

City of Amery
COMMITTEE OF THE WHOLE AGENDA *AMENDED

Pursuant to Wisconsin Statutes 19.84, Notice is hereby given to the public that a meeting of the Committee of the Whole of the City of Amery will be held on Wednesday – June 21st, 2023 IMMEDIATELY FOLLOWING SPECIAL COUNCIL at 104 Maple St. W, Amery, WI.



Call to Order

Roll Call

Order of Items	AGENDA ITEMS
1	Department Head Reports – Police Chief, Library Director, Director of Public Works, Deputy Clerk-Treasurer.
2	Wastewater Treatment Plant Zoning Code Proposal from S.E.H.
3	Resolution 07-2023 – Resolution Adopting a Capital Asset Policy
4	City of Amery Billboard Discussion
5	Ord No 02-2023 All-Terrain and Utility Terrain Vehicles
6	Emergency Notifications for City Residents
7	Water Quality Testing Process Discussion
8	Adjournment

**** Although the public may speak on any item that is not included on this agenda as a "Public Hearing or Forum". In accordance with open meeting laws, the Committee may not respond or discuss the issue brought forward at this time. In accordance with open meeting laws the Committee must notice an item on the agenda to allow discussion on that matter. Your comments will be considered and may be placed on a future agenda for further discussion. Any person wishing to submit a public comment digitally may email them to cityhall@amerywi.gov until noon of the day of the meeting. Although your comments will be presented to the Committee they may or may not be read aloud or discussed during the meeting. The Public Comment Portion will be limited to 10 minutes total for *speakers present at the meeting*.**

Respectfully Submitted;
 Ben Jansen, MPA
 City Clerk-Treasurer

****Posted: Monday – June 19th, 2023, on the City Website (www.amerywi.gov); and at Amery City Hall, Amery Public Library, and the Amery Police Department.**

The City of Amery does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or provision of services, programs or activities.

NOTE: Upon reasonable notice, the City of Amery will accommodate the needs of disabled individuals through aids or services. For additional information or to request this service, contact the Clerk-Treasurer's office at (715) 268-7486 by Noon the previous day so that arrangements can be made.



Building a Better World
for All of Us®

June 16, 2023

RE: City of Amery
Zoning Ordinance Update: WWTP
Buffer Zone
SEH No. AMERY 14.00

Patty Bjorklund - WCMC, CMC, CMTW
City Administrator
City of Amery
104 Maple St W, Suite A
Amery, WI 54001

Dear Mrs. Bjorklund:

Short Elliott Hendrickson Inc.® (SEH) is able to provide planning and zoning professional services to assist the City of Amery in updating the Zoning Ordinance to incorporate a buffer zone with setbacks from the City's expanding Wastewater Treatment Plant.

PROJECT OVERVIEW AND UNDERSTANDING

The City is planning a major upgrade to the Wastewater Treatment Plant (WWTP). As part of the planning process, the City hired SEH to complete a Facility Plan for these improvements. A Facility Plan has been developed, and during the analysis stage the SEH team learned that the required 500' separation between land uses (the WWTP and residential / commercial land uses) is not met from the current WWTP facility.

Wisconsin Administrative Code, NR 110.15 (3)(d) applies to the WWTP improvements and provides guidance that the City must enact zoning ordinance language that regulates future development for residential and commercial land uses within the setback.

The existing WWTP was built in its current location in the 1950's/1960's, and the planned facility upgrades are being designed within the existing property boundaries of the facility. Construction is planned for 2024.

SEH is prepared to complete an analysis to review the requirements of NR 110.15 (3)(d) as it applies to the WWTP. When the analysis is complete, new language for the zoning ordinance will be provided to the City for formal incorporation into City ordinances and assistance will be provided through the Zoning Ordinance amendment adoption process.

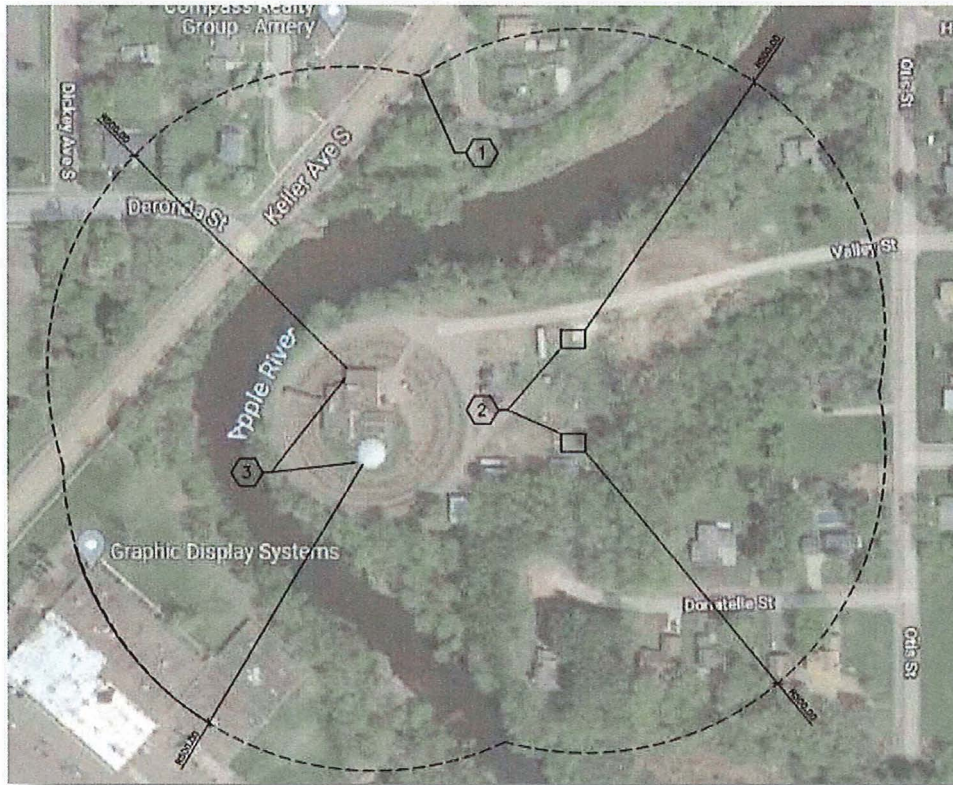
Engineers | Architects | Planners | Scientists

Short Elliott Hendrickson Inc., 156 High Street, Suite 300, New Richmond, WI 54017-1128

715.246.9906 | 888.881.4281 | 888.908.8166 fax | sehinc.com

SEH is 100% employee-owned | Affirmative Action–Equal Opportunity Employer

The image below shows the approximate 500' setback from the proposed WWTP structures.



TASK 1 – ZONING ORDINANCE AMENDMENT – WWTP BUFFER ZONE

All work for this project is proposed under one task. Our scope of work includes the following:

- Evaluate Wisconsin Administrative Code NR 110.15 (3)(d) and setbacks required between wastewater treatment facilities and residences and commercial buildings.
- Consult with WDNR staff on best practices and similar zoning requirements.
- Draft new language for a City of Amery Zoning Ordinance amendment.
- Prepare a map which shows current non-compliant structures, as well as the proposed buffer zone with NR 100.15 required setbacks.
- Review draft ordinance language with City of Amery staff.
- Develop staff report / memo with project background and recommendation to City of Amery Plan Commission.
- Prepare a Class 2 public hearing notice with Plan Commission meeting details. City to finalize and publish in newspaper, also to post standard meeting notices as required by Wis. Stats.
- Prepare letter to neighbors and impacted property owners with project overview and invite to Plan Commission public hearing. City to finalize and mail letters.

- Prepare for and attend the Plan Commission meeting. Present background and recommendation to the Plan Commission.
- City staff would be responsible for coordination and review of ordinance amendment with the City attorney. SEH will collaborate and coordinate with the City attorney as needed.
- Attend and present recommendation to City Committee of the Whole and City Council meetings as requested to support adoption of the zoning ordinance amendment.
- City to finalize zoning ordinance amendment language and incorporation into current ordinance.

SCHEDULE

We anticipate that the work will take approximately four months to complete, assuming one Plan Commission, one Committee of the Whole, and one City Council meeting. Rates included in the compensation calculation assumes the work will be completed by December 31, 2023.

A tentative schedule for this work follows and is subject to discussion with City staff and modification.

Project kick-off with City staff	Week of July 10 th
SEH to draft zoning ordinance amendment language and map	Weeks of July 17 th and 28 th
SEH to complete additional coordination with WDNR	Week of July 17 th
SEH to draft letters to impacted property owners	
City to mail letters to impacted property owners	Week of July 28 th
Submit public hearing notice to newspaper <i>* City to confirm dates for publication and Class 2 notices</i>	by August 4 th
Class 2 public hearing notice to be published in newspaper	Weeks of August 7 th and 14 th
Plan Commission public hearing & consideration of zoning amendment	August 24 th
Committee of the Whole consideration of zoning amendment	September
City Council consideration of zoning amendment	September

ADDITIONAL SERVICES

Every effort has been made to provide a complete scope of services that fits the needs for this project based on the input received. If you find that during the course of the work additional services are required, they can be added at any time upon request. A fee estimate for additional services can be provided at the time they are requested and prior to City authorization. A partial list of additional services that SEH can provide is as follows:

- Registered land surveys
- Additional meeting facilitation with stakeholders / property owners

COMPENSATION

SEH shall be compensated on the following basis:

<u>Task 1 – Zoning Ordinance Amendment: WWTP Buffer Zone</u>	<u>\$4,600</u>
Total Estimated SEH Cost.....	\$4,600

The fee is a time and material estimate, related to the project under the terms of the Master Agreement for services on file with the City. If agreed upon, the work will be completed as a task under the General Services agreement and will be billed on a monthly basis.

Thank you for the opportunity to work with the City on this project.

Sincerely,



Brea Grace, AICP
Sr. Community Development Specialist / Project Manager

brg

- c: Ben Jansen, Clerk/Treasurer
- Chad Leonard, Mayor
- Erik Henningsgard, SEH

Resolution 07-2023

Adopting the Capital Assets Policy of the City of Amery

WHEREAS, the city determined the need to document their Capital Assets Policy regarding the inclusion of capital assets on their financial statements.

WHEREAS, such a policy will facilitate the proper financial management of the city;

NOW, THEREFORE IT BE RESOLVED, that the Common Council of the City of Amery does hereby adopt the attached Capital Assets Policy, and.

BE FUTHER IT RESOLVED that this Resolution is permanently entered into the record of the proceeding of the City of Amery, Polk County, Wisconsin

Introduced at a regular meeting of the Common Council of the City of Amery conducted on the 5th day of July 2023.

Adopted this 5th day of July, 2023.

Chad Leonard, Mayor

ATTEST:

Ben Jansen, Clerk-Treasurer/Zoning Administrator

VOTE: Ayes _____ Noes _____

**CITY OF AMERY
FINANCIAL POLICIES/PROCEDURES**

Capital Asset Policy

- Purpose:** The purpose of this policy is to establish a consistent methodology for recording in the financial records of the City of Amery (“City”), the capitalization and depreciation of capital assets, consistent with current reporting requirements as determined by the State of Wisconsin and the Governmental Accounting Standards Board (“GASB”).
- General:** The City of Amery holds certain capital assets which include land, buildings, building improvements, vehicles, machinery, equipment, docks and piers, furniture, appliances, infrastructure, and all other tangible or intangible assets that are used in operations and that have initial useful lives extending beyond a one-year period.
- These assets must be accounted for at historical cost or estimated historical cost and fairly represented in the City of Amery’s Annual Financials.
- Valuation:** All costs shall be documented, including methods and sources used to establish such cost basis.
1. Purchased assets: the recording of purchased assets shall be made based on actual costs, including all ancillary costs, based on the vendor invoice or other supporting documentation.
 2. Self-constructed assets: all direct costs (including labor) associated with the construction project shall be included in establishing a self-constructed asset valuation. If a department is unable to identify all direct costs an estimate of the direct cost is acceptable but must be supported by a reasonable methodology.
 3. Donated assets: assets acquired by gift, donation, or payment of a nominal sum not reflective of asset’s fair market value shall be assigned cost equal to the fair market value at the time of acquisition.
 4. Leased property: capital lease property shall be recorded as an asset and depreciated as though it had been purchased.
 5. Dedicated assets: required installation by developers of public improvements, including but not limited to sanitary sewer mains, manholes, laterals, water mains, hydrants, valves, storm and sanitary sewers, streets, curb and gutter, streetlights, street signs, sidewalks will be dedicated to the City upon completion. Recording of infrastructure assets will be made based on actual costs, including ancillary costs, based on vendor invoice or other supporting documentation provided by the developer.
 6. Shared purchases: assets shared with other municipalities or entities shall be made based on the City’s share of actual costs, including ancillary costs, based on vendor invoice or other supporting documentation.

Ancillary costs: Ancillary costs are to be included in the capitalized cost of a fixed asset. However, minor costs, not measurable at the time a fixed asset is recorded in the City's fixed asset inventory system, may be expensed.

Ancillary costs include:

- Buildings and Improvements: professional fees of architects, attorneys, appraisers, financial advisors, etc.; damage claims; costs of fixtures permanently attached to a building or structure; insurance premiums and related costs incurred during construction; and other expenditures necessary to place a building or structure into its intended state of operation.
- Equipment: transportation charges, installation costs, and any other normal and necessary expenditure required to place the asset into its intended state of operation.
- Land: legal and title fees, surveying fees, appraisal and negotiation fees, damage payments, site preparation costs, and costs related to demolition of unwanted structures.

Classification: Capital assets include items with useful lives greater than one year, land, land improvements, buildings, building improvements, construction work in progress, machinery and equipment, vehicles, infrastructure, easements, and works of art and historic treasures. A capital asset is to be reported and, with certain exceptions, depreciated in government-wide statements. Assets that are not capitalized are expensed in the year of acquisition.

Infrastructure assets are long-lived assets that normally can be preserved for a significantly greater number of years than most capital assets and that are normally stationary in nature. Examples include roads, bridges, tunnels, drainage systems, water systems, and dams. Infrastructure assets do not include buildings, drives, parking lots, or any other examples given above that are incidental to property or access to the property.

Long-term assets can be classified into the following:

- Furniture and equipment: office furniture; office, data processing, and special department equipment
- Vehicles and equipment: vehicles, operating and mechanical equipment.
- Land: land, land improvements
- Buildings: buildings, building improvements
- Infrastructure: streets, bridges, water and sewer systems, drainage systems, sidewalks, curb, and gutter, etc.

Capitalization: Capital asset value thresholds for capitalization are to be applied to individual capital assets rather than to groups of similar capital assets. Capital assets must have an initial value to \$5,000 or more. This will be known as the "capitalization threshold" for reporting purposes in the Annual Financial

Report. The Water and Sewer Utilities will follow capitalization guidelines as established by the Wisconsin Public Service Commission.

Repair and maintenance costs are expenditures that keep the property in ordinary efficient operating condition. The cost of the repair does not add to the value or prolong the life of the asset. All repair and maintenance costs to capital assets are to be treated as an annual operating expense and charged to the appropriate department and fund.

Improvements are expenditures for additions, alterations, and renovations that appreciably prolong the life of the asset, materially increase its value, or adapt it to a different use. Improvement costs of \$5,000 or more to an individual capital asset are to be capitalized.

Depreciation: All long-term assets (except for land, certain land improvements, and construction in progress) identified in the capital assets policy will be depreciated/amortized. Regardless of the month the asset is placed in service, a full year of depreciation/amortization will be recorded in the first year. Once the asset has been fully depreciated, the asset will be kept on the books until disposed of. When the asset is disposed of prior to the end of its useful life, the remaining “book” value will be written off as depreciation unless it will materially affect the Village’s financial statements.

The water utility will follow guidelines for depreciation as established by the Wisconsin Public Service Commission.

Useful Life: To determine the useful life of an asset for depreciation purposes, the City shall consider an asset’s present condition and how long it is expected to meet its service demands in addition to applying applicable industry standards for useful life.

Inventory: An inventory of all long-term assets should be reviewed and updated annually.

Capital Assets Policy
Developed: May 2023
Adopted: July 2023

CITY OF AMERY
COUNTY OF POLK, WISCONSIN

ORD. NO. 02-2023

AN ORDINANCE ADOPTING A REVISION AND CODIFICATION OF THE ORDINANCES OF THE CITY OF AMERY, WISCONSIN

ARTICLE II

All-Terrain and Utility Terrain Vehicles

[Adopted 10-6-2004 as § 10-4-1 of the 2004 Code; amended 9-5-2018; 9-4-2019 by Ord. No. 20-2019]

§ 358-10. Intent.

- A. The City Council of the City of Amery hereby adopts the following all-terrain vehicle (ATV) and utility terrain vehicle (UTV) article and routes for the operation of all-terrain vehicles and utility terrain vehicles as those terms are defined in § 23.33(1), Wis. Stats., upon the roadways listed in § 358-12.
- B. Following due consideration of the recreational value to connect trail opportunities and promoting various forms of transportation and weighted against possible dangers, public health, liability aspects, terrain involved, traffic density and history of automobile traffic, the routes have been created.

§ 358-11. Statutory authority.

These routes are created pursuant to City authority as authorized § 23.33(8)(b) and (11), Wis. Stats. Further, § 23.33(11), Wis. Stats., authorizes the City to create ordinances to regulate ATVs and UTVs on trails or routes that are designated by the City.

§ 358-12. Routes.

This article designates all City streets within the corporate limits of the City as ATV and UTV vehicle routes, excluding the following roads:

- A. State Hwy 46/Keller Ave from the southern city limit to the northern city limit.
- B. County Road F/Deronda St from Keller Ave west to Harriman Ave.

§ 358-13. Conditions.

As a condition for the use of these routes, the following shall apply to all operators:

- A. Those provisions and requirements set forth in § 23.33, Wis. Stats., are hereby adopted by reference and in addition the conditions listed below are adopted.
- B. Speed limits: 20 miles per hour or as otherwise posted for automobile traffic, whichever is lower; 10 miles per hour when pedestrians are present.
- C. All ATVs and UTVs and their operators must be covered by liability insurance.
- D. All ATV and UTV operators shall ride single file on the right side of the road unless making a left turn.

- E. No person under the age of 18 may operate or ride on an ATV or UTV without wearing a helmet approved by the State of Wisconsin for that purpose.
- F. All operators are required to have headlamps (white light) and tail lamps (red light) turned on at all times.

Effective Date – Upon passage and publication, this Ordinance shall take effect and be in force as provided by law.

Dated: July 5, 2023

Chad Leonard, Mayor

ATTEST:

Patty Bjorklund, City Administrator

Ben Jansen, Clerk-Treasurer