

Planning and Parks Department

Jamie Ludovic, Central Services Director

Debora Sielski, Deputy Director Planning and Parks

Eric Hyde, Parks & Trails Manager

Public Agency Center
333 E. Washington Street, Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003
(262) 335-4445
Fax: (262) 335-6868
webplan@co.washington.wi.us
www.co.washington.wi.us/PPD

Date: 7/14/2020
To: Jim Healy, Village of Richfield Administrator
From: Eric Hyde, Washington County Parks & Trails Manager
RE: Request for Village Ordinance Amendment

The Washington County Planning and Parks Department is requesting an ordinance amendment to add a conditional use for camping cabins on government owned lands. We are requesting that the conditional use allow for camping cabins based on the language and conditions below.

70.207D.3 Camping cabins on government-owned lands zoned P-1, which meet the requirements of 70.207D.3 1 & 2 and are licensed under and operated in conformance with ATCP 79 and SPS 327; not to exceed more than 1 cabin per 14 acre.

(1) Minimum setback of 250' from public roadways
(2) Minimum setback of 50' from property line

Since all conditional uses were pulled and do not exist, we are requesting that the Village's Attorney rewrite this ordinance in the form of your ordinance language.

Please let me know if you have any questions or concerns with regards to this request. If you could let me know what the next step is for consideration of this amendment that would be appreciated.

Thanks,

Eric Hyde

Eric Hyde
Parks & Trails Manager
Washington County

STATE OF WISCONSIN VILLAGE OF RICHFIELD WASHINGTON COUNTY

ORDINANCE O2020-08-01

AN ORDINANCE TO CREATE SECTION 70.207(D)(1) OF THE ZONING CODE RELATED TO "CAMPING CABINS" AS A CONDITIONAL USE IN THE P-1, PARKS AND RECREATION DISTRICT

WHEREAS, at the direction of the Plan Commission and Village Board, in October of 2018, the Village Staff was directed to delete all Conditional Uses from all Zoning Districts until such time as new legislation can be drafted to ensure the taxpayers are adequately protected; and

WHEREAS, on March 5, 2020, the Plan Commission recommended approval to the Village Board of the proposed Ordinance to handle "Conditional Use Administration" which was scheduled for Public Hearing on April 30, 2020. It was then subsequently approved; and

WHEREAS, the "Conditional Use Administration" process has been approved and adopted, but no actual "Conditional Uses" exist in our Village Code; and

WHEREAS, the County Planning and Parks Department has petitioned the Village to allow "Camping Cabins" on government-owned land that is zoned P-1 to legalize the existing camping cabins which are on the property and are currently rented out; and

WHEREAS, in March of 2020, a first draft of this proposed Ordinance Amendment was brought forward and recommended to the Village Board for denial by the Plan Commission; and

WHEREAS, County Attorney Kim Lechner has drafted a second version of the Ordinance which they believes more closely conforms to the comments heard during the public meeting;

WHEREAS, on August 6th the Plan Commission made a recommendation to the Village Board for (APPROVAL OR DENIAL); and

WHEREAS, the Village Board of the Village of Richfield having carefully reviewed the recommendation of the Village Plan Commission, being fully informed and advised, having determined that all procedural requirements and notice requirements have been satisfied, hereby determines that this ordinance is consistent with the public necessity, convenience, and general welfare and good zoning practice.

NOW, THEREFORE BE IT RESOLVED, the Village of Richfield Village Board, Washington County, Wisconsin ORDAINS AS FOLLOWS:

Section 1. Section 70.207(D)(1) is hereby created to read as follows:

70.207(D)(1): Camping Cabins on government-owned lands zoned P-1, which meet the requirements of 70.207(D)(1)(a)(b) and are licensed under and operated in conformance with ATCP 79 and SPS 327; not to exceed more than 1 cabin per 14 acre.

a. Minimum setback of 250' from public roadways
b. Minimum setback of 50' from property line
c. *An "onsite management plan" must be submitted by the petitioner and is subject to approval by the Village Board*

Section 2. Severability. Several sections of this ordinance are declared to be severable. If any section or portion thereof shall be declared by a court of competent jurisdiction to be invalid, unlawful, or unenforceable, such decision shall apply only to the specific section or portion thereof directly specified in the decision, and shall not affect the validity of any other provisions, sections, or portions thereof of the ordinance. The remainder of the ordinance shall remain in full force and effect. Any other ordinances whose terms are in conflict with the provisions of this ordinance are hereby repealed as to those terms that conflict.

Section 3. Effective Date. This ordinance shall become effective upon passage and publication/posting.

Adopted this ____ day of August, 2020.

Attest:

_____
John Jeffords, Village President

_____
Jim Healy, Village Clerk/Administrator

(Class II Public Notice)

NOTICE OF PUBLIC HEARING

VILLAGE OF RICHFIELD

Thursday, August 20, 2020

PLEASE TAKE NOTICE:

Notice is hereby given, pursuant to Section 19.84, Wis. Stats., and provisions of the Village of Richfield Code of Ordinances, that the Village of Richfield Village Board will conduct two (2) public hearing on Thursday, August 20, 2020 at the Richfield Village Hall located at 41218 Hubertus Road.

1) Proposed Ordinance Amendment to the P-1, Parks and Recreation District Subsection "D", to allow "Camping Cabins" as a Conditional Use
2) Rezoning petition by Endeavor Business Park 13, LLC. to rezone property identified by Tax Key: V10_0008020 from A-1, Exclusive Agricultural District to M-4, Industrial Park District

For information regarding these petitions, please contact Jim Healy, Village Administrator at (262)-628-2260. This application is available during normal business hours. All interested parties will be heard. Requests from persons with disabilities who need assistance to participate in this meeting or hearing should be made to the Village Clerk's Office at (262)-628-2260 with as much advanced notice as possible.

Dated this 31st day of July 2020.

Publication Dates:
August 06, 2020
August 13, 2020

Jim Healy
Village Administrator
Village of Richfield
4128 Hubertus Road
Hubertus, WI 53033
(262)-628-2260

8d

VILLAGE OF RICHFIELD

8d.

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: 2021-2025 Capital Improvement Plan (CIP)
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTIONS: DOES THE VILLAGE BOARD WISH TO ACCEPT THE RECOMMENDATION OF THE CAPITAL IMPROVEMENT SUBCOMMITTEE FOR THE ADOPTION OF THE 2020-2024 CAPITAL IMPROVEMENT PLAN (CIP)?

ISSUE SUMMARY:

Each year the Capital Improvement Program Administrative Subcommittee meets to reevaluate the five (5) year capital improvement needs of the Village. This year, the Administrative Committee took a deep dive into the Village's Equipment Replacement Plan and future Village facility needs. For the first time since the inception of our annual vehicle maintenance report, where each maintenance item is catalogued for each vehicle/piece of equipment during the previous fiscal year, we've decided to sell a Village plow truck early due to its exceedingly high maintenance costs. Selling this truck earlier than our normal 22-year life of a plow truck will afford the Village the ability to receive more money at auction to put back into savings for its replacement. In FY2020, the Village saved in excess of $212,000 towards the replacement of future vehicles. We do so, for these exact types of situation. Each plow truck is approximately $183,000.

The Village's 2020 Highway Improvement Plan was completed as of August 13th and Staff are awaiting the final costs for work, which is anticipated to be well below the bid estimates submitted by the contractor. If the Board recalls, it awarded a contract in the amount of $1.517M earlier in the year. Any residual amount left over will be directed towards the Alternates that fall within budget to attempt to get the $1.517M budget to as close to $0.00 as possible. This is the second year the Village has been able to take advantage of doing multiple miles of road with the Road Referendum that was passed in November of 2018.

The plan before the Village Board tonight is a plan that has been endorsed by Village Staff which includes Administrator Jim Healy, Administrative Services Coordinator Jen Keller, Deputy Treasurer Deanna Hupe, Department of Public Works Supervisor Brett Thicke, and Village Shop Foreman Bob Muesch. Having the input and support of all of these individuals is just one of the pieces needed for the success of this plan. The final financial plan, as produced, has been reviewed by each member of the Capital Improvement Plan Administrative Committee. At the scheduled July CIP Administrative Committee meeting, the drafted CIP was recommended for approval to the Board with the following motion:

Motion by Committee Member Tom Lechner to recommend approval of the 2020-2024 Capital Improvement Plan to the Village Board; Seconded by Member Dick Melzer; Motion carried unanimously.

The adoption of the Village's CIP allows Village Staff to begin the budgeting process by inputting numerical figures endorsed by the Village Board that are above our specified threshold. Aside from the straight-line depreciation method for saving for our vehicle fleet, these are the major capital expenditures the general public can expect to see included in the 2021 Budget (shown on next page).

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: 2021-2025 Capital Improvement Plan (CIP)
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

Capital Improvement Plan

2021 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Roadway Improvement 2021 - Mayfield Road	Public Works and Highway	PW&H-21-001	2	$477,500
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-002	2	$187,700
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-003	2	$357,625
Roadway Improvement 2021 - Elmwood Road	Public Works and Highway	PW&H-21-004	2	$403,500
Washington County Roadway Improvement - CTH Q and Hillside Road	Public Works and Highway	PW&H-21-005	2	$45,250
Fireman's Park Tennis Court Reconstruction	Parks and Recreation	P&R-21-001	1	$23,952
Municipal Software Accounting Package	Administration	A-21-002	2	$22,500
2021 Total		$1,471,575		$1,518,027
		Roads Total		Total

The document, prepared primarily by Ms. Jen Keller and Ms. Deanna Hupe, is a tremendous achievement for the Village. There are many communities in SE Wisconsin, much larger than Richfield, who don't come close to this level of sophistication when putting together their CIP. As this document is the backbone for our Village Budget, it provides our citizens the roadmap for future spending in a clear, concise, and transparent manner.

FISCAL IMPACT:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs: Per proposed CIP
Future Ongoing Costs: Per proposed CIP
Physical Impact (on people/space): Variable
Residual or Support/Overhead/Fringe Costs: Per proposed CIP

ATTACHMENTS

1. 2021-2025 Capital Improvement Plan (CIP)

STAFF RECOMMENDATION:

Motion to accept the recommendation of the Capital Improvement Program Administrative Subcommittee for the approval of the 2021-2025 CIP.

APPROVED FOR SUBMITTAL BY:

Jennifer Keller
Village Staff Member

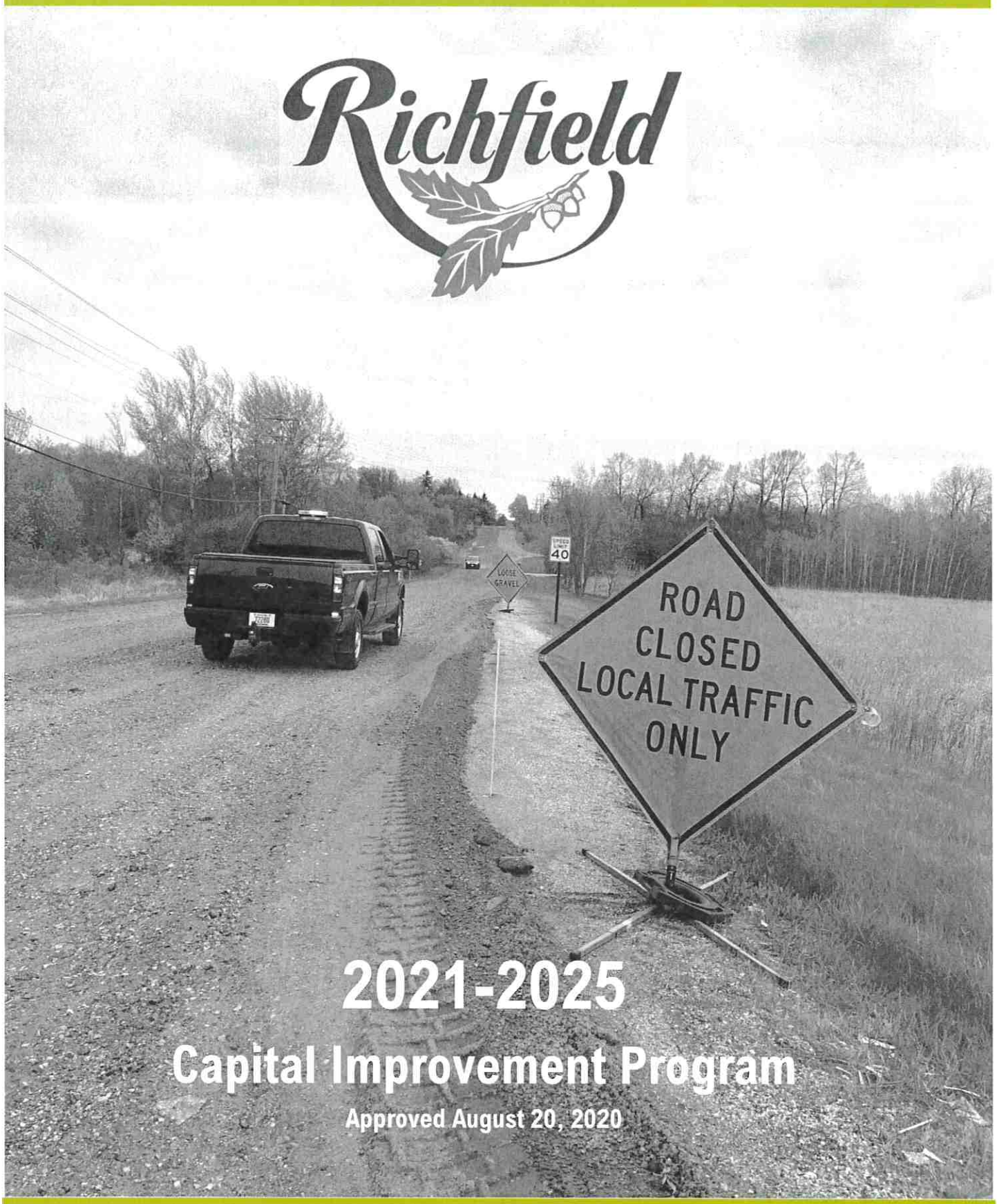
Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

Richfield



2021-2025

Capital Improvement Program

Approved August 20, 2020

"Building, Preserving, Maintaining... a Country Way of Life"

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*The following is a list of departments with upcoming projects.

Projects by Year 2021:

Public Works and Highway

Parks and Recreation

Projects by Year 2022:

Administration

Public Works and Highway

Vehicle Replacement

Projects by Year 2023:

Public Works and Highway

Vehicle Replacement

Projects by Year 2024:

Public Works and Highway

Vehicle Replacement

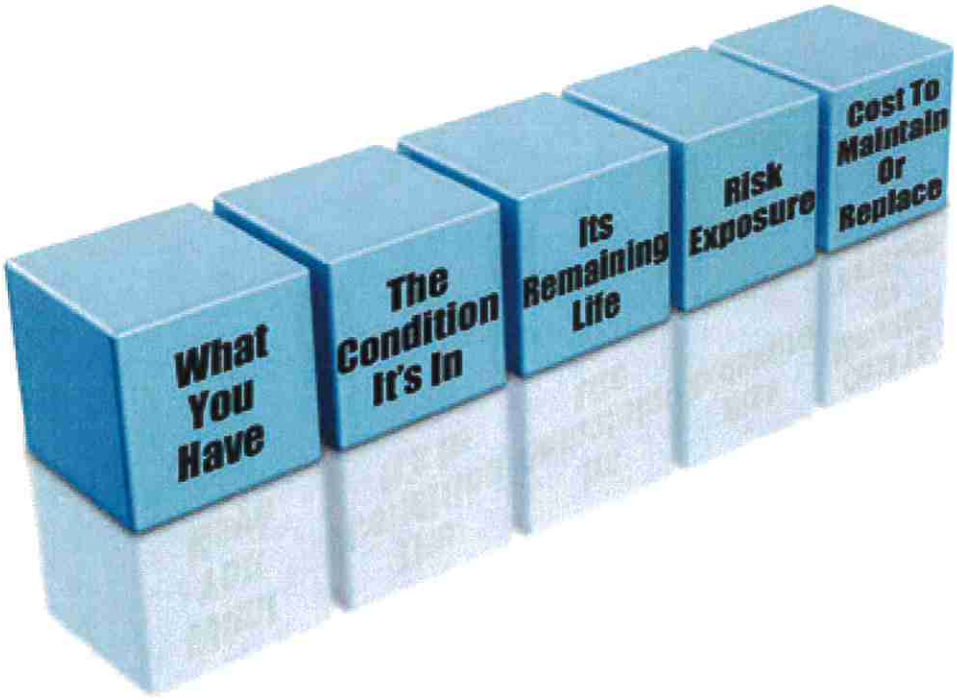
Projects by Year 2025:

Public Works and Highway

Administration

Section 1:

Capital Improvement Program Policy



Village of Richfield

Capital Improvement Program Policy

1.0 PURPOSE

To provide an authoritative decision-making process for the evaluation, selection and multi-year scheduling of public physical improvements based on a projection of available fiscal resources and the community's priorities.

2.0 ORGANIZATIONS AFFECTED

The Village of Richfield has a substantial investment in buildings, equipment, parks and public infrastructure, including its utilities. Prudent management of these investments is the responsibility of Village government. In order to fulfill this responsibility but remain within fiscally prudent parameters, the Village has enacted this policy for development of the capital improvement budget. This policy applies to all capital budgets of the Village, including general Village functions and utility funds.

3.0 POLICY

THIS POLICY ESTABLISHES A CAPITAL IMPROVEMENT PROGRAM TO:

1. ENSURE THE TIMELY RENEWAL AND EXTENSION OF THE VILLAGE'S PHYSICAL FACILITIES;
2. SERVE AS THE LINKAGE IN THE VILLAGE'S PLANNING FOR PHYSICAL DEVELOPMENT BETWEEN THE COMPREHENSIVE PLAN, THE STRATEGIC PLAN AND ALL SUBSIDIARY PLANS WITH A 10 – 15 YEAR HORIZON AND THE ANNUAL BUDGET PROCESS WITH A ONE YEAR HORIZON;
3. MAINTAIN CONTROL OVER THE VILLAGE'S LONG-TERM DEBT IN RELATION TO THE VILLAGE'S FINANCIAL CAPACITY;
4. ENSURE COORDINATED CAPITAL DEVELOPMENT

4.0 DEFINITIONS

4.1 *Capital Improvement Program (CIP)*

A comprehensive and systematic program designed to facilitate the planning, budgeting and funding of all Capital Improvement Projects. This shall include the Equipment Replacement Program, as well as any projects which meet the below definition(s).

4.2 *Capital Improvement Project Threshold*

Projects meeting the below definition shall be included in the Capital Improvement Program document rather than the Operating Budget document, as determined by the Village Administrator.

- A project expected to have a useful life greater than 5 years and an estimated cost of $5,000 or more. Capital projects include the construction, purchase, or major renovation of buildings, utility systems, or other structures; purchase of land and major landscaping projects; purchase of machinery or equipment.

4.3 *Capital Improvement Schedule*

A summary schedule of all approved capital improvement projects. The program shall be for a five year period. The program shall be annually revised and projected one year to allow for changed conditions and circumstances.

4.4 *Capital Improvement Plan*

A comprehensive planning document including all approved projects in the five year Capital Improvement Program. This document will include detailed information regarding each project, the Capital Improvement

Program Project Request Form and any subsequent attachments and background materials. This document will also include the Capital Improvement Schedule and the Equipment Replacement Schedule, as well as funding source information, linkages to other planning documents and other similar data and analysis.

4.5 *Capital Budget*

The capital budget includes those projects scheduled for activity and funding in the next budget year. The capital budget shall be presented annually by the Village Administrator to the Village Board, in conjunction with the normal budget process, for consideration and adoption. The source of financing for each project in the budget shall be identified. The capital budget and the Capital Improvement Schedule shall only include those project costs or portions thereof, that the Village is responsible for funding. This would include grant proceeds received on a reimbursement basis, but would not include non-local funding for which the Village does not need to front the money.

4.6 *Capital Fund*

To ensure proper accounting and financial management the Village shall create and maintain a Capital Fund for the purposes of financing and accounting for the cost of Capital Improvement Projects. This fund shall be accounted for in the Financial Statement of the Annual Auditor's Report and will be maintained by the Village Treasurer.

4.7 *CIP Administrative Committee*

The CIP Administrative Committee consists of the following members:

- Village President
  - The President shall convene the Committee annually, vote only in the case of a tie and shall chair all meetings.
- One Trustee, elected by the Village Board at the first meeting in May of each year
- One non-elected official on the Plan Commission, appointed by the Village Board at the first meeting in May of each year
- One citizen at large, appointed by the Village Board at the first meeting in May of each year

5.0 SCHEDULE

The schedule for the annual CIP process shall be as follows:

- *December 15* - CIP Request Forms issued by Village Administrator
- *February 15* – Departmental submission of CIP request forms to Village Administrator
- *First Thursday in March* – Village Administrator & Deputy Treasurer present analysis of available and acceptable funding levels to CIP Administrative Committee
- *Third Thursday in April* – Final consideration and adoption of CIP by the Village Board
- *Third Wednesday in May* – Publication and distribution of the adopted CIP

6.0 PROJECT PRIORITIZATION

As part of the project submittal process, department/division heads shall identify project priorities to help determine which projects are recommended for inclusion in the five-year CIP.

The following matrix system shall be used to establish a priority for each project. The system ranks projects in two separate categories and then, through the use of the matrix, ranks the projects as either Level 1 (highest), Level 2 (medium) or Level 3 (lowest) priority.

The initial measure of the project's priority is first established using the following factors:

High

- Project is mandated by local, State or Federal regulations
- Project is a high priority of the Village Board, based on the most current Comprehensive Plan or other subsidiary plans
- Project prevents irreparable damage to existing facilities
- Project leverages local funding with other non-local funding sources
- Project finishes a partially completed project

Medium
- Project maintains existing service levels
- Project results in increased efficiency
- Project reduces operational costs
- Project significantly reduces losses in revenue or provides for significant increased revenues

Low
- Project provides an expanded level of service or new public facility
- Project is deferrable

Four project criteria are then evaluated to help separate projects with a greater "need", like Health & Safety issues as compared to new projects that might be more "desired" than "needed". The four project criteria are summarized as follows:

Health/safety
- Capital projects that protect the health and safety of the Village, its residents, visitors and employees

Maintenance/replacement
- Capital projects that provide for the maintenance of existing systems and equipment

Expansion of existing programs
- Capital projects which enhance the existing systems and programs allowing for expansion of services

New program
- Capital projects that allow new programs and services

After each project is rated on the priority criteria and project criteria identified above, the project is placed on the grid of the matrix and the rating is determined to be a Level I, II or III.

Prioritization Matrix

CRITERIA		PRIORITY		
		HIGH	MEDIUM	LOW
Health/ Safety/ Welfare	1	I	I	II
Maintenance/ Replacement	2	I	II	II
Expansion of Existing Program	3	II	II	III
New Program	4	II	III	III

Note: Prioritization Matrix and description adapted from South Hampton County, VA.

7.0 CIP Administrative Committee Criteria

- Project rating as established by department/division Head.
- Cost in consideration of available funding, including non-local funding opportunities.
- Compatibility with the Village's most current Comprehensive Plan as well as other adopted subsidiary plans
- Project Benefits in relation to costs:
  - * Projects directly affecting the health and safety of citizens shall have priority over all other projects
  - * Projects accruing benefits to a larger number of citizens shall have priority over projects benefiting a smaller number of citizens
- Project operating costs - Projects will be evaluated on the basis of additions and/or savings to the Village's operating costs
- Economic Development Impact - Projects will be evaluated on the basis of their overall impact on the Village's economic base, including the likelihood that the project will spur other private and public sector development, create new jobs or assist in retaining current jobs, or otherwise positively impact the Village's economic base
- Project Readiness - Projects will be evaluated on the ability to move the project expeditiously to completion
- Provide a balance of capital expenditures among the various service sectors.

CAPITAL REQUEST
2021-2025

Department _____

Responsible Person _____

PROJECT # _____
PROJECT NAME

CATEGORY _____ **Improve-ment** _____ **or** **Equipment** _____

PRIORITY ___ (1 High…5 Low) **Useful Life** _____

DESCRIPTION

JUSTIFICATION

Expenditure Schedule

PRIOR TOTAL	2021	2022	2023	2024	2025	TOTAL	FUTURE TOTAL

Funding Sources

PRIOR TOTAL	2021	2022	2023	2024	2025	TOTAL	FUTURE TOTAL

BUDGET IMPACT/OTHER

Project Fund Balance

PRIOR TOTAL	2021	2022	2023	2024	2025	TOTAL	FUTURE TOTAL

Section 2:

Equipment Replacement Policy

Village of Richfield

Equipment Replacement Policy

1.0 PURPOSE:

The purpose of this Equipment Replacement Policy is to propose a vehicle replacement plan for the Village to follow, and the specific vehicle and equipment needs and requirements of the Village. This policy reflects the vision of the Village of Richfield to create a multi-year vehicle and equipment replacement plan that will serve as a guide in providing direction to meet needs. This is a living document that will be modified and updated annually to reflect changes in the Village's organizational climate, the changing needs of citizens and changes in the automotive and equipment industry. The Village of Richfield Department of Public Works and Highway is assigned the overall responsibility for managing the Municipality's fleet of vehicle and construction/maintenance equipment. This Department works to: develop vehicle and equipment specifications; develop vehicle and equipment replacement schedules, acquire vehicles and equipment; and reassign and dispose of vehicles and equipment. The vehicle and equipment maintenance function are assigned solely to the Department of Public Works and Highway. The annual appropriations for operations, maintenance, repair and fueling for Police, Recreation, Inspection, Administration and Public Works vehicles and equipment is budgeted in the Public Works Operating Budget.

2.0 ORGANIZATIONS AFFECTED:

This policy shall apply to all vehicles of the Village of Richfield and all Department of Public Works and Highway equipment.

3.0 POLICY:

IT IS THE POLICY OF THE VILLAGE OF RICHFIELD TO ENFORCE ALL GUIDELINES DICTATED IN THIS POLICY REGARDING MAINTENANCE, REPLACEMENT TIMES, AND SPECIFICATIONS OF ALL VEHICLES AND DEPARTMENT OF PUBLIC WORKS AND HIGHWAY EQUIPMENT.

4.0 OBJECTIVES:

The primary objectives of the Village is to control the overall cost of operating and maintaining the fleet of vehicles and equipment, to main vehicles and equipment in a manner that extends their useful life, to control the growth in size of the fleet, to standardize the composition of the fleet and to accurately budget for maintenance and replacement costs. All new purchases for vehicles and equipment are part of the budget cycle and are coordinated through the Village Administrator for recommendation.

5.0 ACQUISITION:

The goal of the Village's acquisition practices is to obtain the lowest possible price and the highest possible quality for vehicles and equipment. All purchases of vehicles and equipment will follow the applicable purchasing codes. Annually before the preparation of the Village Budget the Public Works Supervisor will review the vehicle replacement schedule and plan for the acquisition of replacement vehicles and equipment. Any request for new equipment that would increase the size of the fleet must be cost justified to the Village Administrator and Village Board.

6.0 MAINTENANCE:

The goal of the Department of Public Works and Highway vehicle and equipment maintenance practices is to keep vehicles and equipment in sound operating condition. Preventive maintenance routines and intervals followed by our mechanics are based on local driving conditions and manufacturer's recommendations for each type of vehicle or equipment and each type of maintenance service. Maintenance costs represent a significant portion of the total

cost to own and operate a vehicle or piece of heavy equipment and tend to increase as a vehicle or equipment ages. Escalating maintenance costs are a key factor in determining when to replace a vehicle. In addition to the added cost of maintenance as a vehicle ages, there is an additional cost to the municipality when a vehicle is in the garage receiving maintenance and not available for use. Preventive maintenance is the key to avoiding the repair or replacement of costly major vehicle components such as engines, transmissions and drive trains. Our mechanics make adjustments to the manufacturer's recommendations based on the specific vehicle's use.

Accurate and complete vehicle maintenance records are a key tool for making equipment management decisions. Vehicle maintenance costs are variable and distinct to each vehicle. Pertinent records maintained for each vehicle are vehicle maintenance logs, and cumulative costs of parts, labor, and overhead by a vehicle over its life.

7.0 REPLACEMENT:

As with other aspects of vehicle and equipment management, replacing a vehicle too soon or too late wastes money. The Department of Public Works and Highway have developed and will continue to develop accurate replacement standards based on industry guidelines and years of experience in operating and maintaining vehicles and equipment. The goal is to analyze the costs associated with a vehicle or piece of equipment and identifying the point when, on average, a vehicle is reasonably depreciated but not yet incurring significant maintenance costs. By replacing the vehicle or piece of equipment at this point, the Village can avoid escalating maintenance costs and optimize resale value. The three criteria that are considered when establishing the replacement schedule were mileage, age and maintenance. Any request for replacement equipment must be cost justified to the Village Administrator and Village Board.

8.0 DEVELOPMENT OF GUIDELINES AND PROCEDURES:

The Public Works Supervisor inventories existing vehicles and equipment and has prepared a replacement schedule for all public works and Village pieces. The schedule will be updated annually and will be used as the basis for planning for the replacement of vehicles and equipment through the Village budget. The vehicle and equipment replacement schedule will include the following information for each vehicle or unit of capital equipment:

a. Age in years, also known as life
b. Usage in hours or miles
c. Useful life (based on Chapter 02 Administration Section 25 Cost Invoicing, Subject 50 Classified Equipment Rates from The Wisconsin Department of Transportation)
d. Cost of maintenance
e. Overall condition: mechanical, operating, safety, or appearance
f. Funding

The guidelines for vehicles considered for replacement are based on vehicles meeting predetermined age and/or hour and/or mileage criteria. Additional consideration is given to functionality and overall condition of the vehicle or equipment.

As vehicles reach the threshold miles or age of replacement criteria, a vehicle maintenance evaluation is performed by a Department of Public Works employee. The evaluation form will be provided to the Public Works Supervisor for further review and consideration. If the evaluation proves the vehicle would be economical to retain for an additional year, the vehicle will be targeted for retention. Depending on the availability of funds, vehicles and equipment will be replaced when they are at the end of their economic life, no longer safe to operate, not reliable enough to perform their intended function, or there is a demonstrated cost saving to the Village of Richfield.

9.0 VEHICLE CATEGORIES:

For purposes of review the vehicles and equipment of the Village have been listed below. Each type of equipment is described below, and the number of units currently on hand, replacement cost and useful life range for each category is summarized below in Figure 1.

9.1 Light trucks – The Village owns two (2) F350 which is used as a daily running flatbed truck for errands, a F550 which is used as the chipper truck and at times for snowplowing, and a F250 which is used solely by the Supervisor in its fleet of light trucks.

9.2 Car – The Village owns and maintains a 2013 Ford Focus sedan type car. This car is routinely used by Village staff for a variety of reasons including delivering public postings and for staff attending county meetings.

9.3 Honda CRV – The Building Inspector's use two (2) 2016 Honda CRVs when traveling to the various locations to conduct inspections. These vehicles are leased per the Village of Richfield, Village of Slinger and Village of Sussex intergovernmental agreement.

9.4 Tractor – The Village makes use of two (2) separate tractors for various jobs related to the maintenance of parks.

9.5 Gator – The Department of Public Works uses one (1) Gator vehicle to run various errands with maintaining the sport fields and parkland of Heritage Park.

9.6 Bobcat – The Village uses one (1) Bobcat vehicle in highway maintenance operations.

9.7 Chipper – The Department of Public Works uses the one (1) Chipper to chip brush and trees that either have fallen or cut in the Village.

9.8 Plow truck – There are thirteen plow trucks in the Public Works and Highway Department. Of these, two (2 (2) are Oshkosh Trucks and the remaining eleven are International. These trucks are relied upon to plow snow on the many miles of Village maintained roads as well as hauling dirt and gravel during the summer months.

9.9 Rake – The rake is used to groom and maintain the baseball diamonds. The Village owns one (1) rake.

9.10 Roller – The Department of Public Works and Highway makes use of one (1) roller to ensure the sports fields are flat and even. Its primary use is on Village roadways to also ensure they are flat and even as part of the road construction and maintenance operations.

9.11 Mower – Village park space and sports fields are cut with the use of the one (1) Toro mower and one (1) Exmark mower during the summer and fall seasons.

9.12 Cat Loader—The Village owns one (1) Cat Loader which is used throughout the year. It assists plow operations by loading salt into the Plow Trucks and during spring/fall brush operations.

9.13 Excavator - The Department of Public Works uses one (1) excavator for projects requiring digging into soils.

Figure 1
Summary of Vehicles and Equipment Currently Owned
Cost to Replace is Based on Current Year Replacement Cost According to our Equipment Replacement Schedule

Vehicle Type	Inventory	Replacement Cost	Useful Life Range
Light Truck	4	$25,000-50,000ea	15yrs
Car	1	$14,360	20yrs
Honda CRV	2	$23,850ea	Leased Vehicles
Tractor	2	$35,000-$95,000ea	15yrs
Gator	1	$11,000	10yrs
Bobcat	1	$50,000	20yrs
Chipper	1	$40,000	25yrs
Plow Truck	13	$170,000ea	22yrs
Rake	1	$12,000	15yrs
Roller	1	$25,000	20yrs
Mower	2	$20,000-65,000ea	15yrs
Cat Loader	1	$110,000	20yrs
Excavator	1	$143,125	20 yrs
TOTAL	31	NA	NA

10.0 REPLACEMENT POINT SYSTEM:

The Village will make use of a quantitative point system in order to determine the correct time to replace vehicles and equipment pieces. This point system consists of factors. These factors are age, miles (or hours) used, type of service used for, reliability, maintenance and repair costs, and condition. For each factor a vehicle is given a certain amount of points during the annual review to indicate what type of condition the vehicle or equipment is in. The total points and the corresponding condition indicate what level the item is considered to be depending on the range the point amount falls into. There are four levels which are excellent, good, qualify for replacement, and needs immediate consideration. Figure 2 details the Village of Richfield's Replacement Point System.

Figure 2
Replacement Point System

Factor	Points
Age	1 point for each year of chronological age, based on in-service date
Miles/Hours	1 point for each 10,000 miles or 750 hours of use
Type of Service	1, 3, or 5 points are assigned based on the type of service that the vehicle or equipment had during most of its life. The more severe the type of service performed the higher the number assigned. 1 = Regular maintenance 3 = Wear and tear due to age 5 = Accident damage or major engine reconstruction
Reliability	1, 3, or 5 points are assigned depending on the frequency that a vehicle or equipment piece is in the shop for repair. The more the frequency of shop visits the higher the number. 1 = Between 1 and 6 shop visits 3 = Between 7 and 12 shop visits
Maintenance Costs	1, 3, or 5 points are assigned based on total maintenance and repair costs (not including repair of accident damage). 1 = Between $1 and $200 3 = Between $201 and $500 5 = $501 and over
Condition	This category takes into consideration body condition, rust, interior condition, accident history, anticipated repairs, etc. a scale of 1, 3, or 5 points is used with the higher the number the worse the condition. 1 = General scratches minor rust 3 = Rusting, damage, broken parts 5 = Dents, rusting, and significant damage to any portion of the vehicle
Point ranges	
Under 20 points	Condition I: Excellent
20 to 23 points	Condition II: Good
24 to 30 points	Condition III: Qualifies for replacement
31 or more points	Condition IV: Needs immediate consideration

Village of Richfield
Vehicle/Equipment Evaluation Form

Maintenance Summary

Equipment # or Description:_____

Start Date:_____ Finish Date:_____

Work Done:_____

_____

_____

_____

Total Labor Hours:_____ Signature:_____

Quantity	Parts Needed	Total
	TOTAL:	

Appendix A
Village of Richfield Vehicle and Equipment Status Report

Vehicle #	Year Purchased	Model	2018 Miles	2018 Hours	2018 Maintenance Cost	2019 Miles	2019 Hours	2019 Maintenance Cost
1	2007	F-350	111386	7291	$1,210.81	118779	7834	$844.43
2	1962	OSHKOSH	8565	865	$0	8565	865	$0
3	1996	2554 IH	58463	5061	$282.00	59924	5206	$3041.21
4	2019	Chevy 3500				5101	383	$1655.19
5	2009	7400 ICH	36499	2711	$13,713.34	38891	2885	$3883.70
6	2006	7400 ICH	31853	2642	$773.32	32599	2710	$3849.68
7	2003	7400 ICH	34259	2901	$1,874.62	34841	2950	$1881.46
8	1999	F-550 4X4	49088	4531	$497.24	50697	4675	$345.44
9	1971	OSHKOSH	2242	941	$0	2242	941	$0
10	2000	2554 ICH	3395	43286	$5,137.58	43964	3449	$3379.33
11	1998	2554 ICH	38648	3224	$3,233.18	39229	3261	$2888.99
12	1999	2554 ICH	77306	6980	$547.02	77330	6983	$357.32
13	2003	F-350	93603	7051	$665.77	95460	7183	$391.84
15	2013	FORD FOCUS	24364		$0	26897		$55.22
16	2013	2544 ICH	27518	1980	$89.74	29260	2109	$4157.06
17	2001	6310 TRACTOR		5565	$345.82		5786	$3592.98
18	2009	JD GATOR		38	$722.74		45	$245.88
20	2012	CAT LOADER		2428	$1,171.11		2587	$869.23
21	2008	S-250 BOBCAT		2059	$503.90		2089	$741.22
22	1999	JD MOWER			$350.12		1288	$0
23	2006	VEMEER CHIPPER		1162	$0		1251	$0
24	2006	4720 TRACTOR		3245	$581.24		3393	$0
25	2010	F-250 4X4	83859		$405.12	92311	4313	$861.28
26	2010	7400 ICH	29828	2102	$8,247.95	31176	2229	$5889.20
27	2014	7400 ICH	10698	744	$848.80	12162	847	$1996.41
28	2016	7400 IH	12212	740	$761.37	14001	848	$847.53
29	2019	CHEVY EQUINOX				8041		$0
30	2019	CHEVY EQUINOX				Data Unavailable		$0
35	2017	EXMARK MOWER		31	$283.56		457	$183.44
36	2009	JD 1200a		2154	$643.10		2155	$50.22
37	2006	BOMAG ROLLER		358	$66.93		362	$137.21
38	2009	TORO 4000-D		3732	$354.10		3975	$348.32
40	2016	WACKER EXCAVATOR		593	$1,023.64		876	$285.32

* JD Gator received new hour meter.

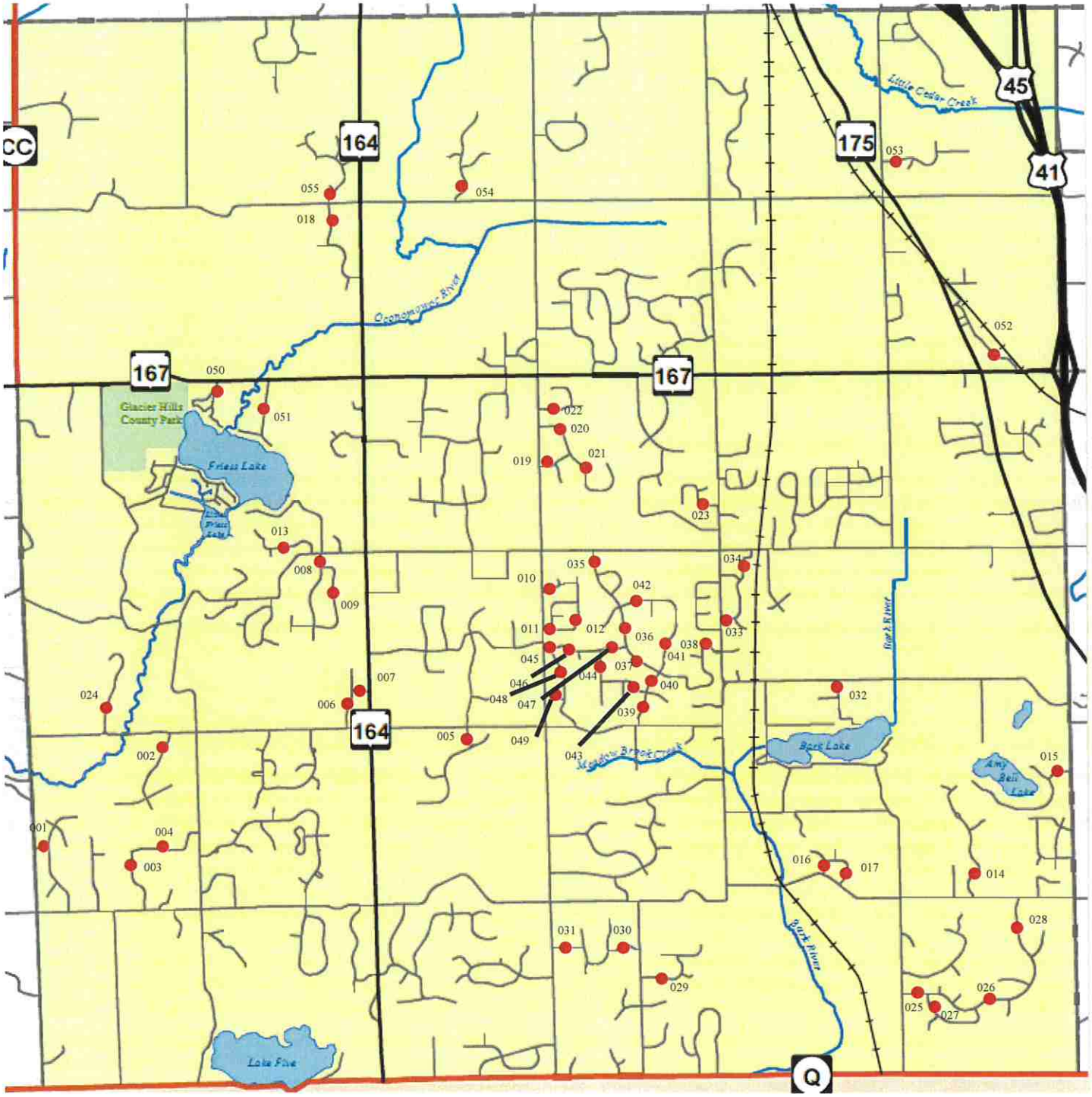
Village of Richfield Equipment Replacement Schedule

Truck Number	Model Year	Year Purchased	Useful Life	Contribution Year	Projected Replacement Year	Purchase Price	Equipment Recovery Goal			Prior Years Undesignated Fund Balance	2021	2022	2023	2024	2025
#3 2554 Plow BACKUP	1996	1996	22	20	2016		$172,366	$0	$172,366	Actual replacement will take place in 2020					
#11 2554 Plow BACKUP (To Be Sold 2020)	1998	1998	22	20	2018		$174,951	$0	$174,951	Actual replacement will take place in 2023					
#12 2554 Plow BACKUP	1999	1999	22	20	2019		$177,576	$0	$177,576						
#5 Intl 7400 Plow Backup(To Be Sold 2021)	2008	2009	22	20	2020		$206,084	$206,084	$0	$63,408	$15,852	$15,852	$15,852	$15,852	$15,852
#10 2554 Plow	2000	2000	22	20	2020	$90,916	$180,239	$180,239	$0	$180,239					
#7 7400 Plow + Auger	2003	2003	22	20	2023		$194,272	$194,272	$0	$107,700	$28,857	$28,857	$28,858		
#6 7400 Plow + Auger	2006	2006	22	20	2026	$115,618	$202,881	$202,880	$1	$78,836	$20,674	$20,674	$20,674	$20,674	$20,674
#26 7400 Plow+ Auger	2011	2010	22	20	2030	$136,583	$214,975	$214,975	$0	$59,768	$15,521	$15,521	$15,521	$15,521	$15,521
#16 7400 Plow + Auger	2014	2013	22	20	2033	$157,381	$224,530	$224,530	$0	$51,464	$13,313	$13,313	$13,313	$13,313	$13,313
#27 7400 Plow + Auger	2015	2015	22	20	2035		$231,141	$231,141	$0	$47,440	$12,247	$12,247	$12,247	$12,247	$12,247
#28 7400 Plow + Auger	2016	2016	22	20	2036		$234,521	$234,521	$0	$45,744	$11,799	$11,799	$11,799	$11,799	$11,799
#19 Intl HV507 Plow Rec'd 2020 + Auger	2020	2019	22	20	2039	$174,479	$244,969	$244,969	$0	$11,959	$12,264	$12,264	$12,264	$12,264	$12,264
#14 Intl HV507 Plow Rec'd 2021 (Auger)	2021	2020	22	20	2040	$182,435	$242,756	$242,756	$0	$0	$12,138	$12,138	$12,138	$12,138	$12,138
#20 Cat Loader	2012	2012	20	20	2032	$135,000	$215,497	$215,497	$0	$53,876	$13,469	$13,469	$13,469	$13,469	$13,469
#41 Wacker EW-100 Excavator	2016	2016	20	20	2036	$148,025	$192,769	$192,769	$0	$38,556	$9,639	$9,639	$9,639	$9,639	$9,639
#35 Ex Mark Zero Turn Mower	2017	2016	15	15	2031	$9,600	$15,482	$15,482	$0	$4,132	$1,033	$1,033	$1,033	$1,033	$1,033
#4 Chevy C-3500 Dump Truck	2019	2019	15	15	2034	$40,658	$51,600	$51,600	$0	$3,440	$3,440	$3,440	$3,440	$3,440	$3,440
#44 F-350		2018	15	15	2033		$50,582	$6,746	$43,836	$6,746					
#18 JD Gator	2009	2009	15	15	2024	$10,989	$21,546	$21,546	$0	$10,776	$2,694	$2,694	$2,694	$2,688	
#1 F-350 Dump Truck	2004	2007	15	15	2022	$27,341	$42,941	$42,941	$0	$32,100	$5,420	$5,421			
#38 Toro Mower	2005	2005	20	20	2025		$68,513	$68,513	$0	$30,452	$7,613	$7,613	$7,613	$7,613	$7,609
#36 Bunker Rake	2003	2003	15	15	2018	$7,817	$9,000	$3,200	$5,800	$3,200					
#25 F-250 Pickup	2010	2010	15	15	2025		$44,440	$44,440	$0	$19,748	$4,937	$4,937	$4,937	$4,937	$4,944
#17 JD 6310 Tractor	2001	2001	25	25	2026	$67,627	$107,163	$107,163	$0	$42,868	$10,717	$10,717	$10,717	$10,717	$10,717
#37 Bomag Roller	2006	2003	25	25	2028	$12,500	$13,673	$13,673	$0	$4,560	$1,140	$1,140	$1,140	$1,140	$1,140
#24 JD 4720 Tractor	2006	2006	20	20	2026	$31,589	$43,728	$43,728	$0	$17,492	$4,373	$4,373	$4,373	$4,373	$4,373
#21 Bobcat Skidloader	2008	2008	20	20	2028	$13,480	$38,070	$38,070	$0	$12,692	$3,173	$3,173	$3,173	$3,173	$3,173
#23 Vermeer Chipper	2006	2006	25	25	2031		$21,799	$21,799	$0	$5,812	$1,453	$1,453	$1,453	$1,453	$1,453
Beginning Equipment Fund Balance											$370,227	$581,993	$750,819	$762,894	$918,831
Total Capital Fund Addition											$211,766	$211,767	$206,347	$177,483	$174,798
Total Capital Fund Expenditure											$0	$42,941	$194,272	$21,546	$112,953
Year End Equipment Fund Balance										$933,008	$581,993	$750,819	$762,894	$918,831	$980,676
Affordability Adjustment															
Actual Year End Equipment Fund Balance										$933,008	$581,993	$750,819	$762,894	$918,831	$980,676

Section 3:

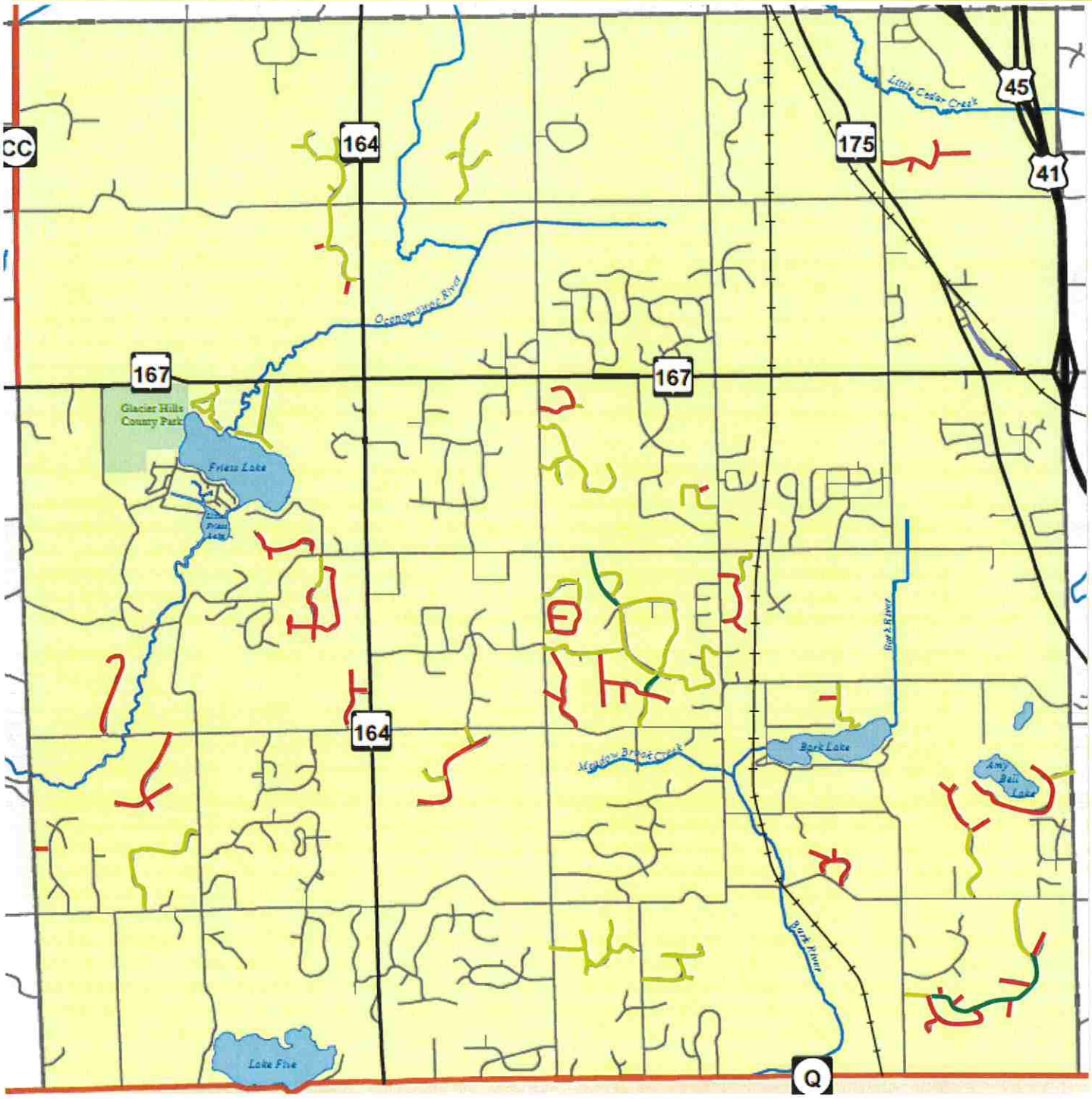
Road Count Schedules

2019 Traffic Count Locations



Average Daily Traffic Count (ADTC) can be found on separate page.

2019 Traffic Counting Segments



Legend

- 000-199 Average Daily Traffic Count
- 200-499 Average Daily Traffic Count
- 500-999 Average Daily Traffic Count
- 1000-1999 Average Daily Traffic Count

Traffic Count Summary 2019

As a way to continue to improve the Village of Richfield's Capital Improvement Plan (CIP), Village staff implemented traffic counts as another factor for helping prioritize roads for the Village's highway improvement plan. The proposed traffic count schedule is designed to provide the Village with an up-to-date traffic count for all of the Village's major roads, along with residential streets that are serving as major traffic arties for subdivisions. In order to get the most accurate traffic counts, data should be collected over a 7 day period to eliminate any inconsistencies. The counts gathered are just total number of cars that travel past a given point in a day.

The summer of 2019 was the fifth year in a five (5) year cycle to gather traffic counts on all of the Village's major roads, along with residential streets that are serving as major traffic arties for subdivisions. In 2020, Staff will postpone the next cycle of traffic counting due to interrupted traffic patters during COVID-19 restrictions. Staff will also be creating a new, six (6) year traffic counting schedule so that all new roads which were established in the last five (5) years can be included in the process of gathering traffic data.

In 2019, 55 traffic counting locations account for the almost 50 miles of Village roads analyzed. Traffic counts ranged from as high as 1,173 cars on Wolf Road between STH 167 and Orchard Street and as low as 43 cars per day on Vista Moraine Drive between Hillside Road and Keli Jean Court.

The following data provided gives a listing of the tested locations from 2019 and the locations coming up in the 2021 road count schedule. Please note that the 2019 data gives a site number which coincides with the first map in this road count section. The date tested and the Average Daily Traffic Count (ADTC) is also provided for analysis. The 2021 test locations following has the road, segment and scheduled year of testing listed. Staff is limited to testing these roads between the months of May and October (weather permitting) so the schedule is merely a guide.

Site	Road	Segment	Date	ADTC
1	Drumlin Ln:	St. Augustine Rd- Kettle Ridge	5/28/2019-6/4/19	89
2	Woodthrush Ln:	Fox Knoll Ln- Elmwood Rd	5/28/19-6/4/19	160
3	Red Tail Ln:	Monches Rd- Romans Way	6/4/2019-6/11/19	481
4	Romans Way:	Red Tail Ln- Plat Rd	6/4/19-6/11/19	309
5	Cathlynn Dr:	Ranive Ridge Dr- Elmwood Rd	6/4/19-6/11/19	254
6	Jamesway Pass:	Elmwood Rd- Tuckaway Ln	6/11/19-6/21/19	109
7	Tuckaway Ln:	Jamesway Pass- Hwy 164	6/11/19-6/21/19	62
8	Wejegi Dr:	Kerchun Rd- Hubertus Rd	6/21/19-7/5/19	614
9	Kurchun Rd:	Wejegi Dr- Wejegi Dr	7/5/19-7/12/19	281
10	Maple Grove Dr:	Hillside Rd- Maple Grove Ct	7/5/19-7/12/19	334
11	Woodview Dr:	Hillside Rd- Woodside Ln	7/5/19-7/12/19	334
12	Woodview Dr:	Woodside Ln- Woodside Ln	7/12/19 - 7/19/19	142
13	Sonseeahray Dr	Sonseeahray Ct- Hubertus Rd	7/12/19 - 7/19/19	137
14	Stonegate Pass:	Williow Creek Dr- Wedgewood Dr	7/12/19 - 7/19/19	497
15	Amy Bell Lake Rd:	Amy Belle Rd- Termini	7/19/19 -7/26/19	511
16	Jordan Cr:	Willow Creek Rd- Violet Ct	7/19/19-7/26/19	168

Site	Road	Segment	Date	ADTC
17	Jordan Cr:	Patrick Ln- Willow Creek Rd	7/19/19 - 7/26/19	179
18	Fieldstone Ln:	Greystone Ln- Pleasant Hill Rd	7/26/19 - 8/1/19	341
19	Coopers Hawk Dr:	Hillside Rd- Hawks Nest Ct	7/26/19 - 8/1/19	262
20	Hawks Ridge Dr:	Hillside Rd- Coopers Hawk Dr	7/26/19 - 8/1/19	246
21	Hawks Ridge Dr:	Coopers Hawk Dr- Termini	8/1/19 8/9/19	220
22	Vista Moriane Dr:	Hillside Rd- Keli Jean Ct	8/1/19 8/9/19	43
23	Overlook Dr W.:	Scenic Rd- Hillview Ct	8/1/19 8/9/19	251
24	Oconobanks Dr:	Elmwood Rd- Termini	8/9/19 - 8/16/19	158
25	Upper Woodland Dr:	Colgate Rd- Lower Woodland Dr	8/9/19 - 8/16/19	389
26	Upper Woodland Dr:	Lower Woodland Dr- Grey Fox Ct	8/16/19 - 8/23/19	705
27	Lower Woodland Dr:	Upper Woodland Dr- Crescent Dr	8/16/19 - 8/23/19	113
28	Hunter Hill Trl:	Pheasant Run Rd- Willow Creek Rd	8/16/19 - 8/23/19	465
29	Sparrow Hawk Tr:	Scenic Rd- Raptor Ct	8/23/19 - 8/30/19	438
30	Whispering Ridge Dr	Whispering Ridge Ct- Scenic Rd	8/23/19 - 8/30/19	428
31	Whispering Pass:	Pineview Ct- Hillside Rd	8/23/19 - 8/30/19	285
32	Bark Lake Ln:	Sherry Ln- Bark Lake Rd	8/30/19 - 9/6/19	273
33	Country Highlands Dr:	Scenic Rd- Forest Ct	8/30/19 - 9/6/19	142
34	Country Highlands Dr:	Hill N Dale Dr- Hubertus Rd	8/30/19 - 9/6/19	241
35	Hickory Hill Parkway:	Kairn Ct- Hubertus Rd	9/6/19 - 9/13/19	983
36	Hickory Hill Parkway:	Timber Stone Way- Sunset Hill Rd	9/6/19 - 9/13/19	312
37	Hickory Hill Parkway:	Sunset Hill Rd- Timber Stone Way	9/20/19 -9/26/19	406
38	Hickory Hill Parkway:	Maplewood Ct- Scenic Rd	9/6/19 - 9/13/19	473
39	Timber Stone Way:	Elmwood Rd- Wood Ct	9/13/19 - 9/20/19	363
40	Timber Stone Way:	Wood Ct- Hickory Hill Pkwy	9/13/19 - 9/20/19	508
41	Timber Stone Way:	Hickory Hill Pkwy-Hickory Hill Pkwy	9/20/19 - 9/26/19	351
42	Timberstone Way:	Hickory Hill Pkwy-Hickory Hill Pkwy	9/20/19 - 9/26/19	280
43	Wood Rd:	Timber Stone Way- Stone Meadow Ct	9/13/19 -9/20/19	189
44	Elmwood Way:	Wood Rd- Sunset Hill Rd	9/26/19 -10/11/19	179
45	Sunset Hill Rd:	Hillside Rd- Middle Ridge Dr	9/26/19 -10/11/19	395
46	Sunset Hill Rd:	Middle Ridge Dr- Sarah Ellen Ct	9/26/19 -10/11/19	265
47	Sunset Hill Rd:	Elmwood Way- Hickory Hill Pkwy	10/11/19 - 10/18/19	252
48	Middle Ridge Rd	Elmwood Rd- High Knoll Ln	10/11/19 - 10/18/19	94
49	High Knoll Ln:	Hillside Rd- Middle Ridge Dr	10/11/19 - 10/18/19	63
50	Riverview Dr:	Termini- Hwy 167	10/18/19 - 10/25/19	214
51	North Friess Lake Dr:	Termini- Hwy 167	10/18/19 - 10/25/19	309
52	Wolf Rd:	Hwy 167- Orchard St	10/18/19 - 10/25/19	1173*
53	Prairie Hallow Dr:	Mayfield Rd- Taylor Ct	10/25/19 - 10/31/19	182
54	Elsies Dr:	Pleasant Hill rd- Pleasant View Dr	10/25/19 - 10/31/19	310
55	Steeple Dr:	Pleasant Hill Rd- Cathedrail Ct	10/25/19 - 10/31/19	397

2021 Traffic Count Locations

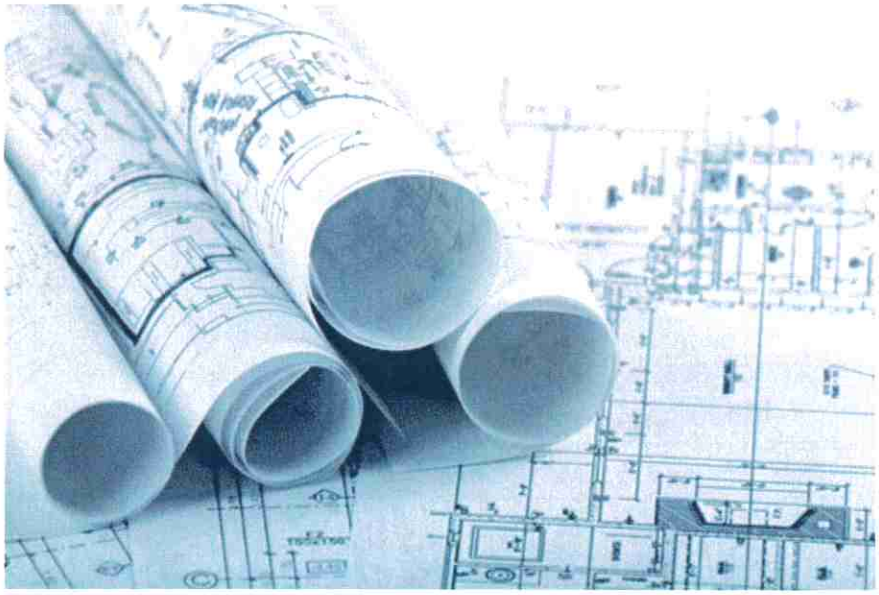
As noted, the 2020 Traffic Counting Program has been postponed to due interrupted traffic patterns during COVID-19 restrictions. Staff will resume traffic counting in 2021 with a revised, six (6) year traffic counting schedule so as to include all recently added segments to the Village road inventory.

Road	Segment	Year
Preserve Way:	Hansen Drive - Monches Road	2020
Hansen Dr:	Preserve Way- Hwy 164	2020
Murray Ln E.:	Murray Ln W.- Hubertus Rd	2020
Wejegi Dr:	Kerchun Rd- Hubertus Rd	2020
Wejegi Dr:	Kurchun Rd- Kerchun Rd	2020
Greystone Dr:	Sandstone Ln- Hwy 164	2020
Vista Moriane Dr:	Hillside Rd- Keli Jean Ct	2020
Willow Gate Pass:	Colgate Rd- Termini	2020
Upper Woodland Dr:	Lower Woodland Dr- Overhill Dr	2020
Wolf Dr:	Hwy 167- Orchard St	2020
Steeple Dr:	Majestic Dr- Northstar Pl	2020
Majestic Dr:	Steeple Dr- Hwy 164	2020
Mayfield Road:	STH 167 - Evergreen Court	2020
Mayfield Road:	Industrial Road - Pleasant Hill Road	2020
Conestoga Trail:	Conestoga Trail - Mayfield Road	2020
Conestoga Trail:	Mayfield Road - Conestoga Trail	2020
Evergreen Court:	Evergreen Court - Termini	2020
Nostalgic Drive:	Nostalgic Drive - Termini	2020
Coventry Court:	Coventry Court - Termini	2020
Pioneer Road:	STH 175 - 3550 Pioneer Road (RR)	2020
Pioneer Road:	Scenic Road - RR X-ing	2020
Pioneer Road:	STH 164 - Elderberry Lane	2020
Pioneer Road:	Elderberry Lane - Hillside Road	2020
Autumn Tr:	Whitetail Run- Pioneer Rd	2020
Autumn Tr:	Wildlife Ct- Pioneer Rd	2020
Fox Hollow Dr:	County CC- Stonehedge Dr	2020
Richfield Pkwy:	Pioneer Rd- Endeavor Cir	2020
Endeavor Dr:	Mayfield Rd - Endeavor Cir	2020
Meadow Lark Ln:	Alex Ct- Hillside Rd	2020
Hillside Rd	Monches- Wooded Ridge Trail	2020
Hillside Rd	Meadow View Ct- Elmwood Rd	2020
Cheyenne Ct:	Elmwood Rd- Cree Ct	2020

Road	Segment	Year
Scenic Rd	High Ridge Dr- Pioneer Rd	2020
Cherokee Trl:	Hwy 164- Winnebago Circle	2020
Pleasant Hill Rd:	Scenic Rd- Scenic Hill Trail	2020
Pleasant Hill Rd	Scenic Hill Trail- Mayfield Rd	2020
Hillside Rd	Hwy Q- Briar Ridge Ln	2020
Hilside Rd	Whisphering Pass- Monches	2020
Pioneer Rd	Hwy 175- Mayfield Rd	2020
Pioneer Rd	Hwy 164- Hillside Rd	2020
Scenic Rd	Pleasant Hill Rd- High Ridge Dr	2020
Meadow View Ct:	Hillside Rd- Amber Tr	2020
Amy Belle Rd:	Willow Creek Rd- Highland Dr	2020
Amy Belle Rd:	Amy Belle Lake Rd- Mequon Rd	2020
Amy Belle Rd:	Bark Lake Rd - Hwy 175	2020
Sherman Rd	County Q- Monches Rd	2020
Friess Lake Rd:	Hogsback Rd- High On A hill Dr	2020
Friess Lake Rd:	Lake Dr- Hwy175	2020
Hubertus Rd	Plat Rd-Hogsback Rd	2020
Windemere Dr:	Tallgrass Ct- Scenic Rd	2020
Briar Ridge Ln:	County Q- Lamplighter Ln	2020
Briar Ridge Ln:	Lamplighter Ln- Hillside Rd	2020
Wooded Ridge Trail:	Hillside Rd- Mitchell Tr	2020
Mitchell Tr:	Monches Rd- Wooded Ridge Tr	2020
Amber Trail	Meadow View Ct- Wooded Ridge Tr	2020
Wooded Ridger Tr:	Oak Ridge Ct- Windemere Dr	2020
Wooded Ridge Trail:	Amber Tr- Mitchell Tr	2020
Kennedy Circle N:	Kennedy Circle S- Hillside Rd	2020
Scenic Rd:	County Q- Scenic Ridge Ct	2020
Scenic Rd:	Whispering Ridge Dr- Monches Rd	2020
Scenic Rd:	Willow Creek Rd- Windemere Dr	2020
South Shore Dr	Lakeview Rd- East Shore Dr	2020
Lakeview Rd:	Colgate Rd- Lakeview Rd N	2020
N. Lakeview Rd	Lakeview Rd- S. Shore Dr	2020
Pleasant Hill Rd:	Hwy 164- Elsie's dr	2020
Pleasnt Hill Rd	Elsie's Dr - Hillside Rd	2020
Pleasant Hill Rd;	Hillside Rd-Scenic Rd	2020
Hillside Rd:	Hwy 167- Scarbough Dr	2020
Hillside Rd:	Spruce Dr- Pleasant Hill Rd	2020
St. Augustine Rd:	Moches Rd- Drumline Ln	2020
St. Augustine Rd:	Drumline Ln- Elmwood Rd	2020
Pleasant Hill Rd:	Hwy 175- Termini	2020

Section 4:

Project Summaries & Fund Reserve Totals



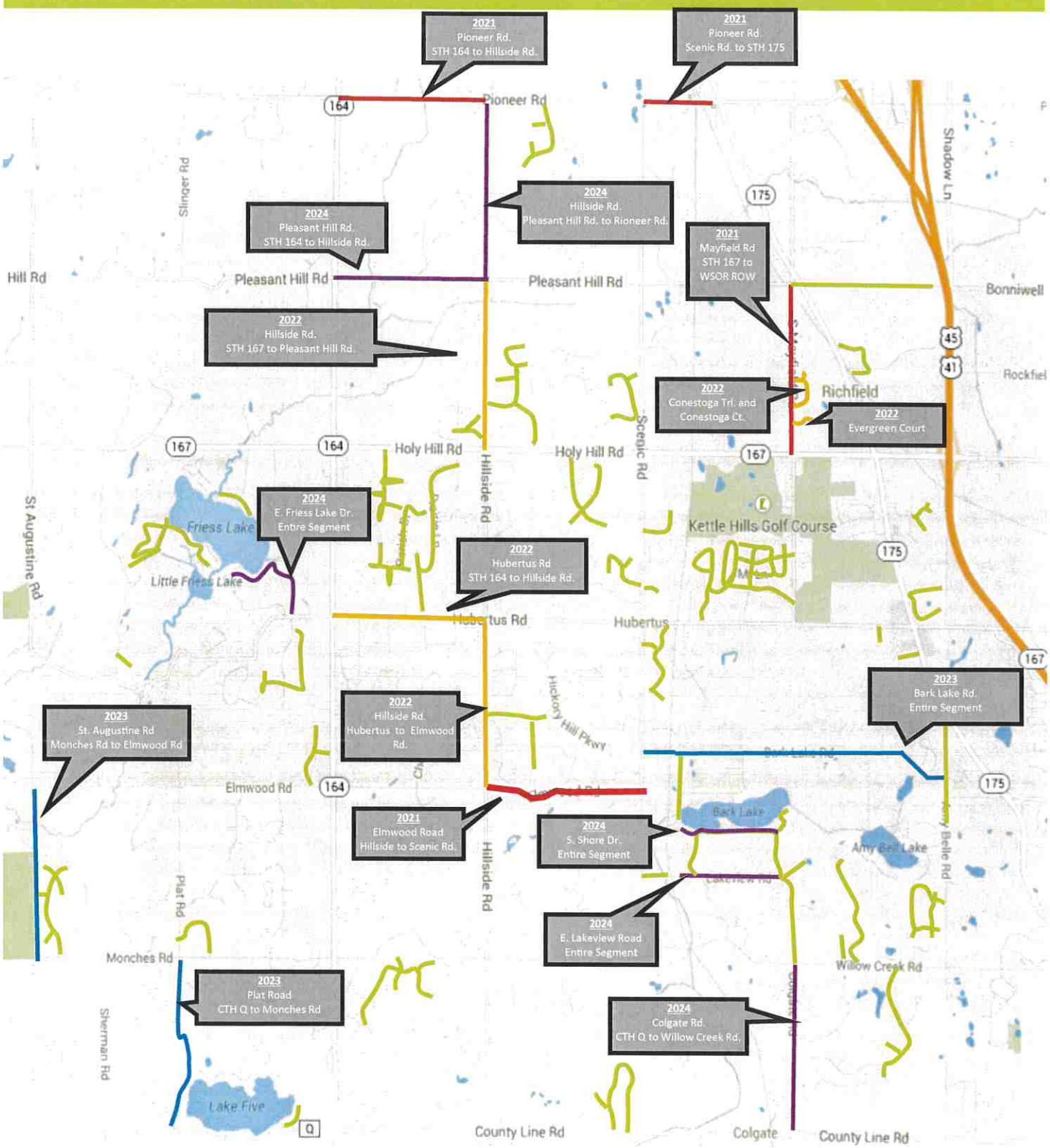
VILLAGE OF RICHFIELD CAPITAL IMPROVEMENT PROJECT FUND RESERVE TOTALS							
		12/31/2019	2020	2020	2021	2021	12/31/2021
YEAR COMES DUE		BEGINNING FUND BALANCE	CIP FUND ADDITIONS	CIP FUND EXPENDITURES	CIP FUND ADDITIONS	CIP FUND EXPENDITURES	PROJECTED FUND BALANCE
	ADMINISTRATION						
2024	VILLAGE HALL ADDITION/RENOVATION	$525,460.00		-$100,000.00			**$425,460.00**
2020	REPLACE VILLAGE HALL COMPUTERS	$6,500.00	$6,500.00	-$13,000.00			**$0.00**
	TOTAL	**$531,960.00**	**$6,500.00**	**-$113,000.00**	**$0.00**	**$0.00**	**$425,460.00**
							$0.00
	BUILDING INSPECTION						**$0.00**
		$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
	TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
							$0.00
	CLERK						**$0.00**
		$0.00	$0.00	$0.00	$0.00	$0.00	**$0.00**
	TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
							$0.00
	ELECTION						**$0.00**
							$0.00
	TOTAL	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**
							$ -
	PARKS & RECREATION						**$0.00**
2017	HERITAGE PARK BASKETBALL HOOP REMAINING FUNDS	$3,900.00				-$3,900.00	**$0.00**
2018	RECONSTRUCTION OF TENNIS COURTS	$23,952.00				-$23,952.00	**$0.00**
	TOTAL	**$27,852.00**	**$0.00**	**$0.00**	**$0.00**	**-$27,852.00**	**$0.00**
							$0.00
	PLANNING & ZONING						**$0.00**
2024	COMPREHENSIVE PLAN UPDATE	$0.00	$9,000.00	$0.00	$9,000.00	$0.00	**$18,000.00**
	TOTAL	**$0.00**	**$9,000.00**	**$0.00**	**$9,000.00**	**$0.00**	**$18,000.00**
							$0.00
	PUBLIC WORKS & HIGHWAY						**$0.00**
2020	ELMWOOD ROAD (STH 164 TO HILLSIDE)		$398,350.00	-$398,350.00			**$0.00**
2020	HUBERTUS ROAD (SCENIC TO MAYFIELD)		$311,700.00	-$311,700.00			**$0.00**
2020	HUBERTUS ROAD (HILLSIDE TO SCENIC)		$498,098.00	-$498,098.00			**$0.00**
2020	JENCRIS COURT		$105,670.00	-$105,670.00			**$0.00**
2020	KREUSER'S RIDGE		$203,800.00	-$203,800.00			**$0.00**
2021	MAYFIELD ROAD (STH 167 TO PLEASANT HILL)				$396,350.00	-$396,350.00	**$0.00**
2021	PIONEER ROAD (SCENIC TO STH 175 RR CROSSING)				$198,175.00	-$198,175.00	
2021	PIONEER ROAD (STH 164 TO HILLSIDE)				$396,350.00	-$396,350.00	**$0.00**
2021	ELMWOOD ROAD (HILLSIDE TO SCENIC)				$396,350.00	-$396,350.00	**$0.00**
2021	ROUNDABOUT CONTRIBUTION (CTH Q AND HILLSIDE)				$45,250.00	-$45,250.00	**$0.00**
2022	FUEL PUMP SYSTEM UPGRADE & DPW WIFI				$11,000.00		**$11,000.00**
2023	GARAGE TRENCH DRAIN				$5,000.00		**$5,000.00**
2023	SALT STORAGE FACILITY	$112,500.00	$9,934.00		$37,500.00		**$159,934.00**
	TOTAL	**$1,630,118.00**	**-$1,507,684.00**	**$0.00**	**$1,485,975.00**	**-$1,432,475.00**	**$175,934.00**
							$0.00
	TREASURER						**$0.00**
2020	MUNICIPAL SOFTWARE ACCOUNTING PACKAGE	$7,500.00	$7,500.00	$0.00	$7,500.00	-$22,500.00	**$0.00**
	TOTAL	**$7,500.00**	**$7,500.00**	**$0.00**	**$7,500.00**	**-$22,500.00**	**$0.00**

VILLAGE OF RICHFIELD CAPITAL IMPROVEMENT PROJECT FUND RESERVE TOTALS							
		12/31/2019	2020	2020	2021	2021	12/31/2021
YEAR COMES DUE		BEGINNING FUND BALANCE	CIP FUND ADDI-TIONS	CIP FUND EX-PENDITURES	CIP FUND ADDI-TIONS	CIP FUND EX-PENDITURES	PROJECTED FUND BALANCE
	VEHICLE REPLACEMENT						**$0.00**
2016	#3 INTL 2554 PLOW (BACKUP)						**$0.00**
2018	#11 INTL 2554 PLOW (BACKUP)						**$0.00**
2019	#12 INTL 2554 PLOW (BACKUP)				$0.00		**$0.00**
2020	#5 INTL 7400 PLOW (BACKUP)	$47,556.00	$15,852.00		$15,852.00		**$79,260.00**
2020	#10 INTL 2554 PLOW	$157,710.00	$22,529.00	-$180,239.00			**$0.00**
2023	#7 INTL 7400 PLOW	$80,775.00	$26,925.00		$28,857.00		**$136,557.00**
2026	#6 INTL 7400 PLOW	$59,127.00	$19,709.00		$20,674.00		**$99,510.00**
2030	#26 INTL 7400 PLOW	$44,826.00	$14,942.00		$15,521.00		**$75,289.00**
2033	#16 INTL 7400 PLOW	$38,598.00	$12,866.00		$13,313.00		**$64,777.00**
2035	#27 INTL 7400 PLOW	$35,580.00	$11,860.00		$12,247.00		**$59,687.00**
2036	#28 INTL 7400 PLOW	$34,308.00	$11,436.00		$11,799.00		**$57,543.00**
2039	#19 INTL HV507 PLOW		$11,959.00		$12,264.00		**$24,223.00**
2040	#14 INTL HV507 PLOW				$12,138.00		**$12,138.00**
2032	#20 CAT LOADER	$40,407.00	$13,469.00		$13,469.00		**$67,345.00**
2036	#41 WACKER EW-100 EXCAVATOR	$28,917.00	$9,639.00		$9,639.00		**$48,195.00**
2031	#35 EX MARK ZERO TURN MOWER	$3,099.00	$1,033.00		$1,033.00		**$5,165.00**
2034	#4 CHEVY C-3500 DUMP TRUCK	$0.00	$3,440.00		$3,440.00		**$6,880.00**
	#44 F-350 TRUCK- GHOST	$3,373.00	$3,373.00		$0.00		**$6,746.00**
2024	#18 JD GATOR	$8,082.00	$2,694.00		$2,694.00		**$13,470.00**
2022	#1 F-350 DUMP TRUCK	$26,680.00	$5,420.00		$5,420.00		**$37,520.00**
2025	#38 TORO MOWER	$22,839.00	$7,613.00		$7,613.00		**$38,065.00**
2018	#28 BUNKER RAKE (NOT PURCHASED, WILL RE-PLACE WITH PULL BEHIND)	$9,000.00	-$5,800.00		$0.00		**$3,200.00**
2025	#25 F-250 PICKUP	$14,811.00	$4,937.00		$4,937.00		**$24,685.00**
2026	#17 JD 6310 TRACTOR	$32,151.00	$10,717.00		$10,717.00		**$53,585.00**
2028	#37 BONAG ROLLER	$3,420.00	$1,140.00		$1,140.00		**$5,700.00**
2026	#24 JD 4720 TRACTOR	$13,119.00	$4,373.00		$4,373.00		**$21,865.00**
2028	#21 BOBCAT SKIDLOADER	$9,519.00	$3,173.00		$3,173.00		**$15,865.00**
2031	#23 VERMEER CHIPPER	$4,359.00	$1,453.00		$1,453.00		**$7,265.00**
	TOTAL	**$718,256.00**	**$214,752.00**	**-$180,239.00**	**$211,766.00**	**$0.00**	**$964,535.00**
	AFFORDABILITY ADJUSTMENT						**$0.00**
	TOTAL	**$718,256.00**	**$214,752.00**	**-$180,239.00**	**$211,766.00**	**$0.00**	**$964,535.00**
							$0.00
	FINAL TOTALS	**$2,915,686.00**	**-$1,269,932.00**	**-$293,239.00**	**$1,714,241.00**	**-$1,482,827.00**	**$1,583,929.00**
	VILLAGE CIP ACCOUNT BALANCES AS OF 12/31/19						
	FNB ENTREPRENEUR PLUS ACCOUNT	$127,916.90					
	FNB MMDA ACCOUNT	$259,917.29					
	WESTBURY MM ACCOUNT	$257,837.99					
	WESTBURY CD- 18 MONTH	$268,850.68					
	WESTBURY CD- 9 MONTH	$265,415.48					
	LANDMARK CU	$1,735,747.66					
		$2,915,686.00					

Projects by Year, 2021-2025

The following Projects by Year summary indicates projects that will take place each year, for the next five (5) years. Public Works and Highway Roadway Project mapping is on page 31.

Project Name	Department	Project #	Priority	Project Cost
2021				
Roadway Improvement 2021 - Mayfield Road	Public Works and Highway	PW&H-21-001	2	$477,500
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-002	2	$187,700
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-003	2	$357,625
Roadway Improvement 2021 - Elmwood Road	Public Works and Highway	PW&H-21-004	2	$403,500
Washington County Roadway Improvement - CTH Q and Hillside Road	Public Works and Highway	PW&H-21-005	2	$45,250
Fireman's Park Tennis Court Reconstruction	Parks and Recreation	P&R-21-001	1	$23,952
Municipal Software Accounting Package	Administration	A-21-002	2	$22,500
Total for 2021			Roads: $1,471,575	Total: $1,518,027
2022				
Server and Battery Backup	Administration	A-21-001	1	$18,206
Roadway Improvement 2022 - Hillside Road	Public Works and Highway	PW&H-22-001	2	$400,750
Roadway Improvement 2022 - Hillside Road	Public Works and Highway	PW&H-22-002	2	$422,150
Roadway Improvement 2022 - Hubertus Road	Public Works and Highway	PW&H-22-003	2	$422,150
Roadway Improvement 2022 - Evergreen Court	Public Works and Highway	PW&H-22-004	2	$97,825
Roadway Improvement 2022 - Conestoga Trail	Public Works and Highway	PW&H-22-005	2	$135,250
Roadway Improvement 2022 - Conestoga Court	Public Works and Highway	PW&H-22-006	2	$44,500
DPW Fuel Pump System Upgrade and DPW WIFI	Public Works and Highway	PW&H-22-007	2	$22,000
Truck #1 F-350 (1 Ton Dump Body)	Vehicle Replacement	VR-22-001	2	$42,941
Total for 2023			Roads: $1,522,625	Total: $1,605,772
2023				
Roadway Improvement 2023 - Bark Lake Road	Public Works and Highway	PW&H-23-001	2	$658,350
Roadway Improvement 2023 - Plat Road	Public Works and Highway	PW&H-23-002	2	$367,700
Roadway Improvement 2023 - St. Augustine Road	Public Works and Highway	PW&H-23-003	2	$395,550
Salt Storage Facility	Public Works and Highway	PW&H-23-004	1	$262,500
Municipal Garage Trench Drain	Public Works and Highway	PW&H-23-005	2	$15,000
Truck #7 Patrol Truck	Vehicle Replacement	VR-23-001	2	$188,742
Total for 2023			Roads: $1,421,600	Total: $1,887,842
2024				
Roadway Improvement 2024 - Colgate Road	Public Works and Highway	PW&H-24-001	2	$419,650
Roadway Improvement 2024 - Pleasant Hill Road	Public Works and Highway	PW&H-24-002	2	$394,300
Roadway Improvement 2024 - E. Lakeview Road	Public Works and Highway	PW&H-24-003	2	$294,100
Roadway Improvement 2024 - S. Shore Drive	Public Works and Highway	PW&H-24-004	2	$291,400
Roadway Improvement 2024 - E. Friess Lake Road	Public Works and Highway	PW&H-24-005	2	$192,700
Roadway Improvement 2024 - Hillside Road	Public Works and Highway	PW&H-24-006	2	$401,000
#18 JD Gator	Vehicle Replacement	VR-24-001	2	$21,546
Total for 2024			Roads: $1,108,050	Total: $2,014,696
2025				
Roadway Improvement Pool	Public Works and Highway	PW&H-25-001	2	$1,500,000
Replacement of Village Computers	Administration	A-25-001	2	$13,000
Total for 2025			Roads: $1,500,000	$1,513,000
Grand Total				**$8,521,587**

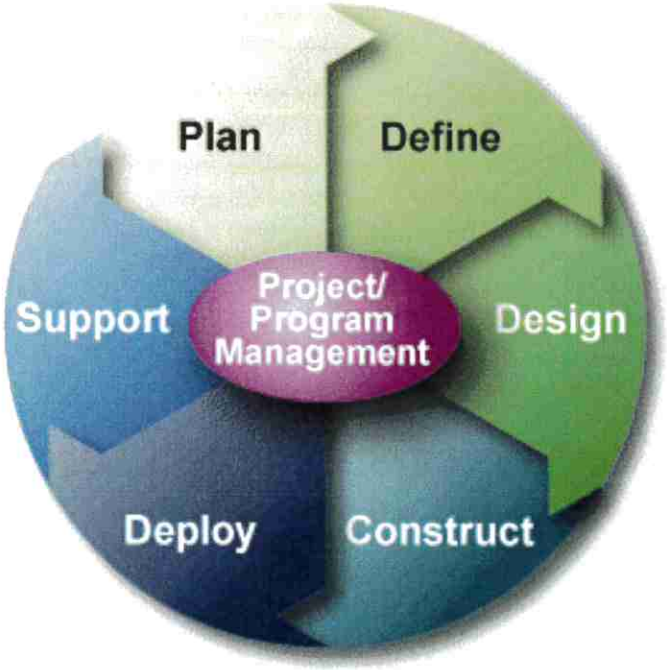


Map Key

Red—2021 Roadway Improvement
Yellow—2022 Roadway Improvement
Blue—2023 Roadway Improvement
Purple—2024 Roadway Improvement
Green—2025 Roadway Improvement

Section 5:

Projects by Year



Projects by Year

2021

Village of Richfield, Wisconsin

Capital Improvement Plan

2021 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Roadway Improvement 2021 - Mayfield Road	Public Works and Highway	PW&H-21-001	2	$477,500
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-002	2	$187,700
Roadway Improvement 2021 - Pioneer Road	Public Works and Highway	PW&H-21-003	2	$357,625
Roadway Improvement 2021 - Elmwood Road	Public Works and Highway	PW&H-21-004	2	$403,500
Washington County Roadway Improvement - CTH Q and Hillside Road	Public Works and Highway	PW&H-21-005	2	$45,250
Fireman's Park Tennis Court Reconstruction	Parks and Recreation	P&R-21-001	1	$23,952
Municipal Software Accounting Package	Administration	A-21-002	2	$22,500
2021 Total		$1,471,575		$1,518,027
		Roads Total		Total

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-21-001
Project Name	Roadway Improvement 2021 – Mayfield Road

Description

Road: Mayfield Road, From STH 167 to Evergreen Court
Distance: 1056'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 3 (2017), 3 (2019)

Road: Mayfield Road, From Evergreen Court to Conestoga Trail
Distance: 581'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 4 (2017), 4 (2019)

Road: Mayfield Road, From Conestoga Trail to Conestoga Trail
Distance: 845'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 4 (2017), 4 (2019)

Road: Mayfield Road, From Conestoga Trail to Industrial Court
Distance: 1531'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 4 (2017), 4 (2019)

Road: Mayfield Road, From Industrial Court WSOR ROW
Distance: 1300'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 4 (2017), 4 (2019)

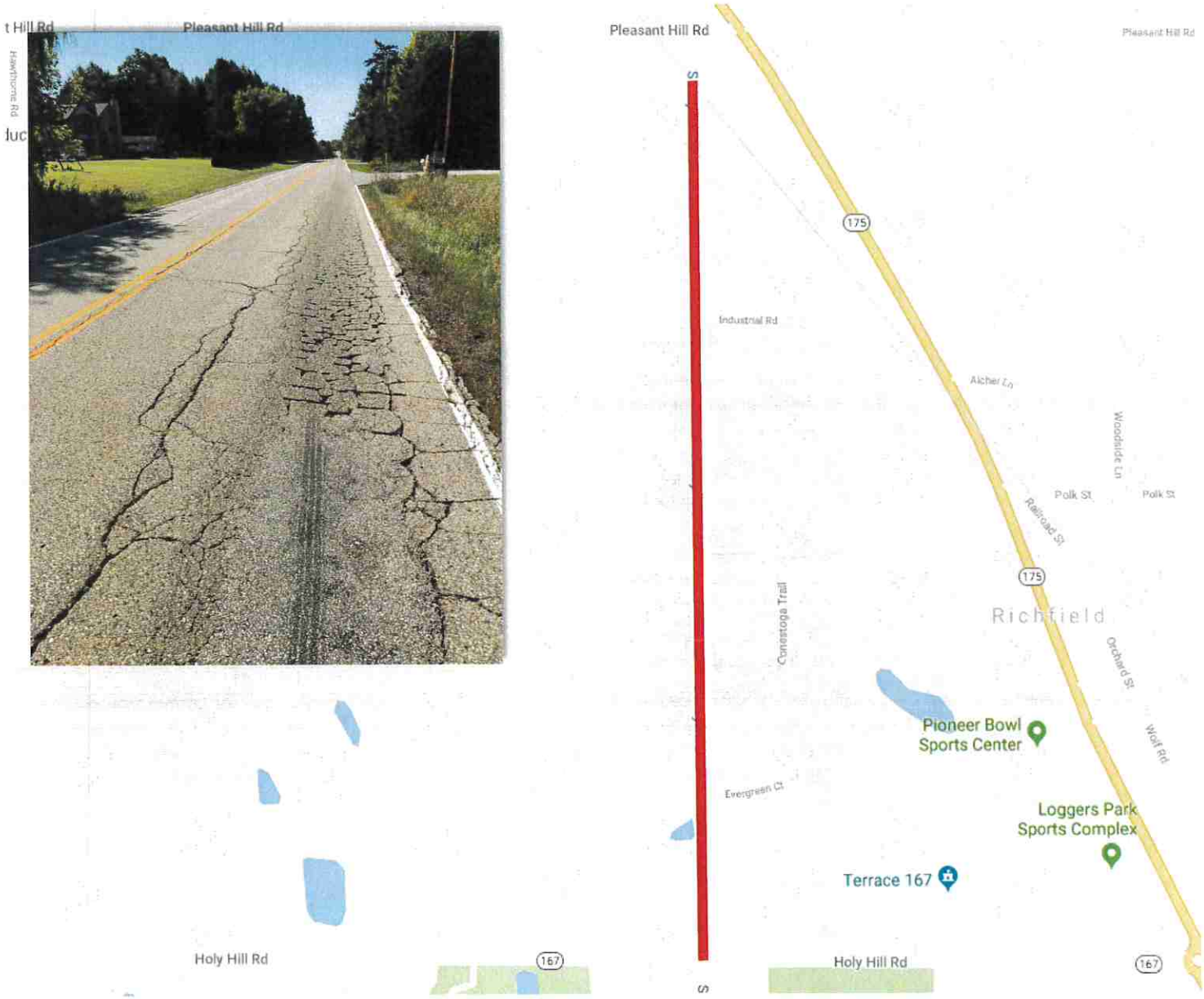
Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$477,500					$477,500
Total	**$477,500**					**$477,500**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$477,500					
Total	**$477,500**					

Pleasant Hill Rd
Hawthorne Rd


Pleasant Hill Rd
Pleasant Hill Rd
175
Industrial Rd
Alcher Ln
Woodside Ln
Polk St
Polk St
Railroad St
175
Conestoga Trail
Richfield
Orchard St
Pioneer Bowl
Sports Center
Wolf Rd
Evergreen Ct
Loggers Park
Sports Complex
Terrace 167
Holy Hill Rd
167
Holy Hill Rd
167

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-21-002
Project Name	Roadway Improvement 2021 – Pioneer Road

Description

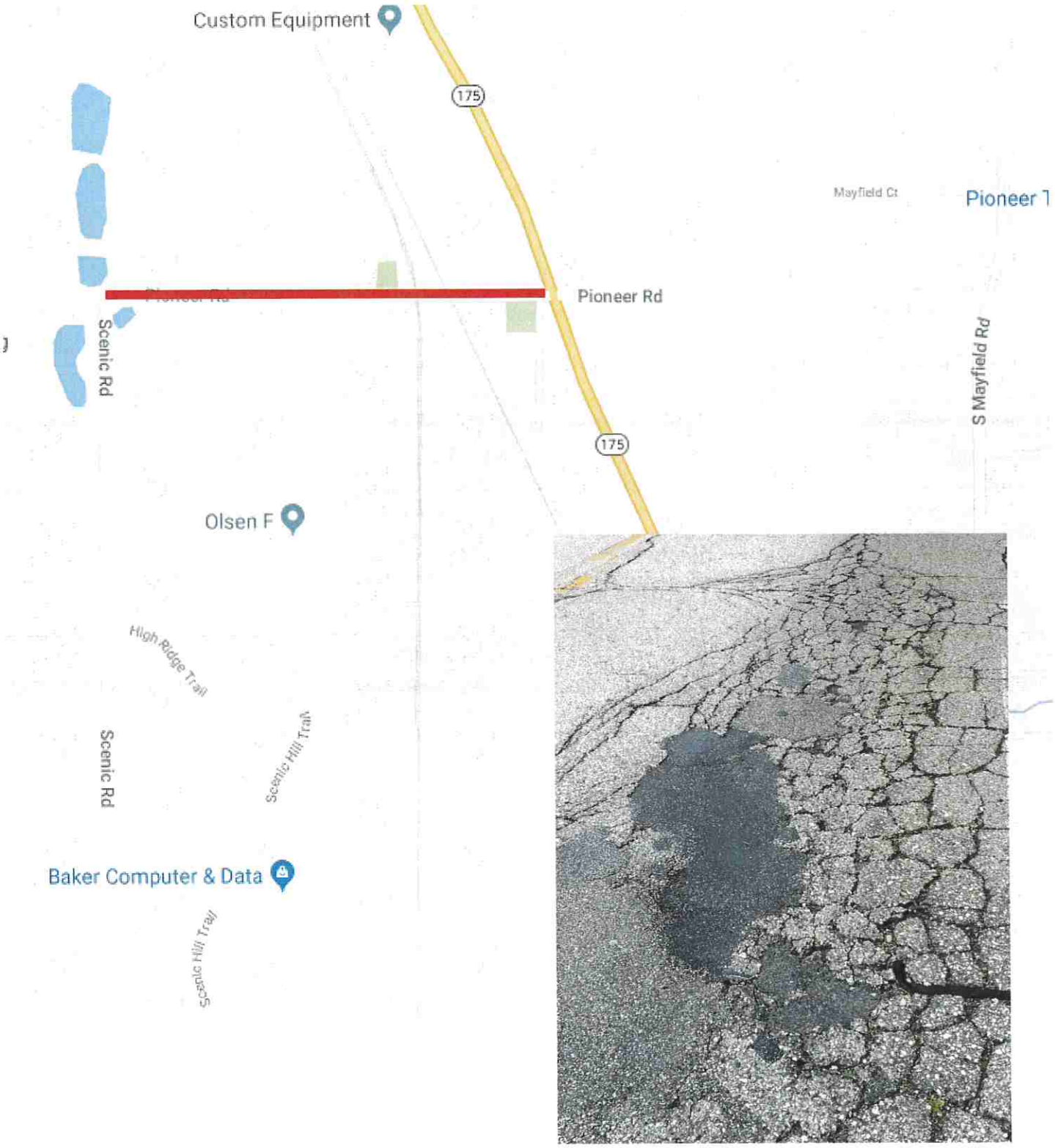
Road: Pioneer Road, from Scenic Road to STH 175
Distance: 5300'
Type: 55
Pvt Year: 1975
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$187,700					$187,700
Total	**$187,700**					**$187,700**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$187,700					
Total	**$187,700**					


Custom Equipment
175
Mayfield Ct
Pioneer T
Pioneer Rd
Scenic Rd
S Mayfield Rd
175
Olsen F
High Ridge Trail
Scenic Hill Trail
Scenic Rd
Baker Computer & Data
Scenic Hill Trail

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-21-003
Project Name	Roadway Improvement 2021 – Pioneer Road

Description

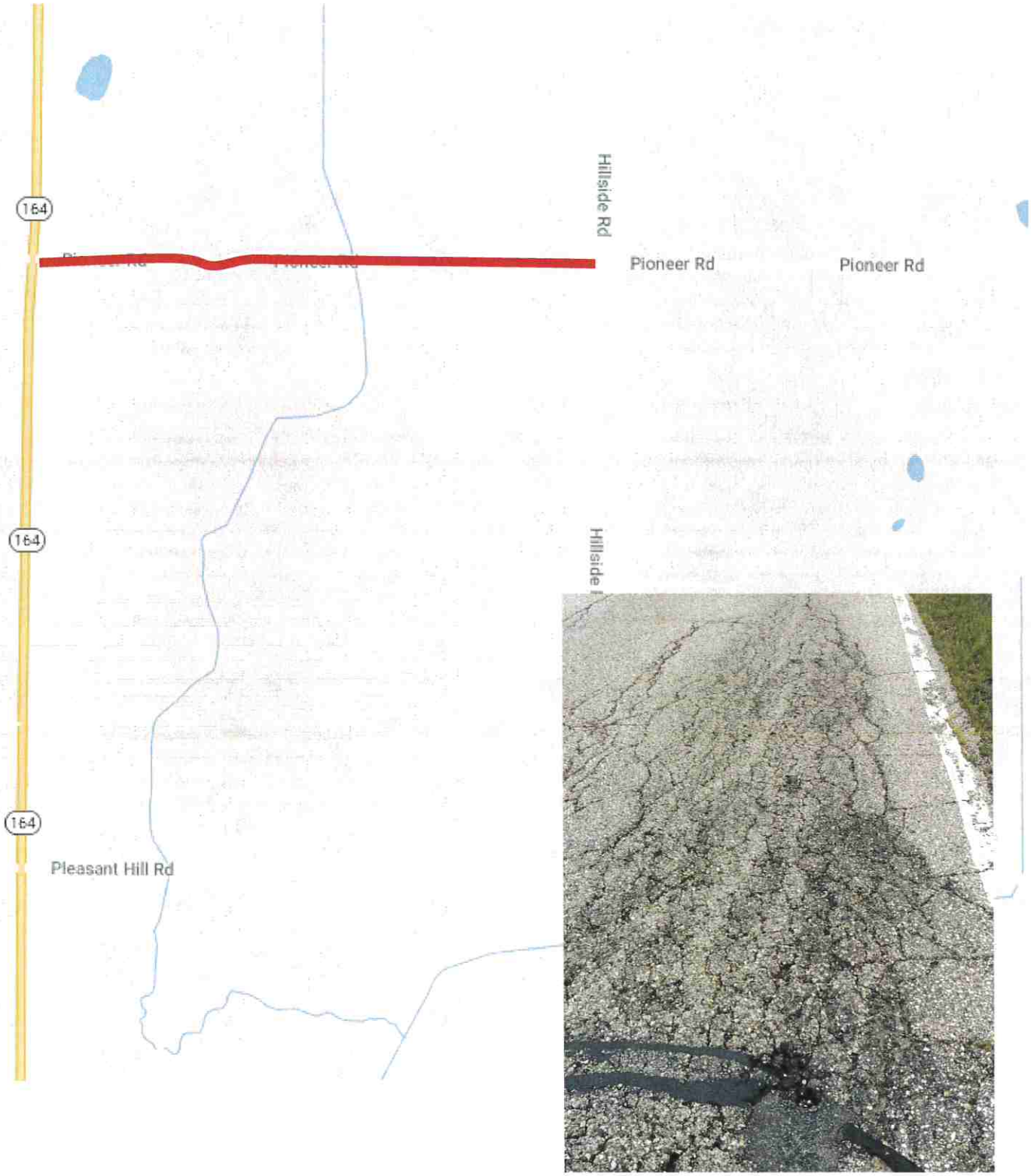
Road: Pioneer Road, from STH 164 to Hillside Road
Distance: 5333'
Type: 55
Pvt Year: 1975
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$357,625					$357,625
Total	**$357,625**					**$357,625**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$357,625					
Total	**$357,625**					


164
164
164
Hillside Rd
Pioneer Rd
Pioneer Rd
Pleasant Hill Rd

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-21-004
Project Name	Roadway Improvement 2021 – Elmwood Road

Description

Road: Elmwood Road, from Hillside Road to Timberstone Way
Distance: 2811'
Type: 70
Pvt Year: 2000
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

Road: Elmwood Road, from Timberstone Way to Feather Reed Court
Distance: 1624'
Type: 70
Pvt Year: 2000
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

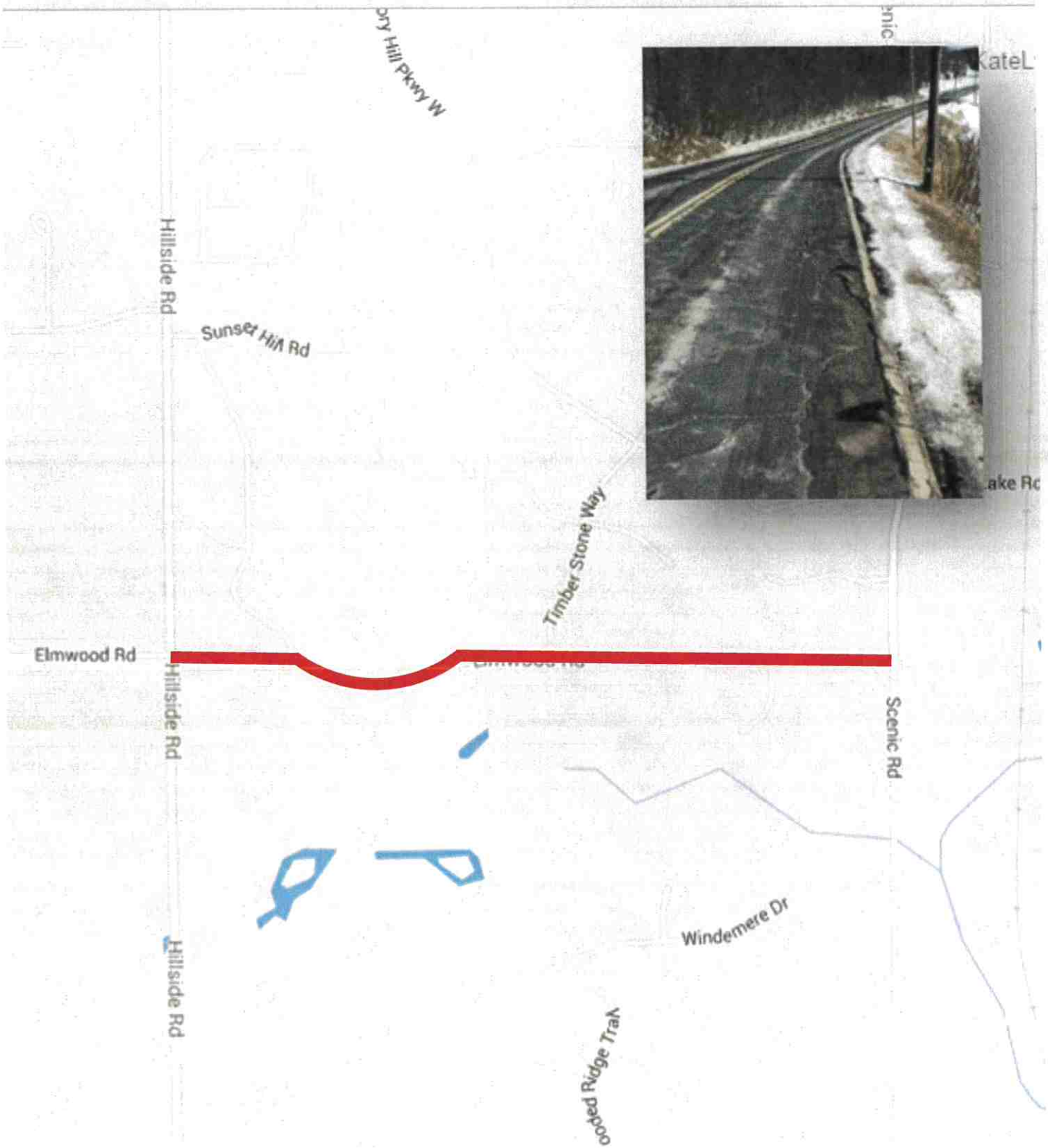
Road: Elmwood Road, from Feather Reed Court to Scenic Road
Distance: 950'
Type: 70
Pvt Year: 2000
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$403,500					$403,500
Total	**$403,500**					**$403,500**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$403,500					
Total	**$403,500**					


Scenic Rd
Windemere Dr
Elmwood Rd
Timber Stone Way
Hillside Rd
Hillside Rd
Sunset Hill Rd
Hillside Rd
ory Hill Pkwy W
ake Rc

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-21-005
Project Name	Washington County Roadway Improvement 2021 – CTH Q and Hillside Road Roundabout

Description

A municipal contribution for future work to be completed at CTH Q and Hillside Road will be planned to go towards the construction of a roundabout. The Washington County Highway Department project timeline is subject to grant approvals from the State of Wisconsin.

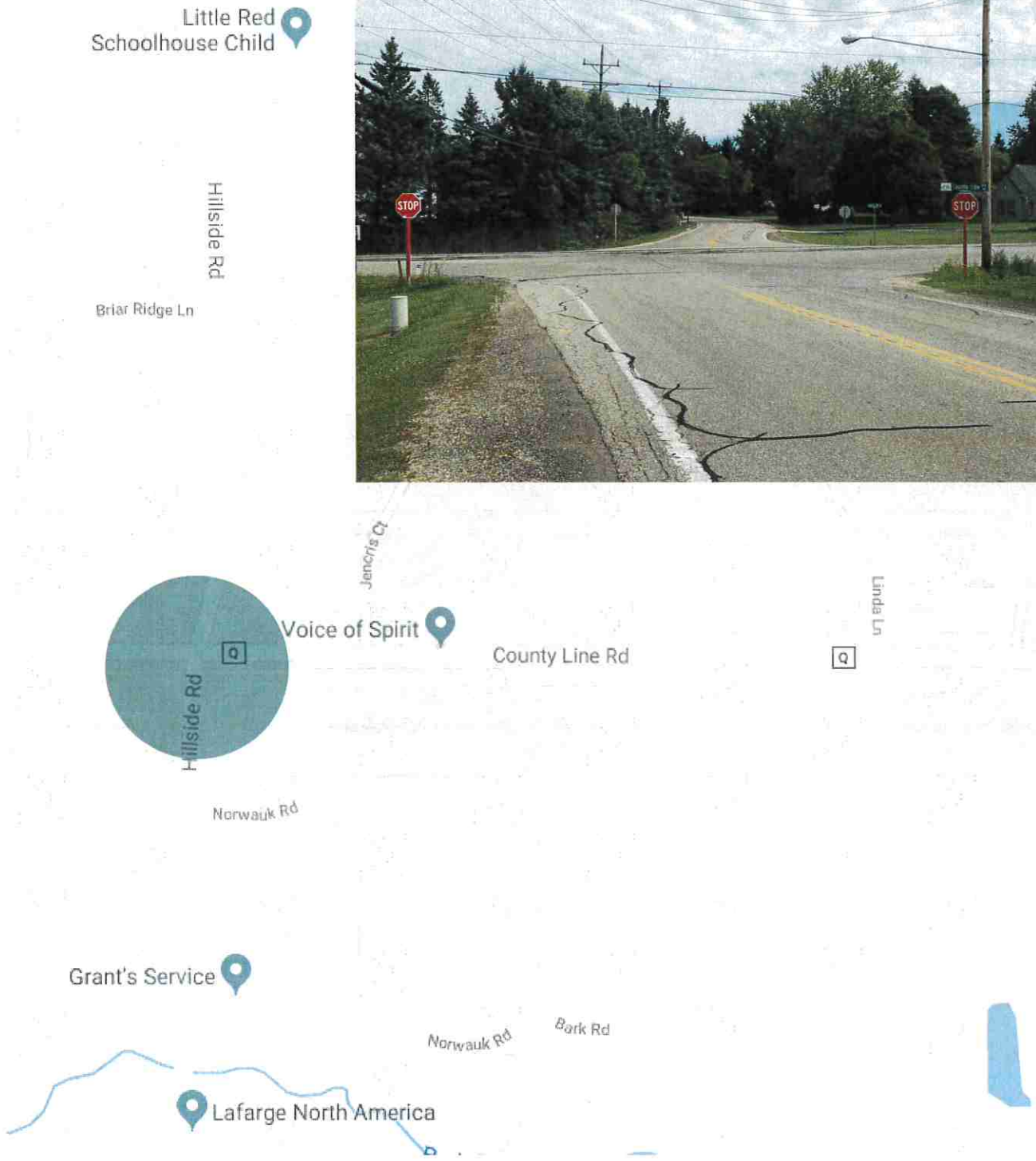
Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$50,000					$50,000
Total	**$50,000**					**$50,000**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$50,000					
Total	**$50,000**					

STOP
STOP


Little Red Schoolhouse Child
Hillside Rd
Briar Ridge Ln
Jencris Ct
Voice of Spirit
County Line Rd
Linda Ln
Hillside Rd
Norwauk Rd
Grant's Service
Norwauk Rd
Bark Rd
Lafarge North America

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Vehicle Replacement
Contact	Public Works Supervisor
Type	Equipment
Useful Life	22 Years of 100,000 miles
Category	Equipment: PW Equip.
Priority	2 Very Important

Project #	VR-21-001
Project Name	#10 Plow Truck

Description

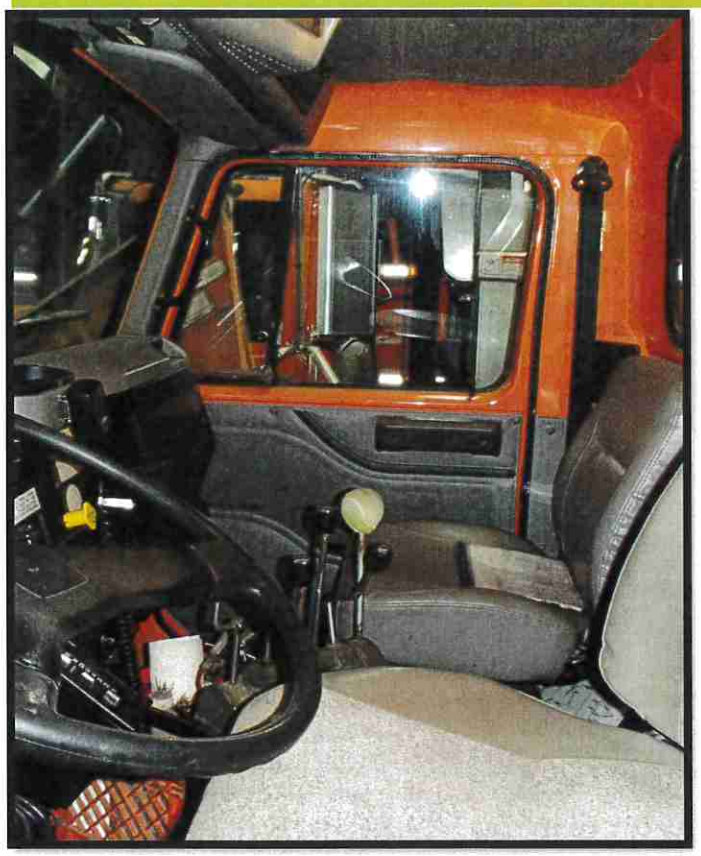
Replace existing #10 Plow Truck.

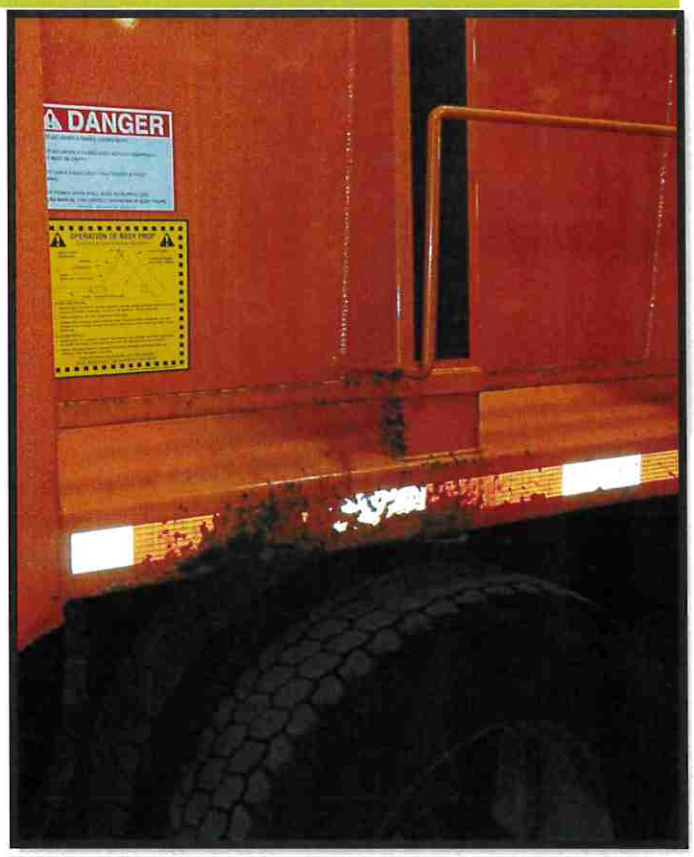
Justification

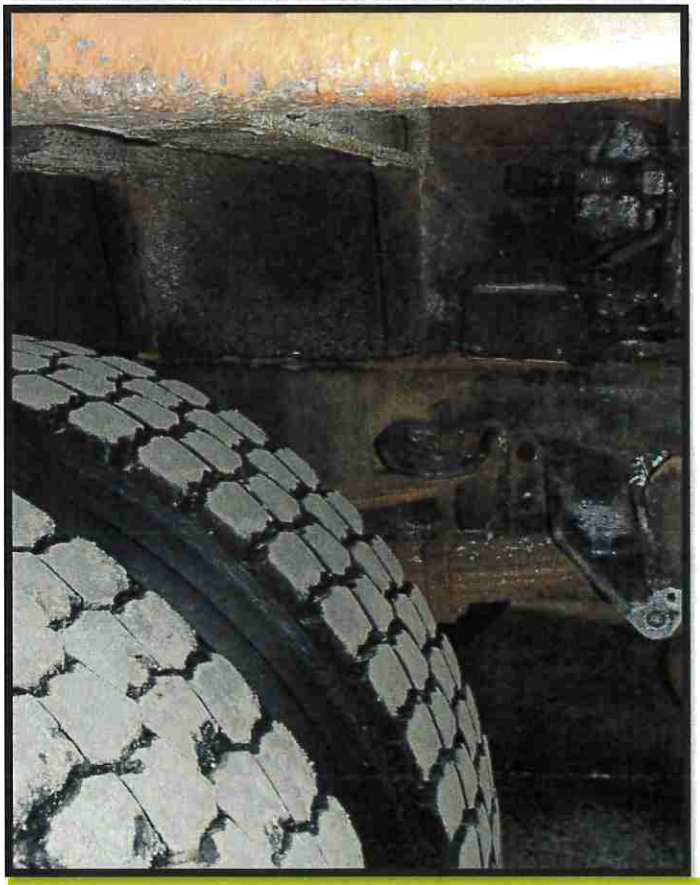
This Plow Truck has a large amount of rust on the box as well as the frame. Truck has had multiple repairs through its service. Replace per the Equipment Replacement Schedule

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$180,239					$180,239
Total	**$180,239**					**$180,239**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$180,239					$180,239
Total	**$180,239**					**$180,239**




DANGER



2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Parks and Recreation
Contact	Assistant to the Administrator
Type	Equipment
Useful Life	25 Years
Category	Park Improvement
Priority	1 Very Important

Project #	P&R-21-001
Project Name	Replacement of Fireman's Park Tennis Courts

Description

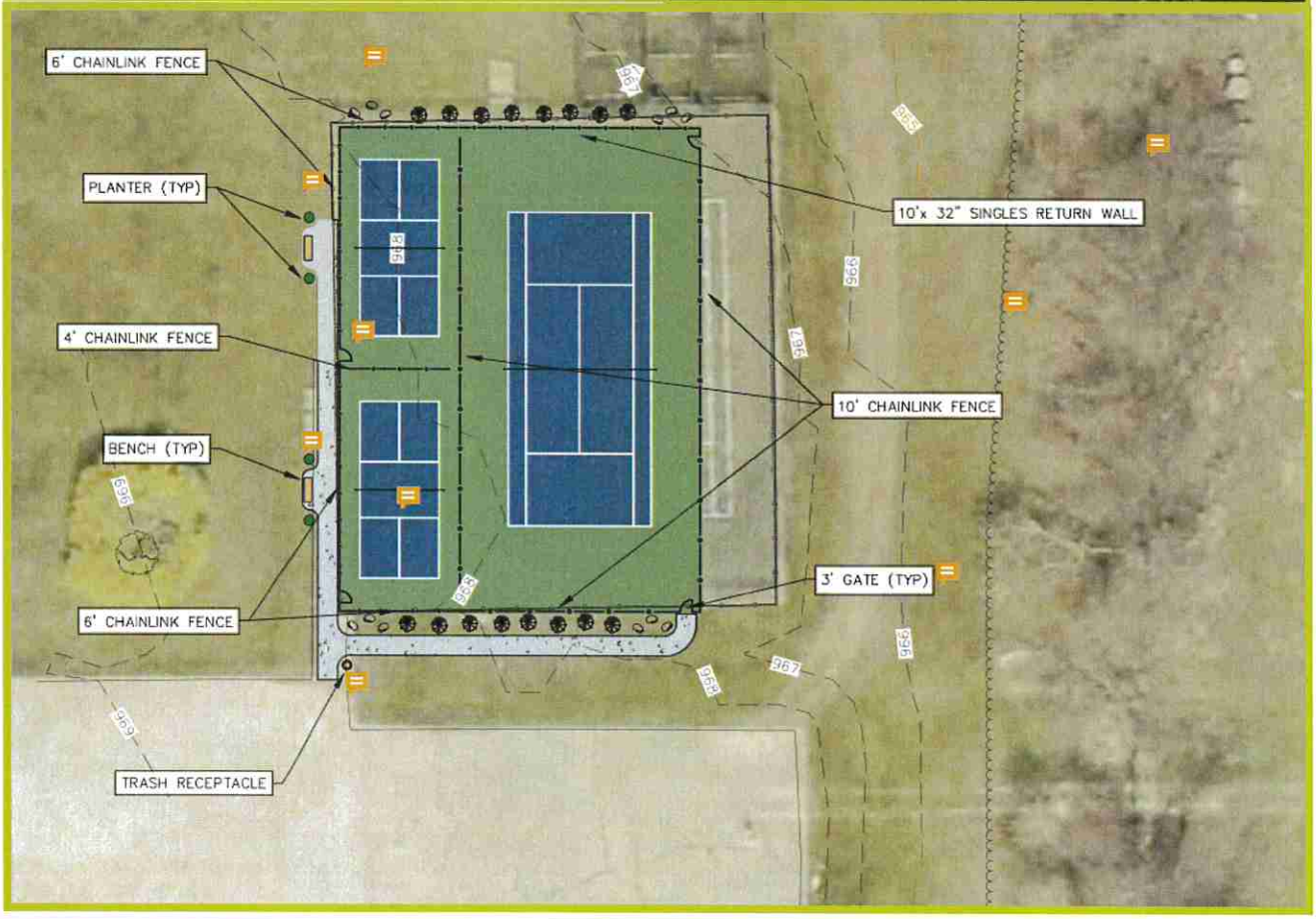
In 2018, $23,952 was transferred to the Parks Department Reserve Fund for a future park amenity. Subsequently, in 2019 the Village Park Commission determined the Fireman's Park Tennis Courts were in greatest need of funds for repairs. In 2020, the Village Board authorized the transfer of $75,835 of impact fees to be allocated to the reconstruction project. In 2020, a bid to reconstruct the tennis courts was noticed and three (3) vendors submitted bids ranging from $120,000—$153,000 for the project. Once a funding gap was identified, the bids for work were denied and the project has been slated to be rebid in 2021. By delaying the project to 2021, it is the goal that additional funds will become available for the project and community donations will assist with meeting the project costs.

Justification

The current tennis courts have deteriorated to a state of disrepair that is so great, repairs are not guaranteed by any contractor. Replacement of the amenity is required.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	23,952					23,952
Total	**23,952**					**23,952**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	23,952					
Total	**23,952**					


6' CHAINLINK FENCE
PLANTER (TYP)
4' CHAINLINK FENCE
BENCH (TYP)
6' CHAINLINK FENCE
TRASH RECEPTACLE
10'x 32" SINGLES RETURN WALL
10' CHAINLINK FENCE
3' GATE (TYP)

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Administration
Contact	Deputy Treasurer
Type	Software
Useful Life	10 years
Category	Technology
Priority	2

Project #	A-21-002
Project Name	Municipal Software Accounting Package

Description

An updated software package would be purchased for the use of payroll, accounts receivable, accounts payable, and transaction receipts. The current program, BDS, has been utilized by the Village since 2005. It is antiquated technology and was proposed to be replaced in 2020. However, after a review of programs it was determined the Village is short of the funding goal by approximately one (1) year.

Justification

The current system is antiquated and the suite of Accounting software does not work in conjunction with each other, internally.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	22,500					22,500
Total	**22,500**					

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	7,500					22,500
Total	**7,500**					

Projects by Year

2022

Village of Richfield, Wisconsin

Capital Improvement Plan

2022 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Server and Battery Backup	Administration	A-21-001	1	$18,206
Roadway Improvement 2022 - Hillside Road	Public Works and Highway	PW&H-22-001	2	$400,750
Roadway Improvement 2022 - Hillside Road	Public Works and Highway	PW&H-22-002	2	$422,150
Roadway Improvement 2022 - Hubertus Road	Public Works and Highway	PW&H-22-003	2	$422,150
Roadway Improvement 2022 - Evergreen Court	Public Works and Highway	PW&H-22-004	2	$97,825
Roadway Improvement 2022 - Conestoga Trail	Public Works and Highway	PW&H-22-005	2	$135,250
Roadway Improvement 2022 - Conestoga Court	Public Works and Highway	PW&H-22-006	2	$44,500
DPW Fuel Pump System Upgrade and DPW Wifi	Public Works and Highway	PW&H-22-007	2	$22,000
Truck #1 F-350 (1 Ton Dump Body)	Vehicle Replacement	VR-22-001	2	$42,941
Total for 2022		$1,522,625		$1,605,772
		$ Roads Total		Total

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Administration
Contact	Assistant to the Administrator
Type	Equipment
Useful Life	5 Years
Category	Equipment: Computers
Priority	1 Critical

Project #	A-22-001
Project Name	Server & Battery Backup

Description

A server is a physical computer/hardware system dedicated to "serve" the needs of the other computers on the network. Along with the server upgrade, it is recommended that we purchase a back-up power supply to ensure that even during power failures our Village's central nervous system will still function. A remote server that is cloud-based is also a consideration our IT providers would like us to consider so that there is an annual cost each year rather than a large expenditure every 4-5 years. The Village will be exploring this opportunity as a potential intergovernmental partnership with Washington County.

Justification

A Network server is one of the most, if not the most, vital pieces of computer equipment the Village utilizes. It provides all of the Villages computers with shared resources - disk space, storage, shared documents, etc. Without the use of a server thing as trivial as printing to our networked printer would be impossible.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$18,206				$18,206
Total		**$18,206**				**$18,206**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$18,206				
Total		**$18,206**				

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-001
Project Name	Roadway Improvement 2022– Hillside Road

Description

Road: Hillside Road from STH 167 to Scarborough Drive
Distance: 422'
Type: 70
Pvt Year: 2002
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Road: Hillside Road from Scarborough Drive to Stonehaven Way
Distance: 686'
Type: 70
Pvt Year: 2002
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Road: Hillside Road from Stonehaven Way to Spruce Drive
Distance: 528'
Type: 70
Pvt Year: 2002
Width: 245'
WISLR Rating: 5 (2017), 5 (2019)

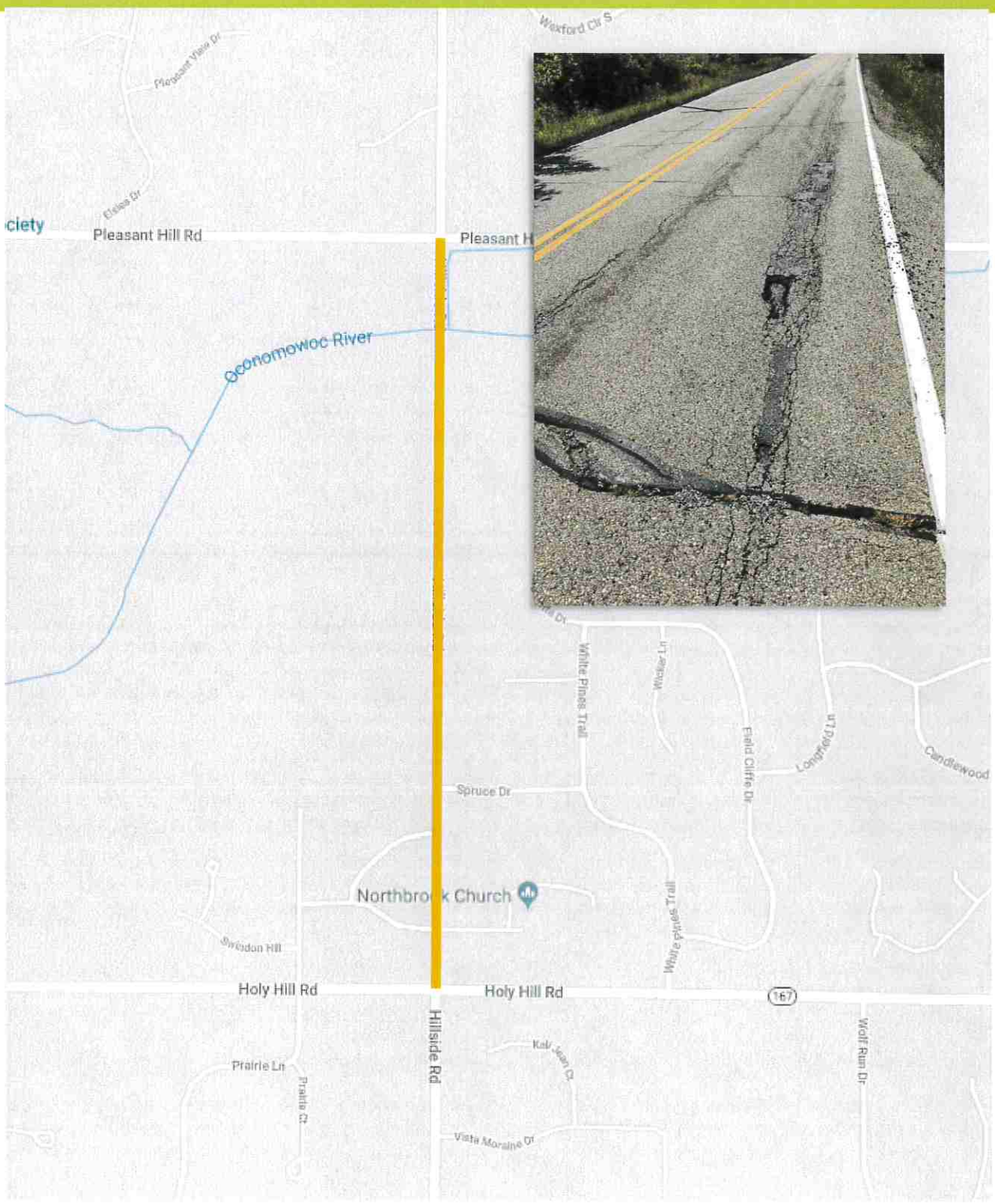
Road: Hillside Road from Spruce to Pleasant Hill Road
Distance: 3643'
Type: 70
Pvt Year: 2002
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface or approaching failure

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$400,750				$400,750
Total		**$400,750**				**$400,750**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$400,750				
Total		**$400,750**				


Wexford Cir S
Pleasant View Dr
Elsies Dr
ciety
Pleasant Hill Rd
Pleasant H
Oconomowoc River
White Pines Trail
Wicker Ln
Field Cliffe Dr
Longfield Ln
Candlewood
Spruce Dr
Northbrook Church
Swindon Hill
Holy Hill Rd
Holy Hill Rd
167
Hillside Rd
Kal Jean Ct
Wolf Run Dr
Prairie Ln
Prairie Ct
Vista Moraine Dr

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-002
Project Name	Roadway Improvement 2022– Hillside Road

Description

Road: Hillside Road from Hubertus Road to Maple Grove Drive
Distance: 1214'
Type: 65
Pvt Year: 2004
Width: 24'
WISLR Rating: 5 (2017), 7 (2019)

Road: Hillside Road from Maple Grove Drive to Woodview Drive
Distance: 1214'
Type: 65
Pvt Year: 2004
Width: 24'
WISLR Rating: 6 (2017), 6 (2019)

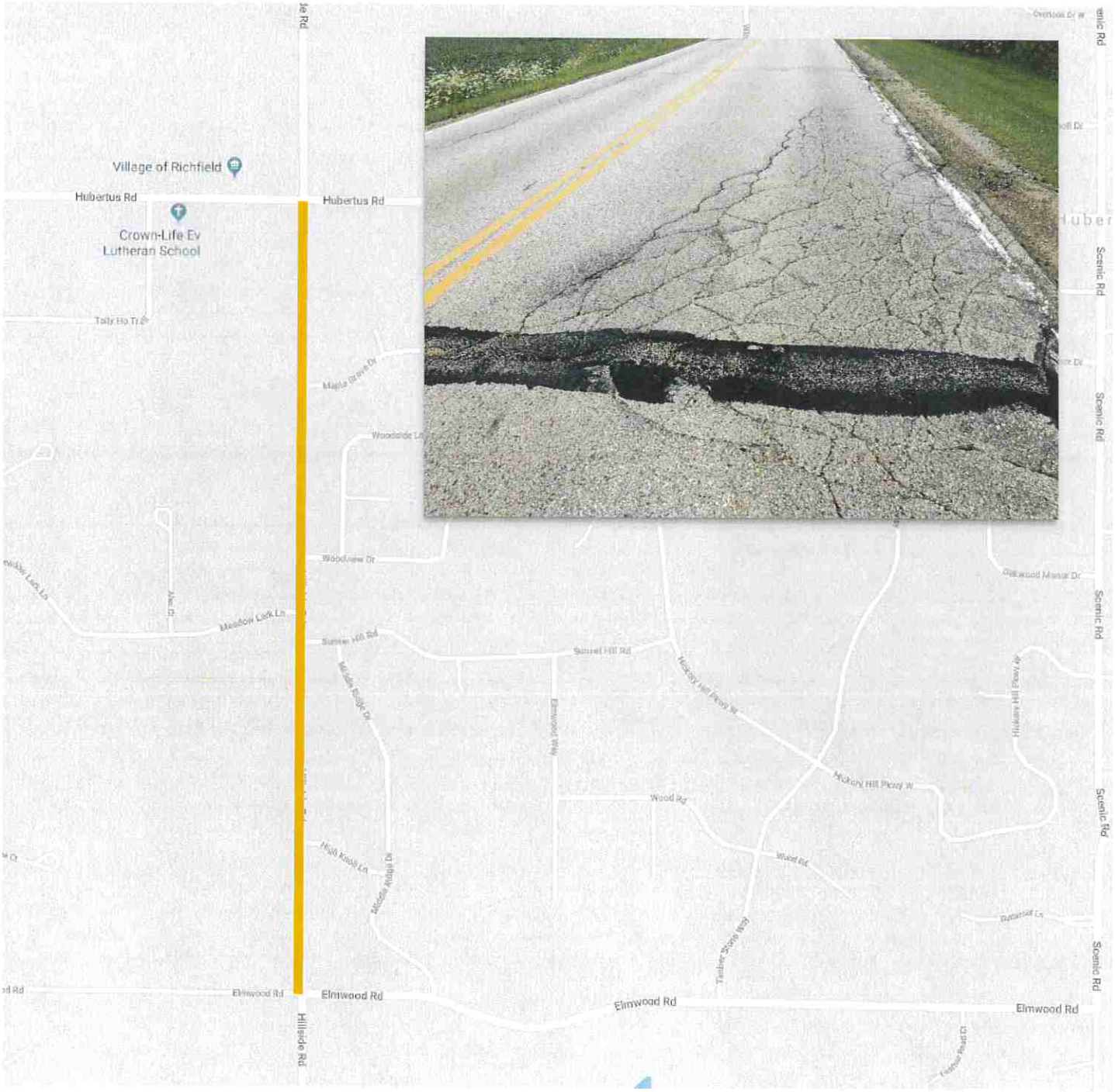
Road: Hillside Road from Woodview Drive to Elmwood Road
Distance: 2851'
Type: 65
Pvt Year: 2004
Width: 24'
WISLR Rating: 6 (2017), 6 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface or approaching failure

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$422,150				$422,150
Total		**$422,150**				**$422,150**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$422,150				
Total		**$422,150**				


Village of Richfield
Hubertus Rd
Hubertus Rd
Crown-Life Ev
Lutheran School
Tally Ho Tr
Maple Grove Dr
Woodside Ln
Woodview Dr
Meadow Lark Ln
Sunset Hill Rd
Sunset Hill Rd
Middle Ridge Dr
Hickory Hill Pkwy W
Hickory Hill Pkwy W
Wood Rd
Wood Rd
Hill Knoll Ln
Middle Ridge Dr
Elmwood Rd
Elmwood Rd
Elmwood Rd
Elmwood Rd
Hillside Rd
Scenic Rd
Scenic Rd
Scenic Rd
Scenic Rd
Scenic Rd

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-003
Project Name	Roadway Improvement 2022— Hubertus Road

Description

Road: Hubertus Road from STH 164 to St. Gabriel Way
Distance: 1000'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Road: Hubertus Road from St. Gabriel Way to Park View Drive
Distance: 2326'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 6 (2017), 5 (2019)

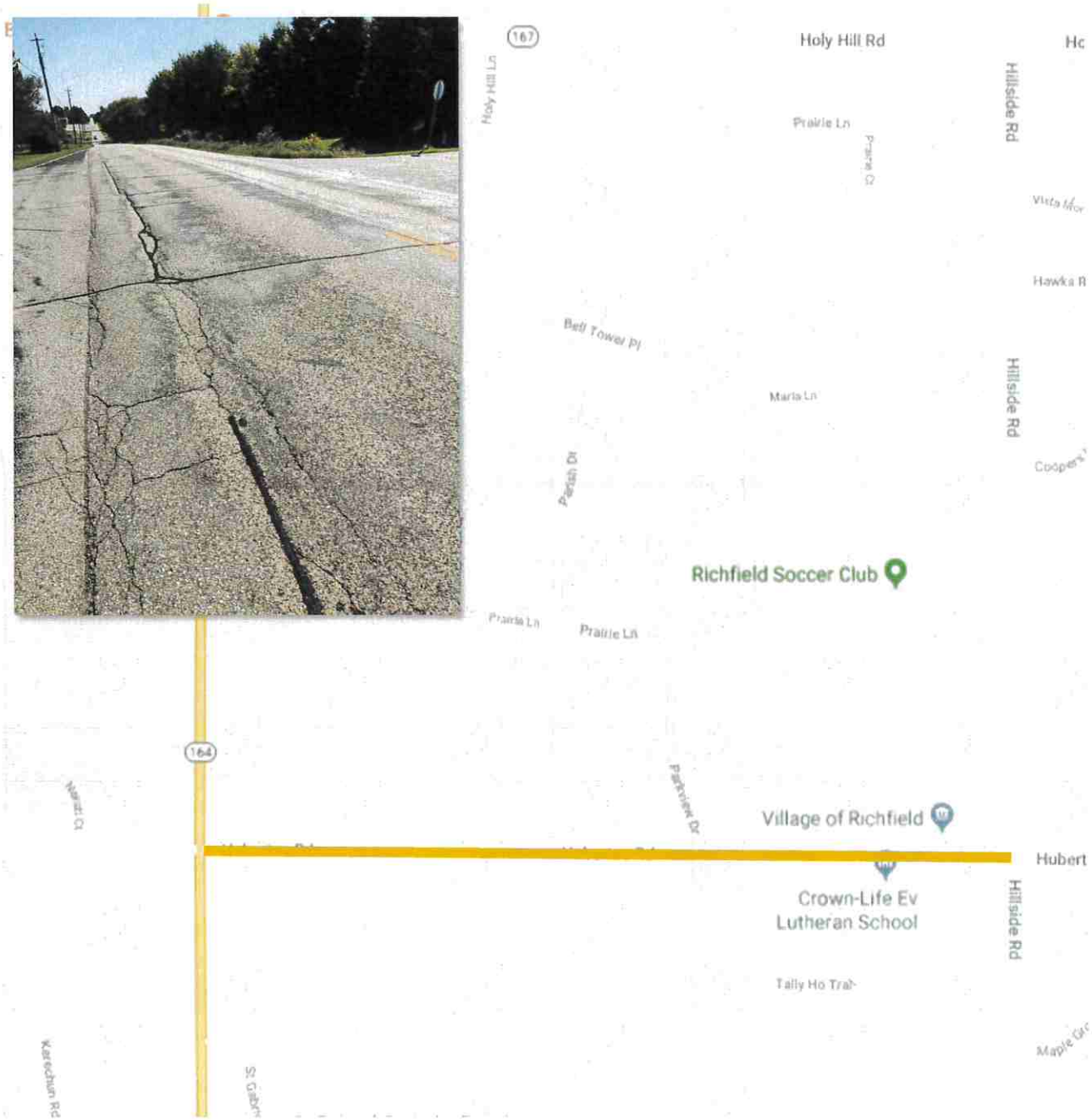
Road: Hubertus Road from Park View Drive to Tally Ho Trail
Distance: 1056'
Type: 70
Pvt Year: 1997
Width: 245'
WISLR Rating: 6 (2017), 5 (2019)

Road: Hubertus Road from Tally Ho Trail to Hillside Road
Distance: 1003'
Type: 70
Pvt Year: 1997
Width: 24'
WISLR Rating: 6 (2017), 5 (2019)

Justification

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$422,150				$422,150
Total		**$422,150**				**$422,150**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$422,150				
Total		**$422,150**				


167
Holy Hill Rd
Hc
Holy Hill Ln
Hillside Rd
Prairie Ln
Prairie Ct
Vista Mor
Hawka R
Bell Tower Pl
Maria Ln
Hillside Rd
Cooper's
Parish Dr
Richfield Soccer Club
Prairie Ln
Prairie Ln
164
Parkview Dr
Village of Richfield
Hubert
Crown-Life Ev
Lutheran School
Hillside Rd
Tally Ho Trail
Maple Gr
Ketchum Rd
St Gilbert

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-004
Project Name	Roadway Improvement 2022– Evergreen Court

Description

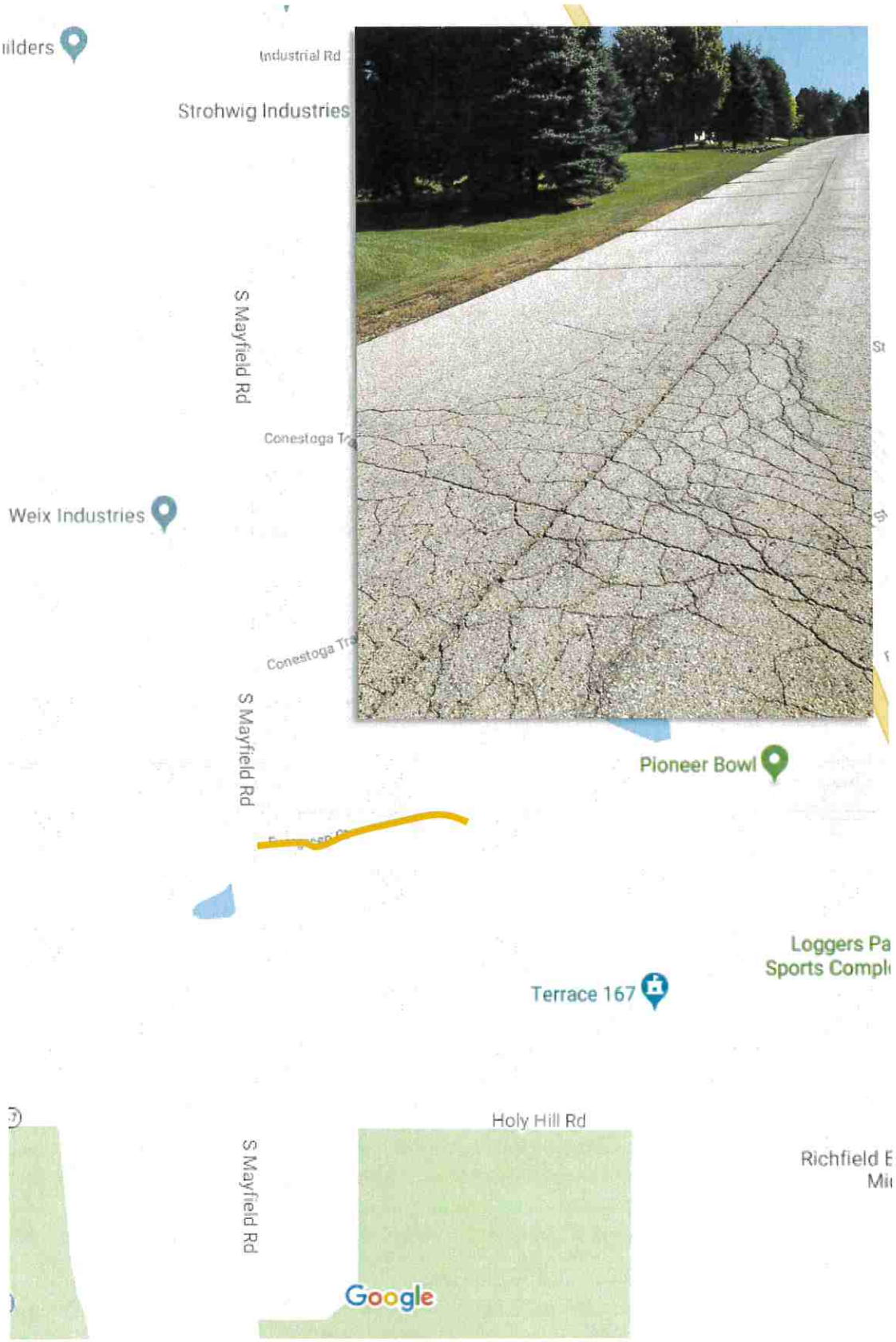
Road: Evergreen Court from Mayfield Road to Terminus
Distance: 1003'
Type: 70
Pvt Year: 1987
Width: 24'
WISLR Rating: 4 (2017), 4 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface or approaching failure

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$97,825				$97,825
Total		**$97,825**				**$97,825**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$97,825				
Total		**$97,825**				


ilders
Industrial Rd
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Pioneer Bowl
Loggers Pa
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Holy Hill Rd
S Mayfield Rd
Richfield E
Mi
Google

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-005
Project Name	Roadway Improvement 2022– Conestoga Trail

Description

Road: Conestoga Trail from Mayfield Road to Conestoga Court
Distance: 1214'
Type: 70
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

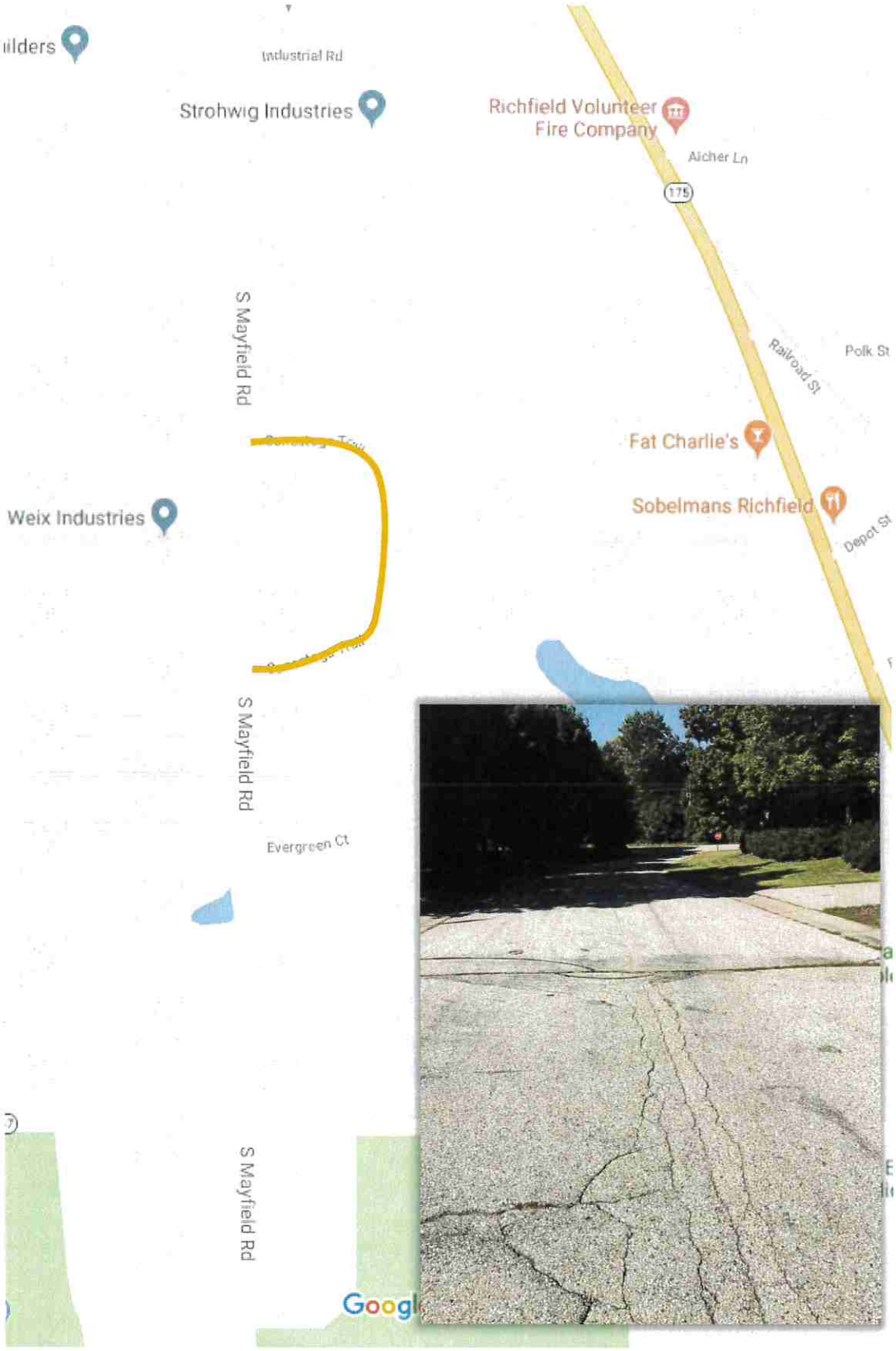
Road: Conestoga Trail from Conestoga Court to Mayfield Road
Distance: 317'
Type: 70
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface or approaching failure

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$135,250				$135,250
Total		**$135,250**				**$135,250**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$135,250				
Total		**$135,250**				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Industrial Rd
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Richfield Volunteer Fire Company
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175
S Mayfield Rd
Railroad St
Polk St
Fat Charlie's
Sobelmans Richfield
Depot St
Weix Industries
S Mayfield Rd
Evergreen Ct
S Mayfield Rd
Google

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-22-006
Project Name	Roadway Improvement 2022– Conestoga Court

Description

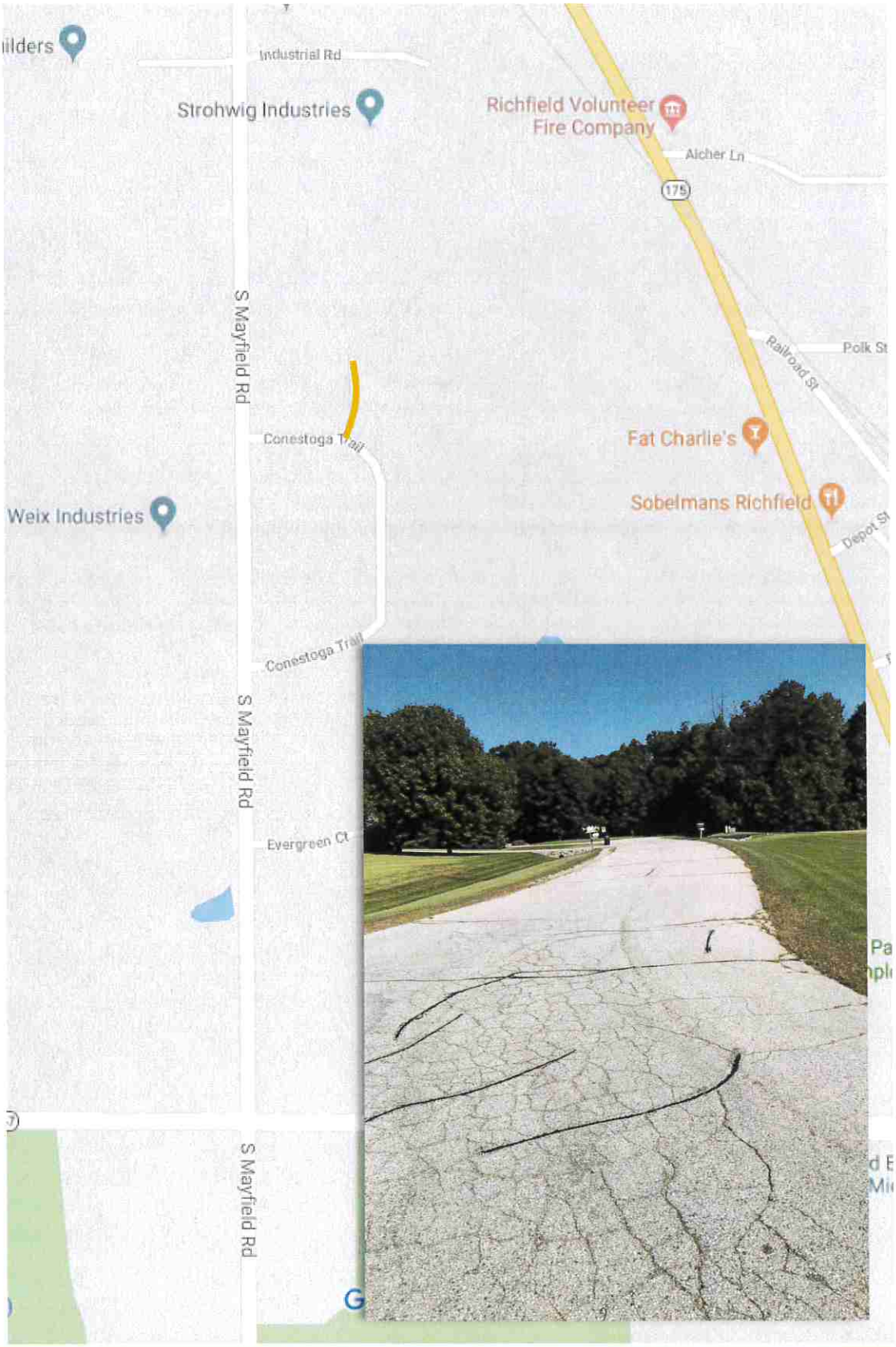
Road: Conestoga Court from Conestoga Trail to Terminus
Distance: 475'
Type: 70
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface or approaching failure

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund		$44,500				$44,500
Total		**$44,500**				**$44,500**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund		$44,500				
Total		**$44,500**				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Industrial Rd
Strohwig Industries
Richfield Volunteer Fire Company
Aicher Ln
175
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Railroad St
Polk St
Conestoga Trail
Fat Charlie's
Sobelmans Richfield
Weix Industries
Depot St
Conestoga Trail
S Mayfield Rd
Evergreen Ct
S Mayfield Rd

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works
Contact	Public Works Supervisor
Type	Software Replacement
Useful Life	15-20 years
Category	Technology
Priority	2

Project #	PW&H-22-007
Project Name	Fuel Pump System Upgrade & DPW WIFI

Description

The Village's fuel pump system is estimated to be approximately 15-20 years old. While some of the parts are still in circulation with our contracted provider, Interstate Fuel and Pump, they are suggesting to Staff that at some point in the not so distant future they may not be able to service our fuel system if the "motherboard" or other major electrical components fail. As such, Staff is preparing for its inevitable technological failure. The complication is that most newer systems are tied to wireless internet, which the Village does not have in its DPW Building. Currently, the internet is hard-lined to Village Hall with a trenched line.

It is possible to not have this system connected to WIFI. However, it would require Staff to take daily or weekly readings from the fuel pump, depending on usage. Staff would then need to upload the data to a external jump drive and export the fuel usage into the software program and manually sort the data. The savings from not having the building connected to WIFI is approximately $3,500 for the unit itself and approximately $11,000 for the WIFI installation.

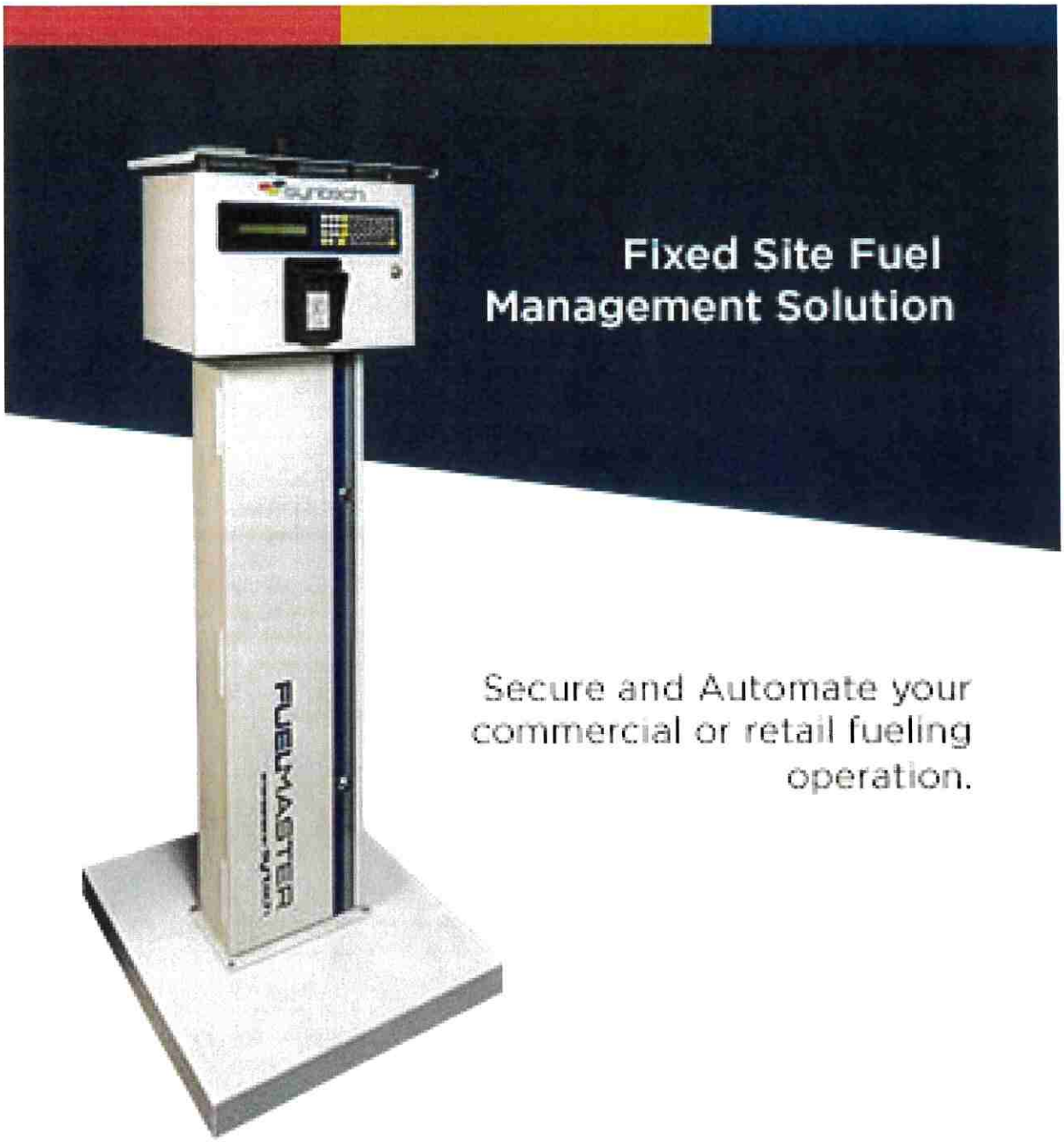
The organization who utilize this system regularly are the Washington County Sheriff's Office, Richfield Volunteer Fire Company, Holy Hill Area School District and the Village's fleet of vehicles and equipment.

Justification

The Village's fuel system is an important, daily component of our municipal operations, for first responders, and our local school district. We cannot afford for this system to be down for any amount of time, so Staff is proposing to save for this project over the period of two (2) years for installation in 2022.

Expenditures	**2021**	**2022**	**2023**	**2024**	**2025**	**Total**
CIP Fund		22,000				22,000
Total		**$22,000**				**$22,000**

Funding Source	**2021**	**2022**	**2023**	**2024**	**2025**	**Total (Saved)**
General Fund	11,000	11,000				$22,000
Total						**$22,000**


Fixed Site Fuel
Management Solution
Secure and Automate your
commercial or retail fueling
operation.
FUELMASTER

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Vehicle Replacement
Contact	Public Works Supervisor
Type	Equipment
Useful Life	22 Years of 100,000 Miles
Category	Equipment: PW Equipment
Priority	2 Very Important

Project #	VR-22-001
Project Name	#1 F-350 (2007)1 Ton Dump Body

Description

Replace existing 1 Ton Dump Body Truck No. 1

Justification

This truck experiences motor issues all year round. It regularly has oil and coolant issues. Replace equipment per the Equipment Replacement Schedule

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$5,420	$5,420				$42,941
Total						

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$5,420	$5,420				$42,941
Total	**$5,420**	**$5,420**				**$42,941**

HEIL
Richfield
F-550

Projects by Year

2023

Village of Richfield, Wisconsin

Capital Improvement Plan

2023 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Roadway Improvement 2023 - Bark Lake Road	Public Works and Highway	PW&H-23-001	2	$658,350
Roadway Improvement 2023 - Plat Road	Public Works and Highway	PW&H-23-002	2	$367,700
Roadway Improvement 2023 - St. Augustine Road	Public Works and Highway	PW&H-23-003	2	$395,550
Salt Storage Facility	Public Works and Highway	PW&H-23-004	1	$262,500
Municipal Garage Trench Drain	Public Works and Highway	PW&H-23-005	2	$15,000
Truck #7 Patrol Truck	Vehicle Replacement	VR-23-001	2	$188,742
2023 Totals		$1,421,600		$1,887,842
		Roads Total		Total

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-23-001
Project Name	Roadway Improvement 2023 – Bark Lake Road

Description

Road: Bark Lake Road, from Scenic Road to Bark Lake Lane
Distance: 3590'
Type: 55
Pvt Year: 1979
Width: 18'
WISLR Rating: 5 (2017)

Road: Bark Lake Road, from Bark Lake Lane to Amy Belle Lane
Distance: 4330'
Type: 55
Pvt Year: 1979
Width: 18'
WISLR Rating: 5 (2017), 4 (2019)

Road: Bark Lake Road, from Amy Belle Lane to Amy Belle Road Offset 1335'
Distance:
Type: 55
Pvt Year: 1979
Width: 18'
WISLR Rating: 5 (2017) , 5 (2019)

Road: Bark Lake Road, from Amy Belle Road Offset 1335' to Amy Belle Road
Distance: 1622'
Type: 55
Pvt Year: 2003
Width: 22'
WISLR Rating: 5 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund			$658,350			$658,350
Total			**$658,350**			**$658,350**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund			$658,350			
Total			**$658,350**			

Richfield Trailer
Bark River
Scenic Rd
Bark Lake Park
Sherry Ln
Bark Lake Dr
N Shore Dr
Bark Lake
Bark Lake Boat Launch
Bark River
EJ's
S Shore Dr
Mud Lake
Camp Minikani
Branch YMCA
Army Belle Rd
Army Belle Ln
Army Belle Lake
wood Rd

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-23-002
Project Name	Roadway Improvement 2023 – Plat Road

Description

Road: Plat Road, from County Line Q to Yorkshire Drive
Distance: 4752'
Type: 70
Pvt Year: 2005
Width: 20'
WISLR Rating: 5 (2017) , 4 (2019)

Road: Plat Road, from Yorkshire Drive to Monches Road
Distance: 686'
Type: 70
Pvt Year: 2005
Width: 20'
WISLR Rating: 5 (2017) , 6 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund			$367,700			$367,700
Total			**$367,700**			**$367,700**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund			$367,700			
Total			**$367,700**			

Elmwood Rd
Wooded Hills Church
Flynn's Richfield
CookieFromScratch.Com
Wildwood

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-23-003
Project Name	Roadway Improvement 2023 – St. Augustine Road

Description

Road: St. Augustine Road, from Monches Road Offset 1690'
Distance: 1690'
Type: 70
Pvt Year: 2009
Width: 20'
WISLR Rating: 5 (2017), 5 (2019)

Road: St. Augustine Road, from St. Augustine Road Offset 3327' to Elmwood
Distance: 1214'
Type: 55
Pvt Year: 2009
Width: 20'
WISLR Rating: 5 (2017), 4 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund			$395,550			$395,550
Total			**$395,550**			**$395,550**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund			$395,550			
Total			**$395,550**			

Elmwood Rd
Ken Kreuser Enterprises
St. Paul's United Church of Christ

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highways
Contact	Public Works Supervisor
Type	Maintenance and Replacement
Useful Life	25 years
Category	Street Construction
Priority	1

Project #	PW&H-23-004
Project Name	Salt Storage Facility

Description

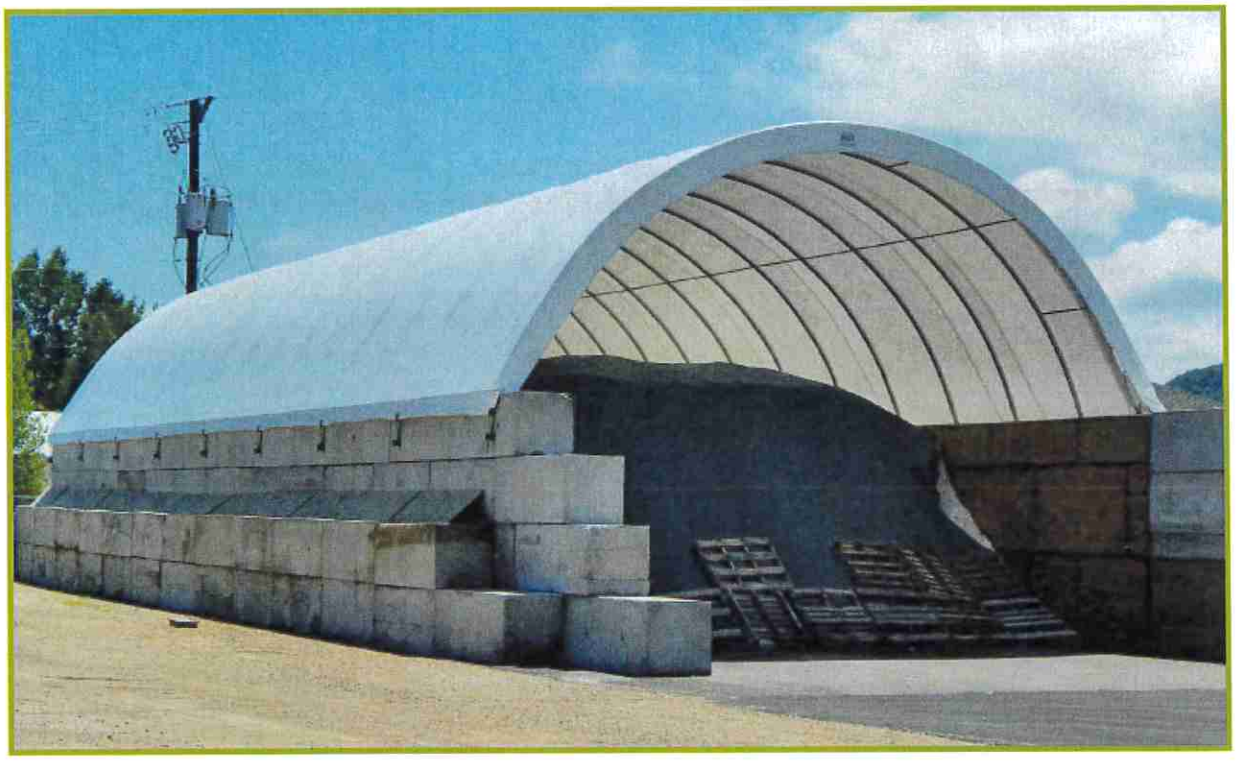
A Tented poly plastic cupper structure will be purchased to act as a metal pole-framed canopy, situated over concrete blocking base. At the time of purchase, this wooden structure will be close to 30 years old.

Justification

The current building has been repaired several times over the last few decades. Staff also believes the State of Wisconsin will soon be requiring municipalities to take early fill quantities of salt, and thus creating a need to increase the current structure's salt capacity.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$37,500	$37,500	$37,500			$262,500
Total	**$37,500**	**$37,500**	**$37,500**			**$262,500**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$37,500	$37,500	$37,500			$262,500
Total	**$37,500**	**$37,500**	**$37,500**			**$262,500**



2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Vehicle Replacement
Contact	Public Works Supervisor
Type	Equipment
Useful Life	22 Years of 100,000 miles
Category	Equipment: PW Equip.
Priority	2 Very Important

Project #	VR-23-001
Project Name	#7 Patrol Truck

Description

Replace existing #7 Patrol Truck

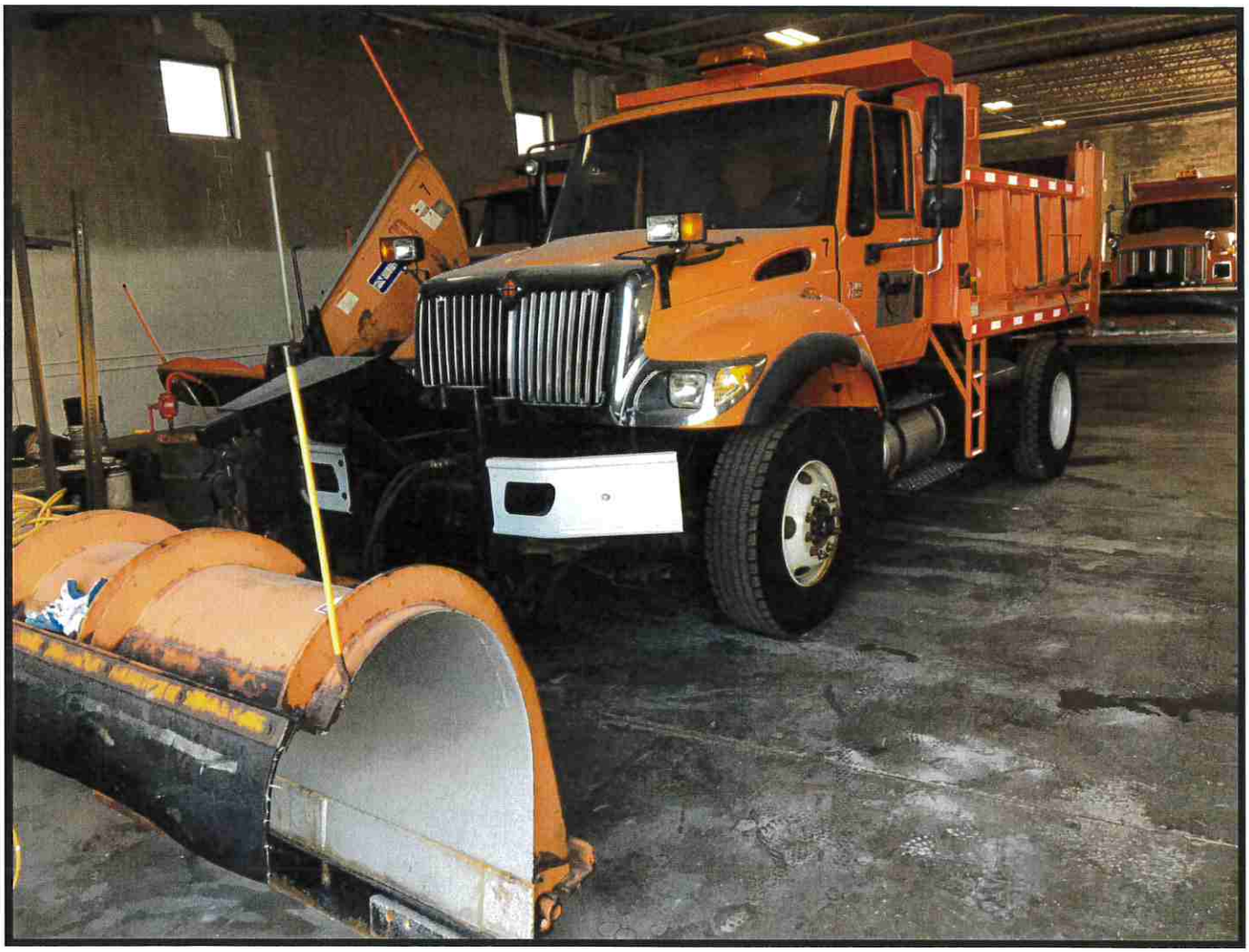
Justification

This truck experiences motor issues all year round. It regularly has oil and coolant issues. Replace equipment per the Equipment Replacement Schedule

Expenditures	**2021**	**2022**	**2023**	**2024**	**2025**	**Total**
CIP Fund	$26,925	$26,925	$26,925			$188,472
Total						**$188,472**

Funding Source	**2021**	**2022**	**2023**	**2024**	**2025**	**Total (Saved)**
General Fund	$26,925	$26,925	$26,925			$188,472
Total	**$26,925**	**$26,925**	**$26,925**			**$188,472**

SWEDSON
STAY BACK 200 FEET



2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works
Contact	Public Works Supervisor
Type	
Useful Life	20-25 years
Category	Building
Priority	2

Project #	PW&H-23-005
Project Name	Municipal Garage Trench Drain

Description

The Village's Shop Foreman in 2019 conducted an extensive repair of the trench drain system which has become corroded due to the amount of salt washed off the plow trucks. The trench drain system is original to the building which was constructed in in 1998. While the grate system will be functional for the next couple of years, additional repairs will be needed in the future and at some point the system will fail.

Our Shop Foreman has requested we consider budgeting for its replacement which may become necessary in the next 3-5 years.

Justification

The trench drain system is showing signs of ware and tear from its 22 years of functionality. The main source of the corrosion is the salt that is continually washed off plow trucks in the winter time which has eaten away at the system. In 2019 a major repair was welded into place by the Shop Foreman as a temporary repair. It is expected more repairs will be necessary in the coming years and at some point it will have exceeded its useful life.

Expenditures	**2021**	**2022**	**2023**	**2024**	**2025**	**Total**
CIP Fund			15,000			15,000
Total						**15,000**

Funding Source	**2021**	**2022**	**2023**	**2024**	**2025**	**Total (Saved)**
General Fund	5,000	5,000	5,000			15,000
Total						

TRENCH DRAIN GRATE

›› 865 SERIES FastTrack

SPECIFICATION

Sioux Chief 865 Series HDPE slotted grating shall be used where necessary with FastTrack trench drain channels. Grating shall be approved for use in light-duty applications and walkways for pedestrian traffic. Grating shall be lightweight, durable, and U.V./chemical resistant. Grating shall have large, open slots for increased flow capacity into channel and fasten to anchors with screws.

ADA: No
Heel-Proof: No*
Load Rating:
DIN EN 1433: Class A15
ASME A112.6.3: Light Duty

MATERIALS

Grate: High-density polyethylene
Screws: Stainless steel

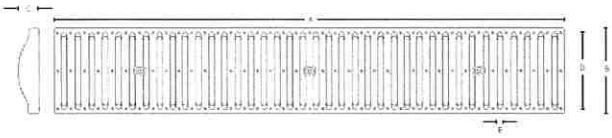
FREE-AREA

81.4 in²

DIMENSIONS

A: Length	36"
B: Width	6"
C: Thickness	1[illegible]"
D: Slot length	5"
E: Slot opening	[illegible]"

* Per ASME A112.6.3 requirements



TRENCH DRAIN

›› 865 SERIES FastTrack

SPECIFICATION

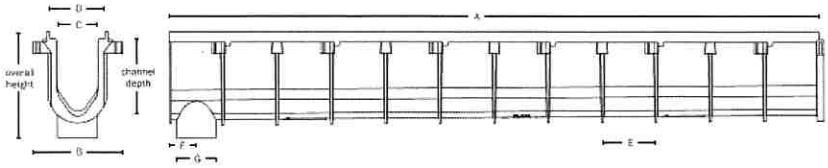
Sioux Chief 865 Series FastTrack trench drain shall be used where necessary to convey surface water into drainage system. Trench drain channel shall be sloped (0.75%) or neutral and seamlessly molded from lightweight, durable, chemical-resistant material. Channel shall include construction covers (2), stainless steel grate anchors (6), and integral bottom outlet for optional connection. Channel shall be designed with structure-reinforcing ribs and side anchors (12 per channel) for securing channel to re-bar (½" #4). Channels shall connect end-to-end, in proper sequence, with mechanical, tongue-in-groove style joint. Channel shall have a modified bottom radius to improve flow rate and reduce sediment buildup. Designed in accordance with ASME A112.6.3-01

MATERIALS

Channel: High-density polyethylene
Grate Anchors: Stainless steel
Construction Cover: High-density polyethylene
Screws: Stainless steel

DIMENSIONS (see table below for specific dimensions)

A: Length	72"
B: Overall width	9¾"
C: Channel width	4½"
D: Cover/grate width	6"
E: Ribs (on center)	6"
F: Outlet offset	3"
G: Connection size	4" No-hub



Projects by Year

2024

Village of Richfield, Wisconsin

Capital Improvement Plan

2024 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Roadway Improvement 2024 - Colgate Road	Public Works and Highway	PW&H-24-001	2	$419,650
Roadway Improvement 2024 - Pleasant Hill Road	Public Works and Highway	PW&H-24-002	2	$394,300
Roadway Improvement 2024 - E. Lakeview Road	Public Works and Highway	PW&H-24-003	2	$294,100
Roadway Improvement 2024 - S. Shore Drive	Public Works and Highway	PW&H-24-004	2	$291,400
Roadway Improvement 2024 - E. Friess Lake Drive	Public Works and Highway	PW&H-24-005	2	$192,700
Roadway Improvement 2024 - Hillside Road	Public Works and Highway	PW&H-24-006	2	$401,000
#18 JD Gator	Vehicle Replacement	VR-24-001	2	$21,546
2024 Totals		$1,993,150		$2,014,696
		Roads Total		Total

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-001
Project Name	Roadway Improvement 2024 – Colgate Road

Description

Road: Colgate Road from CTH Q to Willow Gate Pass
Distance: 3062'
Type: 65
Pvt Year: 1999
Width: 24'
WISLR Rating: 6 (2017), 5 (2019)

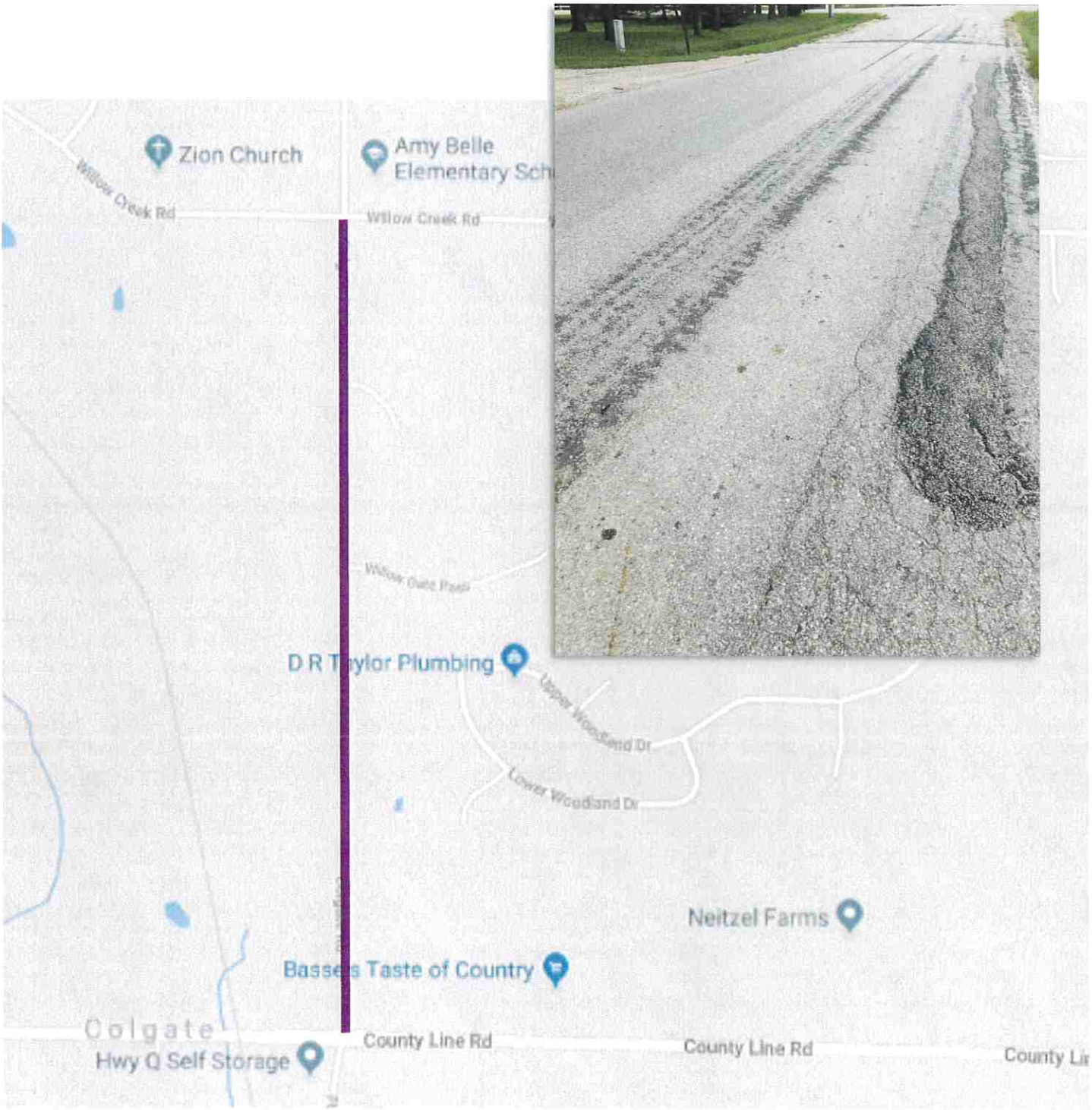
Road: Colgate Road from Willow Gate Pass to Willow Creek Road
Distance: 1373'
Type: 65
Pvt Year: 2003
Width: 24'
WISLR Rating: 6 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$419,650		$419,650
Total				**$419,650**		**$419,650**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$419,650		
Total				**$419,650**		


Zion Church
Amy Belle
Elementary Sch
Willow Creek Rd
Willow Creek Rd
Willow Oaks Pkwy
D R Taylor Plumbing
Upper Woodland Dr
Lower Woodland Dr
Neitzel Farms
Basses Taste of Country
Colgate
Hwy Q Self Storage
County Line Rd
County Line Rd
County Li

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-002
Project Name	Roadway Improvement 2024 – Pleasant Hill Road

Description

Road: Pleasant Hill Road, from STH 164 to Hillside Road
Distance: 5280'
Type: 55
Pvt Year: 2009
Width: 24'
WISLR Rating: 6 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$394,300		$394,300
Total				**$394,300**		**$394,300**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$394,300		
Total				**$394,300**		

Hillside Rd
Pleasant Hill Rd
Hillside Rd
164
164
164
164

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-003
Project Name	Roadway Improvement 2024 – Lakeview Road

Description

Road: Lakeview Road from Termini to Lakeview Road N
Distance: 690'
Type: 70
Pvt Year: 2005
Width: 22
WISLR Rating: 4 (2017), 4 (2019)

Road: Lakeview Road from Lakeview Road N to Ridgewood Knoll
Distance: 370'
Type: 55
Pvt Year: 2003
Width: 22
WISLR Rating: 4 (2017), 4 (2019)

Road: Lakeview Road from Ridgewood Knoll to Shore Drive S/Colgate Road
Distance: 1615'
Type: 55
Pvt Year: 2003
Width: 22'
WISLR Rating: 4 (2017), 4 (2019)

Road: Lakeview Road from Shore Drive S/Colgate Road Offset 152'
Distance: 1289'
Type: 55
Pvt Year: 1969
Width: 18'
WISLR Rating: 4 (2017), 4 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$294,100		$294,100
Total				**$294,100**		**$294,100**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$294,100		

Bark Lake Park
American Legion Post 522
N Shore Dr
Bark Lake
Bark River
Bark Lake Boat Launch
EJ's
Partridge Family Party Bus
S Shore Dr
Scenic Rd
Outdoor Adventure Motorsports
Zion Church

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-004
Project Name	Roadway Improvement 2024 – S. Shore Drive

Description

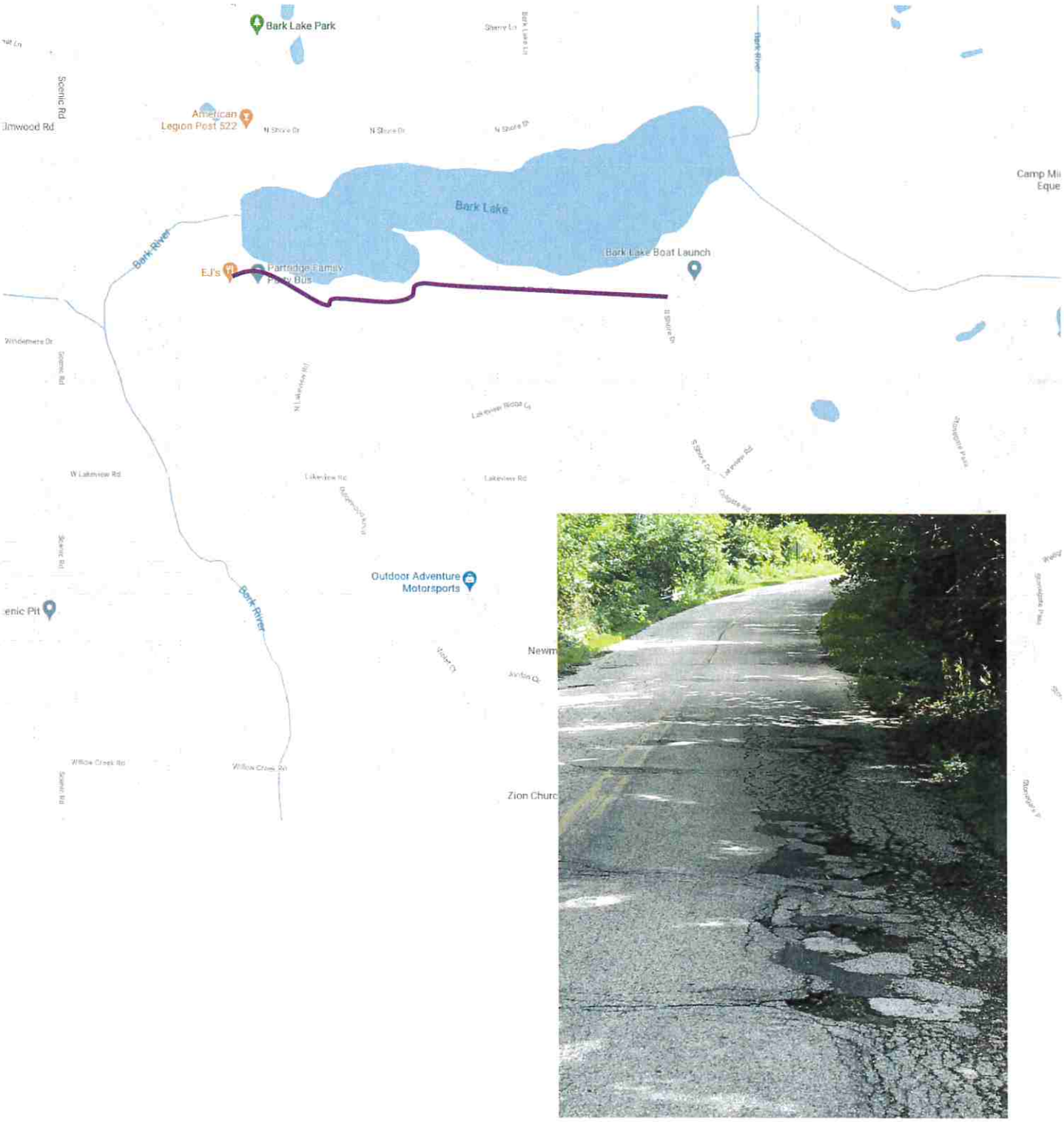
Road: S Shore Drive from Lakeview Road N to E Shore Drive
Distance: 2693'
Type: 55
Pvt Year: 1977
Width: 18'
WISLR Rating: 6 (2017), 5 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$291,400		$291,400
Total				**$291,400**		**$291,400**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$291,400		
Total				**$291,400**		


Bark Lake Park
American Legion Post 522
Bark Lake
Bark River
EJ's
Partridge Family Party Bus
Bark Lake Boat Launch
Scenic Rd
Windermere Dr
W Lakeview Rd
Lakeview Rd
Outdoor Adventure Motorsports
Willow Creek Rd
Camp Mi
Eque
Newm
Zion Churc

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-005
Project Name	Roadway Improvement 2024 – E. Friess Lake Drive

Description

Road: E Friess Lake Drive to Offset 2746'
Distance: 2746'
Type: 55
Pvt Year: 1969
Width: 16'
WISLR Rating: 4 (2017), 4 (2019)

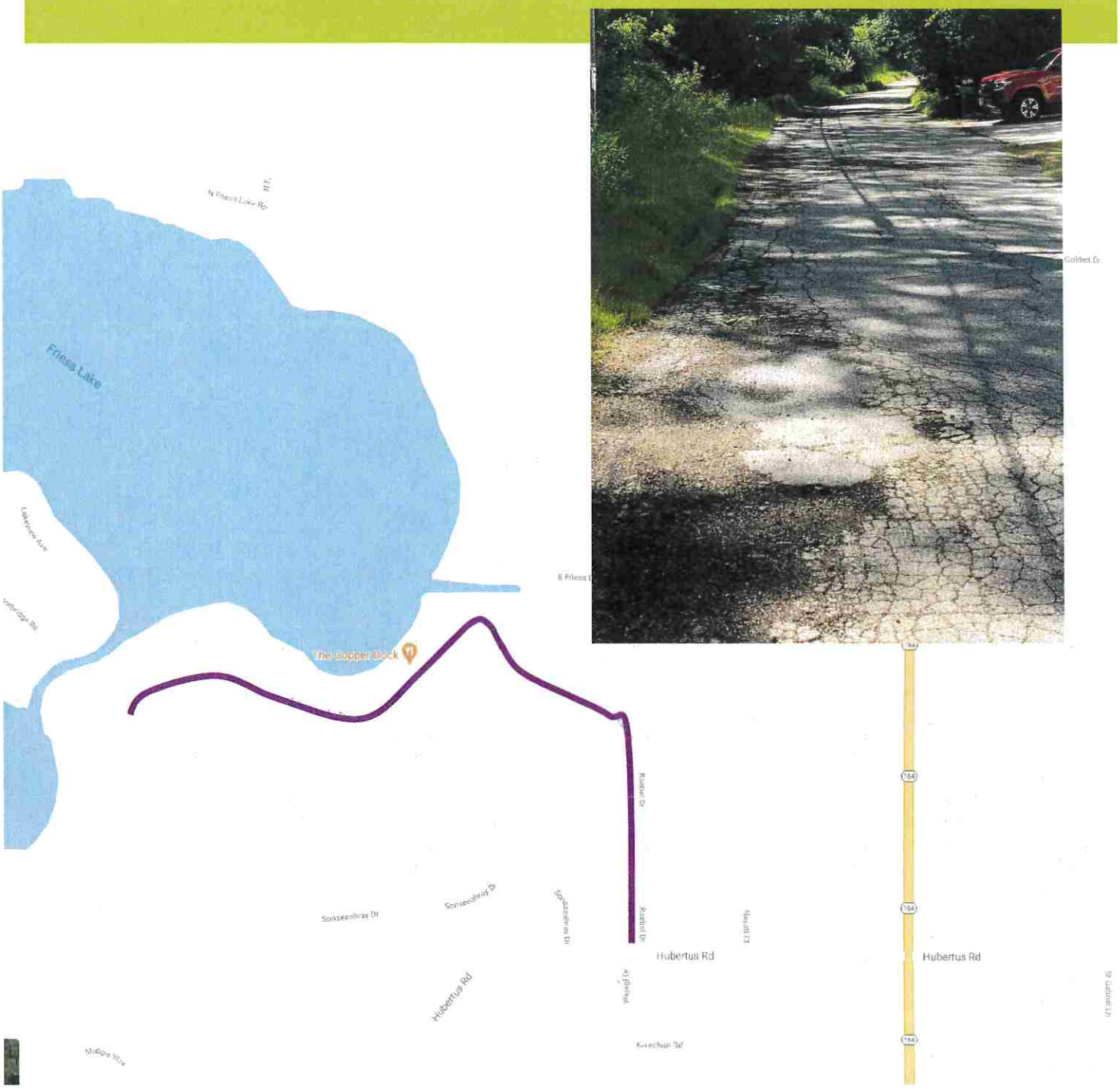
Road: E Friess Lake Drive from Offset 2746' to Termini
Distance: 1056'
Type: 70
Pvt Year: 1988
Width: 12'
WISLR Rating: 4 (2017), 4 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$192,700		$192,700
Total				**$192,700**		**$192,700**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$192,700		
Total				**$192,700**		


Friess Lake
The Copper Dock
Hubertus Rd
Hubertus Rd
Hubertus Rd
Golden Dr
Roebel Dr
Sonseeshray Dr
Sonseeshray Dr
Kerechun Rd
164

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-24-006
Project Name	Roadway Improvement 2024 – Hillside Road

Description

Road: Hillside Road from Pleasant Hill Road to Wexford Drive
Distance: 1795'
Type: 70
Pvt Year: 1973
Width: 22'
WISLR Rating: 6 (2017), 6 (2019)

Road: Hillside Road from Wexford Drive to Wexford Drive Offset 1004'
Distance: 1004'
Type: 70
Pvt Year: 1973
Width: 22'
WISLR Rating: 6 (2017), 6 (2019)

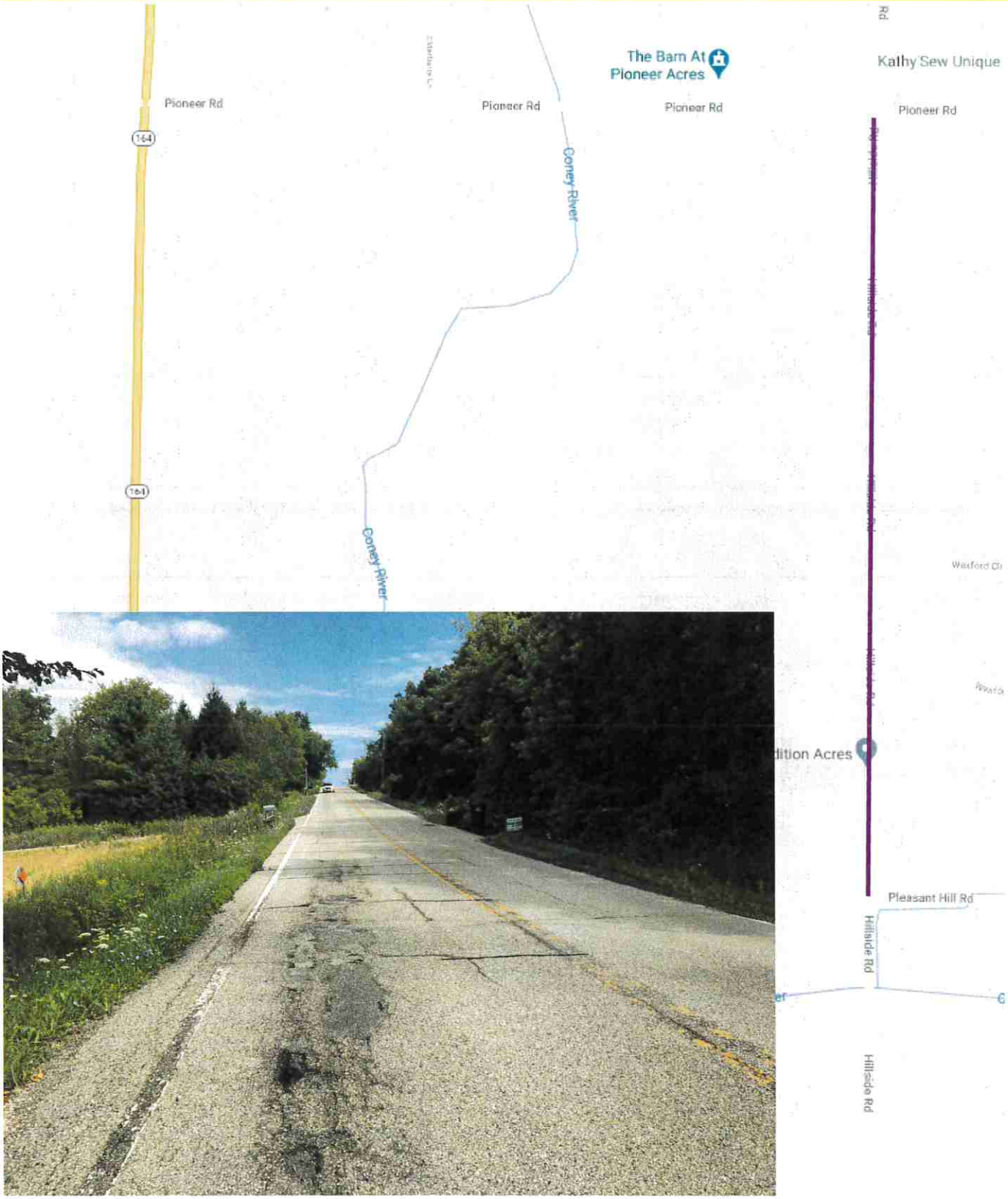
Road: Hillside Road from Wexford Drive Offset 1004' to Pleasant Hill Road
Distance: 2798'
Type: 70
Pvt Year: 1993
Width: 22'
WISLR Rating: 6 (2017), 6 (2019)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund				$401,000		$401,000
Total				**$401,000**		**$401,000**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund				$401,000		
Total				**$401,000**		


The Barn At
Pioneer Acres
Kathy Sew Unique
Pioneer Rd
Pioneer Rd
Pioneer Rd
Pioneer Rd
164
164
Coney River
Coney River
Wexford Dr
Pleasant Hill Rd
Hillside Rd
Hillside Rd

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Vehicle Replacement
Contact	Public Works Supervisor
Type	Equipment
Useful Life	8 Years or 4,000 hours
Category	Equipment: PW Equip.
Priority	2 Very Important

Project #	VR-24-001
Project Name	#18 JD Gator

Description

Replace existing #18 John Deer Gator

Justification

This piece of equipment was purchased in 2009 and has frequent maintenance done to repair various parts. Items that have been replaced include the hour meter, tires, brakes, started, and battery. Replace equipment per the Equipment Replacement Schedule.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund					$21,546	$21,546
Total					**$21,546**	**$21,546**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund					$21,546	
Total					**$21,546**	

JOHN DEERE
GATOR XUV

Richfield

Projects by Year

2025

Village of Richfield, Wisconsin

Capital Improvement Plan

2025 Projects By Year

Project Name	Department	Project #	Priority	Project Cost
Roadway Improvement Pool	Public Works and Highway	PW&H-25-001	2	$1,500,000
Replacement of Village Computers	Administration	A-25-001	2	$13,000
2025 Totals		$1,500,000		$1,513,000
		$ Roads Total		Total

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Public Works and Highway
Contact	Public Works Supervisor
Type	Improvement
Useful Life	30 Years
Category	Street Construction
Priority	2 Very Important

Project #	PW&H-25-001
Project Name	Roadway Improvement Pool

Description

Road: Amy Belle Road; All Village Jurisdiction
Distance: 4963'
Pvt Year: 1991
Width: 22-24'
WISLR Rating: 4 (2017)

Road: E. Lake Lane
Distance: 1109'
Pvt Year: 1979
Width: 16'
WISLR Rating: 4 (2017)

Road: E. Shore Drive
Distance: 1267'
Pvt Year: 1988
Width: 16'
WISLR Rating: 4 (2017)

Road: Elmwood Court
Distance: 792'
Pvt Year: 1988
Width: 27'
WISLR Rating: 4 (2017)

Road: Franks Way
Distance: 370'
Pvt Year: 1987
Width: 26'
WISLR Rating: 4 (2017)

Road: Grandview Court
Distance: 739'
Pvt Year: 1988
Width: 24'
WISLR Rating: 4 (2017)

Road: Grey Fox Court
Distance: 581'
Pvt Year: 1980
Width: 24'
WISLR Rating: 4 (2017)

Road: Highland Court
Distance: 317'
Pvt Year: 1990
Width: 22'
WISLR Rating: 4 (2017)

Road: Highland Drive
Distance: 2218'
Pvt Year: 1993
Width: 22'
WISLR Rating: 4 (2017)

Road: Hubertus Road from Hogsback to Plat Road
Distance: 1954'
Pvt Year: 1970
Width: 18'
WISLR Rating: 4 (2017)

Road: Lakeview Road W
Distance: 1003'
Pvt Year: 2005
Width: 22'
WISLR Rating: 4 (2017)

Road: Lake Drive
Distance: 3643'
Pvt Year: 1993-2002
Width: 22-30"
WISLR Rating: 4,5,6 (2017)

Road: Red Oak Court
Distance: 686'
Pvt Year: 1995
Width: 24'
WISLR Rating: 4 (2017)

Road: Ridge Court N
Distance: 317'
Pvt Year: 1981
Width: 22'
WISLR Rating: 4 (2017)

Road: Ridge Court S
Distance: 475'
Pvt Year: 1981
Width: 22'
WISLR Rating: 4 (2017)

Road: Ridge Drive
Distance: 950'
Pvt Year: 1981
Width: 22'
WISLR Rating: 4 (2017)

Road: Shore Drive S
Distance: 3432'
Pvt Year: 1977, 2004
Width: 18-20'
WISLR Rating: 4,6 (2017)

Road: Sleepy Hollow Drive
Distance: 1584'
Pvt Year: 1989
Width: 18'
WISLR Rating: 4 (2017)

Road: Shadow Lane; All Village Jurisdiction
Distance: 2165'
Pvt Year: 1975
Width: 24'
WISLR Rating: 4 (2017)

Road: St. Augustine Road; All Village Jurisdiction
Distance: 317'
Pvt Year: 1969-2009
Width: 18-20'
WISLR Rating: 4,5 (2017)

Road: Wood Road from Elmwood Court to Stone Meadow Court
Distance: 264'
Pvt Year: N/A
Width: 20'
WISLR Rating: 4 (2017)

Road: Bark Lake Drive
Distance: 2429'
Pvt Year: 1969-1975
Width: 22'
WISLR Rating: 5 (2017)

Road: Bark Lake Drive
Distance: 2429'
Pvt Year: 1969-1975
Width: 22'
WISLR Rating: 5 (2017)

Road: Ball Drive
Distance: 2851'
Pvt Year: 1991
Width: 24'
WISLR Rating: 5 (2017)

Road: Beechwood Industrial Court
Distance: 898'
Pvt Year: 1988
Width: 28'
WISLR Rating: 5 (2017)

Road: Bell Tower Place
Distance: 1848'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Country Highlands Drive
Distance: 2798'
Pvt Year: 1975
Width: 22'
WISLR Rating: 5 (2017)

Road: Deertrail Court
Distance: 634'
Pvt Year: 1995
Width: 24'
WISLR Rating: 5 (2017)

Road: Douglas Drive
Distance: 950'
Pvt Year: 1972
Width: 20'
WISLR Rating: 5 (2017)

Road: Far Hill Lane
Distance: 475'
Pvt Year: 2000
Width: 22'
WISLR Rating: 5 (2017)

Road: Highview Drive
Distance: 1531'
Pvt Year: 1990
Width: 22'
WISLR Rating: 5 (2017)

Road: Holy Hill Lane
Distance: 2376'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Highland Avenue
Distance: 1637'
Pvt Year: 2002
Width: 17'
WISLR Rating: 5 (2017)

Road: High on a Hill
Distance: 739'
Pvt Year: 1978
Width: 20'
WISLR Rating: 5 (2017)

Road: Hilltop View Court
Distance: 792'
Pvt Year: 1995
Width: 24'
WISLR Rating: 5 (2017)

Road: Homestead Court
Distance: 581'
Pvt Year: 1995
Width: 24'
WISLR Rating: 5 (2017)

Road: Hunter Hill Trail
Distance: 3643'
Pvt Year: 1980
Width: 24'
WISLR Rating: 5 (2017)

Road: Jessica Lane
Distance: 686'
Pvt Year: 1991
Width: 24'
WISLR Rating: 5 (2017)

Road: Kerechun Road
Distance: 3538'
Pvt Year: 1995-2000
Width: 24'
WISLR Rating: 5 (2017)

Road: Lakeview Road N
Distance: 1373'
Pvt Year: 1993
Width: 22'
WISLR Rating: 5 (2017)

Road: Lakeview Avenue
Distance: 2957'
Pvt Year: 2002-2006
Width: 18'
WISLR Rating: 5,6 (2017)

Road: Morgan Drive
Distance: 634'
Pvt Year: 1997
Width: 24'
WISLR Rating: 5 (2017)

Road: Mount Court
Distance: 422'
Pvt Year: 1972
Width: 22'
WISLR Rating: 5 (2017)

Road: Maggie Way
Distance: 1795'
Pvt Year: 1991
Width: 24'
WISLR Rating: 5 (2017)

Road: Maple Terrace
Distance: 2587'
Pvt Year: 1979
Width: 22'
WISLR Rating: 5 (2017)

Road: Melody Lane
Distance: 2218'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Moonlit Drive

Description Cont.

Distance: 1109'
Pvt Year: 2006
Width: 24'
WISLR Rating: 5,6 (2017)

Road: Moonlit Court
Distance: 528'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Mount Lane
Distance: 3432'
Pvt Year: 1972
Width: 22'
WISLR Rating: 5 (2017)

Road: Nob Hill
Distance: 3802'
Pvt Year: 1997
Width: 24'
WISLR Rating: 5 (2017)

Road: Nob Hill W
Distance: 739'
Pvt Year: 1997
Width: 24'
WISLR Rating: 5 (2017)

Road: Oak Drive
Distance: 2534'
Pvt Year: 1972-1997
Width: 22-24'
WISLR Rating: 5,6 (2017)

Road: Patricia Lane
Distance: 898'
Pvt Year: 1991
Width: 24'
WISLR Rating: 5 (2017)

Road: Pioneer Road; All Village Jurisdiction
Distance: 7762'
Pvt Year: 1975-1979
Width: 18-22'
WISLR Rating: 5 (2017)

Road: Park View Drive
Distance: 1478'
Pvt Year: 1995
Width: 24'
WISLR Rating: 5 (2017)

Road: Pine Meadow Court
Distance: 422'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Parish Drive
Distance: 1954'
Pvt Year: 1993-1995
Width: 24'
WISLR Rating: 5 (2017)

Road: Prairie Lane
Distance: 5755'
Pvt Year: 1993-2007
Width: 24'
WISLR Rating: 5,7 (2017)

Road: Queens Court
Distance: 1056'
Pvt Year: 1997
Width: 24'
WISLR Rating: 5 (2017)

Road: Red Fox Circle
Distance: 1108'
Pvt Year: 1980
Width: 24'
WISLR Rating: 5 (2017)

Road: Steeple View Court
Distance: 845'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Stonegate Pass
Distance: 4066'
Pvt Year: 1993-1995
Width: 24'
WISLR Rating: 5,6 (2017)

Road: Sunset Hill Road
Distance: 2112'
Pvt Year: 2006
Width: 24'
WISLR Rating: 4,5,6,7 (2017)

Road: Townline Road
Distance: 1426'
Pvt Year: 1969-200
Width: 20'
WISLR Rating: 5 (2017)

Road: Tomac Lane
Distance: 898'
Pvt Year: 1972
Width: 22'
WISLR Rating: 5 (2017)

Road: Wildwood Ridge Road
Distance: 4541'
Pvt Year: 2001-2003
Width: 24'
WISLR Rating: 5 (2017)

Road: Wolf Run Drive
Distance: 3115'
Pvt Year: 1993
Width: 24'
WISLR Rating: 5 (2017)

Road: Bark Lake Lane
Distance: 898'
Pvt Year: 1995
Width: 24'
WISLR Rating: 6 (2017)

Road: Forest Court
Distance: 581'
Pvt Year: 1975
Width: 22'
WISLR Rating: 6 (2017)

Road: Hill N' Dale Road
Distance: 634'
Pvt Year: 1973
Width: 22'
WISLR Rating: 6 (2017)

Road: Moraine Drive
Distance: 1954'
Pvt Year: 1972
Width: 22'
WISLR Rating: 6 (2017)

Road: Maple Drive
Distance: 3274'
Pvt Year: 1972
Width: 22'
WISLR Rating: 6 (2017)

Road: Pine Drive
Distance: 211'
Pvt Year: 1972
Width: 22'
WISLR Rating: 6 (2017)

Road: Ridge Road
Distance: 898'
Pvt Year: 2003
Width: 24'
WISLR Rating: 6 (2017)

Road: Richfield Parkway
Distance: 3326'
Pvt Year: 2005-2007
Width: 24'
WISLR Rating: 6,7 (2017)

Road: St. Huberts Court
Distance: 898'
Pvt Year: 1990
Width: 22'
WISLR Rating: 6 (2017)

Road: St. Huberts Drive
Distance: 2006'
Pvt Year: 1989
Width: 20'
WISLR Rating: 6 (2017)

Road: Sherry Lane
Distance: 739'
Pvt Year: 1995
Width: 24'
WISLR Rating: 6 (2017)

Road: Stonefield Road
Distance: 370'
Pvt Year: 1995
Width: 24'
WISLR Rating: 6 (2017)

Road: Wedgewood Drive
Distance: 686'
Pvt Year: 1993
Width: 28'
WISLR Rating: 6 (2017)

Road: Wejegi Drive
Distance: 2693'
Pvt Year: 2000
Width: 20'
WISLR Rating: 6 (2017)

Road: Endeavor Drive
Distance: 1320'
Pvt Year: 2005
Width: 24'
WISLR Rating: 6 (2017)

Road: Endeavor Circle (Venture Circle)
Distance: 950'
Pvt Year: 2005
Width: 24'
WISLR Rating: 6 (2017)

Justification

Mill and overlay includes base improvements, culvert replacements and shoulder enhancements where needed. Roadway Improvement Program addresses those roads that meet WISLR standard for surface of approaching failure. Road Improvement pool subject to change. Projects selected for 2024 construction will amount to approximately $1,500,000,. Total cost to make road pool repairs estimated to be $13,500,000.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund					$1,500,000	$1,500,000
Total					**$1,500,000**	**$1,500,000**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund					$1,500,000	
Total					**$1,500,000**	

2021 thru 2025

Capital Improvement Plan

Village of Richfield, Wisconsin

Department	Administration
Contact	Assistant to the Administrator
Type	Equipment
Useful Life	4- 5 Years
Category	Equipment Computers
Priority	2 Very Important

Project #	A-25-001
Project Name	Replacement of Village Computers

Description

(2) HP Desktop Computers, Intel Core i3 ..... $1,280.00

(6) HP Desktop Computers, Intel Core i5 ..... $4,440.00

(2) HP Notebook, Intel Core i5 and Dock..... $2,630.00

On-Tech Services and Installation $4,650.00

10 new office computers for Administrative Offices, Building Inspection, Public Works, and Lower Level Village Hall computer stations. All computers will also have updated software installed.

Justification

In an ever increasing technical environment, PC's are vital to our day-to-day operations. Block purchasing will allow us to get better retail prices as well as ensure our software is uniform across all platforms.

Expenditures	2021	2022	2023	2024	2025	Total
CIP Fund	$13,000					$13,000
Total	**$13,000**					**$13,000**

Funding Source	2021	2022	2023	2024	2025	Total (Saved)
General Fund	$13,000					
Total	**$13,000**					

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VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: 2020 Groundwater Monitoring Program – Contract Modification
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

POLICY QUESTIONS: DOES THE BOARD WISH TO AMEND THE CONTRACT FOR SERVICES WITH WELLNTEL TO MOVE CLOSER TOWARDS FULL AUTOMATION?

ISSUE SUMMARY:

Last week Village Staff was contacted by Dr. Doug Cherkauer after a conversation he had with the CEO of Wellntel, our Groundwater Monitoring Program contracted service. Our stated goal has been to be able to convert as many wells from manual monitoring to automated well monitoring in 2020. Originally, the contract included a conversion of three (3) properties this year, but the Board also expressed an interest to speed up the automation process as much as possible, because fewer field days doing the readings in person would reduce future annual costs.

Attached is a proposed contract amendment put together by Wellntel which recognizes the savings from one (1) lost round of field work - due to COVID-19 -and then increase the number of proposed conversions to automation from three (3) to six (6). The reduced field costs of the Wellntel employee to manually take tape-down readings (-$1250) are shown in "Visit and Maintenance" line of the budget included in the attachments, and the cost of the increased conversions (+$1792) is in the line labelled "New Wellntel sensors". This produces a net increase in the budget of $542 for 2020, a relatively modest amount. Additionally, the monies would be used to relocate the automated systems from two (2) wells that have been removed or will be removed from the monitoring array, to be replaced by newly volunteered wells in more geographically desirable locations. The relocation costs only $248 plus field time versus $794 plus field time for a brand-new system.

There would be ways to reduce the amended budget so that it falls at or slightly below the already approved bottom line - such as reducing the number of new systems from four (4) to three (3). There is also the possibility that there would be no need to replace any of the existing sensors this year, which was built into the budget as "Consumables" in the amount of $600. Should replacement of existing sensors no be needed, the $600 "Consumables" budget item could be used to purchase and install a new system.

Earlier in the year, Village Staff wrote a story in a bi-monthly newsletter, to request volunteers to join the Groundwater Monitoring Program. The response rate to the request for volunteers has been excellent, and we have identified six (6) new locations which fill in gaps which exist in the current monitoring array. These six (6) new Wellntel sites would likely have monitors installed by October. For future reference, there would still be another five (5) locations remaining that Wellntel would like to automate. These sites would be relocations of existing systems, which is the simpler and cheaper method of installation. Two (2) of the five (5) relocations are for sites where the owners do not want Wellntel to access their Internet. Two (2) more sites would be relocations of monitors that currently have no Internet connection, so cannot be automated, and the last is a commercial location where, for security reasons, the monitor cannot access the site's Internet.

Staff would seek willing Village residents in specific locations in the future, but not until 2021. At that point, the Groundwater Monitoring Program should be fully automated.

FISCAL IMPACT:

REVIEWED BY: _____
Village Deputy Treasurer

Initial Project Costs: Not greater than $542
Future Ongoing Costs: Per contract
Physical Impact (on people/space): Better understanding of hydrogeology
Residual or Support/Overhead/Fringe Costs: Per contract

VILLAGE OF RICHFIELD

VILLAGE BOARD COMMUNICATION FORM

MEETING DATE: August 20, 2020

SUBJECT: 2020 Groundwater Monitoring Program – Contract Modification
DATE SUBMITTED: August 11, 2020
SUBMITTED BY: Jim Healy, Village Administrator

ATTACHMENTS

1. Amended 2020 Groundwater Monitoring Program financial breakdown

STAFF RECOMMENDATION:

Motion to authorize the additional expenditures of a previously agreed upon contract, not to exceed $542 for fiscal year 2020 with Wellntel, Inc. for the purchase and relocation of Wellntel well monitoring devices.

APPROVED FOR SUBMITTAL BY:

Village Staff Member

Village Administrator

VILLAGE CLERK USE ONLY
BOARD ACTION TAKEN

Resolution No. _____
Ordinance No. _____
Approved _____
Other _____

Continued To: _____
Referred To: _____
Denied _____
File No. _____

2020 PROPOSAL BUDGET (JANUARY- DECEMBER)		ORIGINAL	REVISED	COMMENTS
Non-Discretionary				
Well visit and maintenance schedule - quarterly visits - 6 total days in 2020				
(29) WellIntel real-time systems maintenance - **budget 2 days in 2020**				
(10) Manual measurements/downloads - budget 4 days in 2020 (quarterly)				3 days soon to be used/already used to date (Feb, July & August) - combination of maintenance & tapedown visits; With 1 day, removed for budget space to automate, suggest October and December for remaining 2 tapedown day visits
(3) WellIntel logging systems - download and tapedown - 4x in 2020				
(5) Tapedown wells - 4x in 2020				
(2) Pressure transducer download - 4x in 2020				
Total - Visit and Maintenance (6 days)		$7,500	$6,250	
Annual Information Subscription Services				
Information Services for 40 monitoring points	$6,720			
Historical data upload/host/serve (39 wells @ $45 ea)	$1,755			
Total - Information Services		$8,475	$8,475	
Annual board report & presentation and well owner letter		$1,250	$1,250	
		$17,225	$15,975	
Discretionary				
New WellIntel sensor deployments - (3) - dependent on volunteers				
WellIntel STS Battery	$2,094	$2,094	$2,792	4 new WellIntel systems
WellIntel custom Turtle Cap	$294	$294	$588	6 Turtle Caps
Field installation service	$500	$500	$1,000	2x500/day install
Re-program 2 existing SensorLink systems (White & Kowalewski			$300	2 refurbished systems from existing installs
New WellIntel sensors (convert from hand measurement or new volunteers)		$2,888	$4,680	
Consumables				
(1) Sensors - based length of service in the field and environmental wear and tear	$600	$600	$600	
Extreme weather batteries - 6	$360	$360	$360	
Replacement sounders - 1	$58	$58	$58	
Consumables		$1,018	$1,018	
TOTAL PROPOSAL BUDGET ESTIMATE		**$21,131**	**$21,673**	**Difference Original to Amended = $542**