

**WISCONSIN RAPIDS COMMON COUNCIL MEETING MINUTES
CITY HALL COUNCIL CHAMBERS
WISCONSIN RAPIDS, WISCONSIN**

Tuesday, August 15, 2017

1. Call to Order.

A regular meeting of the Wisconsin Rapids Common Council was called to order by Mayor Zach Vruwink at 6:00 p.m. on Tuesday, August 15, 2017.

2. Roll Call.

Joseph Zurfluh
Todd Ferkey
Scott Kellogg
Tom Rayome
Steven Koth
Thaddeus Kubisiak
Terry Dolan

Aldersperson Gregg Hepp was excused.

3. Pledge of Allegiance and silent prayer in lieu of invocation.

4. Recognition of retiring Fire Chief Dave Kerkman.

Mayor Vruwink presented Fire Chief Kerkman with a plaque to commemorate his 28 years of service with the Wisconsin Rapids Fire Department.

5. Reading of the minutes of the previous meeting.

It was moved by Dolan, and seconded by Zurfluh to dispense with the reading and approve the minutes of the July 18, 2017 meeting and place them on file. Motion carried. 7 ayes, 0 nays.

6. Explanation of the visitor speaking procedure.

7. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

8. Mayor Vruwink's appointments to various commissions and boards.

It was moved by Dolan, and seconded by Zurfluh to approve Mayor Vruwink's appointment to various commissions and boards. Motion carried. 7 ayes, 0 nays.

The following appointment was made:

McMillan Library Board of Trustees

Kevin Finbraaten is reappointed to a term expiring July 1, 2020.

9. Report of the Planning Commission held on August 14, concerning:

REPORT OF THE PLANNING COMMISSION

Date of Meeting: August 14, 2017
Report #1
Reported to Council: August 15, 2017

The Planning Commission met at 4:00 p.m. on August 14, 2017 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Tim Birkhauser, Shane Burkhart, Lee Thao, Fran Eron, Joe Terry, and Aldersperson Todd Ferkey. Others in attendance included Adam Tegen, Alderspersons Joe Zurfluh, and Tom Rayome, and citizens David LaVague, Jim Mohr, Gene Kussman, Shirley Kussman, Marge Lockman, James Carlson, Shane Ruesch, Anthony Schmitz, Ted Roll, Joseph Bachman, Lois Dover, and Mike Spranger.

The meeting was called to order at 4:00 p.m.

1. Approval of the report from the July 10, 2017 Planning Commission meeting.

Motion by Birkhauser, second by Ferkey, to approve the report from the July 10, 2017 Planning Commission meeting. Motion carried (7-0).

2. Maps and plats received.
 - a. **Other Maps and Plats**

No other maps and plats were received.

3. **Public Hearing Public Hearing on PLAN-17-0591; Ruesch Companies, LLC.** The applicant is requesting a conditional use to allow a boarding house within the R-3, Multiple-family Residential District. The subject property is located at 2511 Strawberry Lane (Parcel 34-05017-7).

Public hearing called to order at 4:03 p.m.

Speaking in favor:

Shane Ruesch, Ruesch Companies, LLC
Mike Spranger, First Webber

Speaking against:

Jim Carlson, 104 Strawberry Lane - (presentation and written letter)
Marge Lockman, 103 Strawberry Lane
Ted Roll, Strawberry Lane Nursing Home
Shirley Kussman, 2410 1st St N - (presentation and written letter)
Lois Dover, 109 Strawberry Lane - (presentation and written letter)
Jim Mohr, 2420 Strawberry Lane
Art Schmitz, Strawberry Lane Nursing Home
Gene Kussman, 2410 1st St N - (presentation and written letter)

Items of concern included the type of tenants that would occupy the boarding house, potential effects on safety for the residents of the area and vulnerable population next door, access to the property, off-street parking, and impact on the property values in the area.

Public hearing closed at 4:45 p.m.

4. **Action on Action on PLAN-17-0591; Ruesch Companies, LLC.** Conditional Use to allow a boarding house within the R-3, Multiple-family Residential District.

After a discussion among the Planning Commission and Alderpersons present, it was determined that additional information and formulation of conditions was necessary to address the potential impact of the boarding house request.

Motion by Terry, second by Eron to table consideration of the request to August 22, 2017 at 4 p.m. in the 1st Floor Conference Room of City Hall. Motion carried (7-0).

5. Adjourn.

Motion by Thao, second by Ferkey, to adjourn. Motion carried (7-0). Meeting adjourned at 5:40 p.m.

It was moved by Ferkey, and seconded by Koth to accept the report of the August 14 Planning Commission meeting and place it on file. Motion carried. 7 ayes, 0 nays.

10. **Standing council committee reports:**
 - a. **Report of the Finance and Property Committee held on July 20, concerning:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 7/20/2017
Reported to Council: 08/15/2017

The Finance and Property Committee met at 5:00 p.m. on Thursday, July 20, 2017, in the first-floor conference room at the City Hall. All members were present with Dolan appearing via phone. Also attending: Joshua Vetrone.

1. Call to order.

The meeting was called to order at 5:00 p.m. by Chairperson Joseph Zurfluh.

2. Consider a request from Joshua Vetrone, agent for Johnny's Bar, LLC, dba Johnny's Bar, for a temporary premises extension for the "Class B" Beer and "Class B" liquor licensed premises located at 2610 Eighth Street South, for July 20, 21, and 22. The extended premises will be part of the parking lot.

It was moved by Hepp, seconded by Dolan to approve the temporary premises extension for Johnny's Bar. Motion carried.

3. Adjourn.

It was moved by Zurfluh, seconded by Hepp to adjourn. Motion carried. The meeting adjourned at 5:02 p.m.

b. Report of the Finance and Property Committee held on August 8, concerning:

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 08/08/2017
Reported to Council: 08/15/2017

The Finance and Property Committee met at 5:00 p.m. on Tuesday, August 8, 2017, in the first-floor conference room at the City Hall. All members were present. Also attending were Alderperson Kellogg, Alderperson Kubisiak, Alderperson Ferkey, Mayor Vruwink, Sue Schill, Adam Tegen, Paul Vollert, Tim Desorcy, Jon Trautman, Steve Shepro, and Joe Bachman - Wisconsin Rapids City Times.

1. Call to order.

The meeting was called to order by Chairperson Zurfluh at 5:00 p.m.

2. Presentation of the 2016 audit report by Schenck.

It was moved by Zurfluh, and seconded by Dolan to accept the 2016 audit report. Motion carried.

3. Consider approval of a contract for tax assessment services with Forward Appraisal, LLC, which includes an interim market update revaluation for 2018.

It was moved by Dolan, and seconded by Hepp to approve the contract for assessment services with Forward Appraisal, LLC which includes an interim market update revaluation for 2018. Motion carried.

4. Consider approval of a request from Public Works Superintendent Paul Vollert to purchase 2 snow plows to attach to 2 new loaders purchased this past spring.

It was moved by Zurfluh, and seconded by Hepp to approve the purchase two snow plows with 12' wings and optional mechanical float and install from Henke Manufacturing for \$57,850. Motion carried.

5. Consider approval of a Letter of Intent with Gorman & Company, Inc., for preliminary development discussions regarding the redevelopment of the Triangle property in the east side downtown area.

It was moved by Dolan, and seconded by Zurfluh to approve a Letter of Intent with Gorman & Company, Inc. for preliminary development discussions regarding the redevelopment of the Triangle property in the east side downtown area. Motion carried.

6. Consider approval of a Development Agreement with Northpointe Development Corp for the development of real estate located at 2330 16th Street South, as set forth in the real estate sales agreement previously approved with Northpointe.

Item was held over to the September Finance Committee meeting.

7. Consider approval of Resolution No. 20 – 2017, Budget Amendment No. 2.

It was moved by Hepp, and seconded by Dolan to approve Resolution No. 20 – 2017, Budget Amendment No. 2. Motion carried.

8. Beverage operator license applications.

It was moved by Dolan, and seconded by Zurfluh to approve the beverage license applications as presented. Motion carried.

The following applicants for beverage operator licenses were approved:

Elizabeth Metzger, Benito Carrillo, Carly Daniels, Jeffrey Dean Jr., Jodee Dhein, Trevor Fisher, Derick Goltry, Lisa Griffin, Breanna Kelly, and Laura Ziegler.

9. Audit of the bills

It was moved by Dolan, and seconded by Zurfluh to approve check no. 68290 to 68904, and manual check no. 99309 to 99326. Motion carried.

10. In open session, the committee will vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

- a. In closed session, the committee will discuss the status of a promissory note from ECC Corrosions, Inc. and a request to extend the terms of the promissory note dated August 31, 2016.

The Committee did not vote to go into closed session.

- b. The Committee will return to open session.

- c. The Committee may consider extending a promissory note from ECC Corrosions, Inc., dated August 31, 2016.

In open session, it was moved by Dolan, and seconded by Hepp to approve extending a promissory note from ECC Corrosions, Inc. dated August 31, 2016 based on the following terms:

Amount:	\$52,000.00
Monthly principal payments	\$2,000.00
Annual interest rate:	4.25%
Date Note Due:	October 1, 2019
Security:	Personal Guarantee from Jamie L. Mancl.

Motion carried.

11. Set date for next meeting

The date for the next Finance and Property Committee meeting is September 12, 2017.

12. Adjourn.

It was moved by Dolan, and seconded by Zurfluh to adjourn. Motion carried. The meeting adjourned at 5:55 p.m.

- c. **Report of the Finance and Property Committee held on August 15, concerning:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 08/15/2017
Reported to Council: 08/15/2017

The Finance and Property Committee met at 5:35 p.m. on Tuesday, August 15, 2017, in the first-floor conference room at the City Hall. All members were present except for Secretary Hepp who was excused. Also attending were: Mayor Vruwink, Sue Schill, Alderperson Rayome, and Shannon Sanders – All Aboard Taxi-Cab, LLC.

1. Call to order.

The meeting was called to order at 5:35 p.m. by Chairperson Joe Zurfluh.

2. Consider approval of a Taxi-Cab license application submitted by All Aboard Taxi-Cab, LLC.

It was moved by Dolan, and seconded by Zurfluh to approve a Taxi-Cab license application submitted by All Aboard Taxi-Cab, LLC. Motion carried.

3. Adjourn.

It was moved by Zurfluh, and seconded by Dolan to adjourn. Motion carried. The meeting adjourned at 5:43 p.m.

It was moved by Zurfluh, and seconded by Dolan to approve and adopt all actions contained in the July 20, August 8, and August 15 reports of the Finance and Property Committee. Motion carried. 7 ayes, 0 nays.

d. Report of the Public Works Committee held on August 1, concerning:

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: August 1, 2017
Reported to Council: August 15, 2017

The Public Works Committee met at 6:00 p.m. on Tuesday, August 1st, 2017, in the 1st floor Conference room at the City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. All members were present, a list of all others present is on file in the Clerk's office.

Agenda

1. Review DPW report

The DPW report was reviewed.

2. Review and discuss parking in the west side downtown area:
 - a. Johnson Street permit parking between 1st Ave S and 3rd Ave S.
 - b. 1st Ave permit parking between Johnson St and W Grand Ave.

It was moved by Kellogg, and seconded by Koth to remove permit parking on Johnson Street between 1st Ave S and 3rd Ave S. Motion carried.

It was moved by Kellogg, and seconded by Koth to maintain permit parking on 1st Ave S, 10 stalls on the north end between W Grand Ave, and Johnson St on a month to month basis, Monday through Friday 7 a.m. until 5:00 p.m. Motion carried.

3. Review parking ordinance modification for the four stalls in front of River Block building to consider reducing the parking time limit from 2 hours to 30 minutes in that area.

No action was taken on this item.

4. Review and consider the following parking ordinance modifications requested by the school district at Howe School, Grove School and Mead School:
 - a. Parking Prohibited During Certain Periods. No person shall park or leave standing, any vehicle upon any of the following streets or parts of streets at the time indicated, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers
 - i. 8th St N, the west side, from 200 feet north of Oak St to Saratoga St, from 7:30 a.m. to 4:30 p.m. on school days.
 - ii. Alton Street, the south side, from 17th Ave S to 50 feet east of 16th Ave S, from 7:30 a.m. to 4:30 p.m. on school days.
 - b. No Parking on Clyde Ave, south side, from a point 250 feet west of Lincoln St to a point 350 feet west of Lincoln St.

It was moved by Rayome, and seconded by Kellogg to make parking prohibited on 8th St N, the west side, from 200 feet north of Oak Street to Saratoga Street, from 7:30 a.m. to 4:30 p.m. on school days, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers. Motion carried.

It was moved by Rayome, and seconded by Koth to make parking prohibited on Alton Street, the south side, from 17th Ave S to 50 feet east of 16th Ave S, from 7:30 a.m. to 4:30 p.m. on school days, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers. Motion carried.

It was moved by Rayome, and seconded by Kellogg to create an area of no parking on Clyde Ave, the south side, from a point 250 feet west of Lincoln Street to a point 350 feet west of Lincoln Street from 7:30 a.m. to 4:30 p.m. on school days. Motion carried.

5. Review and discuss 30 percent plans for the E Grand Ave – 3rd St S to 8th St S project.

The 30 percent plans for the East Grand Ave – 3rd St S to 8th St S project were reviewed and discussed.

6. Review and consider approval of a resolution for bicycle accommodations on East Grand Ave from 3rd St S to 8th St S as part of WI DOT project 6999-07-19.

It was moved by Koth, and seconded by Rayome to approve of the proposed resolution for bicycle accommodations on East Grand Ave from 3rd St S to 8th St S as part of WI DOT project 6999-07-19. Motion carried.

7. Review Referral List

Item number 19 was removed.

8. Adjourn.

It was moved by Rayome, and seconded by Kellogg to adjourn. Motion carried. The meeting adjourned at 7:00 p.m.

It was moved by Rayome, and seconded by Kellogg to approve and adopt all actions contained in the August 1 report of the Public Works Committee. Motion carried. 7 ayes, 0 nays.

e. Report of the Human Resources Committee held on August 8, concerning:

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: August 8, 2017

Report #1

Reported to Council: August 15, 2017

The Human Resources Committee met at 4:00 p.m. on Tuesday, August 8, 2017, in the Third Floor Conference Room at City Hall. Alderpersons Ferkey, Kellogg, and Kubisiak were present. Also present were: Jacob Bertagnoli from Wisconsin Rapids Public Schools, Debbie Nash, Sue Schill, and Mayor Vruwink.

- 1) Call to order.

The meeting was called to order at 4:02 p.m. by Chairman Todd Ferkey.

2) Update on vacant Human Resources Director position.

Sue Schill and Mayor Vruwink provided information regarding filling the vacant Human Resources Director position. The position will be advertised.

3) Consider changes to the Human Resources Director job description.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to approve the job description presented by Sue Schill, with two changes. Motion carried.

4) Consider a request from the Wastewater Chief Operator for a cell phone stipend because of coverage issues at his home with his City-issued cell phone, which will require him to use a personal cell phone for on-call and emergent situations.

A motion was made by Alderperson Kubisiak, seconded by Alderperson Ferkey, to pay a \$35 monthly stipend to the Wastewater Chief Operator for the use of his personal cell phone for on-call and emergent situations, in lieu of having a City-issued cell phone. Motion carried.

5) a) In open session, the Committee may vote to go into closed session pursuant to Section 19.85 (1) (f), Wisconsin Statutes, "Considering financial, medical, social, or personal histories or disciplinary data of specific persons, preliminary consideration of specific personnel problems, or the investigation of charges against specific persons".

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to go into closed session, as noted above. A roll call vote was taken, with all voting in the affirmative. Motion carried.

b) In closed session, as noted above, the Committee may discuss an employee's request to extend sick leave for a serious health condition, per City policy.

The Committee discussed an employee's request to extend sick leave for a serious health condition.

c) The Committee will return to open session.

A motion was made by Alderperson Kubisiak, seconded by Alderperson Kellogg, to return to open session. Motion carried.

6) Consider approval of an employee's request for extended sick leave.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kellogg, to approve an employee's request for a sick leave extension of up to three (3) months for a serious health condition, per City policy. Motion carried.

7) Adjourn.

A motion was made by Alderperson Ferkey, seconded by Alderperson Kubisiak, to adjourn. Motion carried. The meeting adjourned at 5:04 p.m.

It was moved by Ferkey, and seconded by Kubisiak to approve and adopt all actions contained in the August 8 report of the Human Resources Committee. Motion carried. 7 ayes, 0 nays.

11. Miscellaneous reports.

1. South Wood County Airport Commission held on July 6, and July 20.
2. Housing Authority meetings held on May 31, and July 11.
3. McMillan Memorial Library Board of Trustees meeting held on June 21.
4. Police and Fire Commission meeting held on July 12.
5. Fire department monthly report for July.

It was moved by Zurfluh, and seconded by Ferkey to approve the miscellaneous reports and place them on file. Motion carried. 7 ayes, 0 nays.

12. Referral of communications to committees.

Alderperson Ferkey made a referral to the Park and Recreation Commission to explore the feasibility of building an RC track on City property.

Alderperson Dolan made a referral to the Common Council to review the charter ordinance to consider changing the term length of Mayor from two years to four years.

13. Adjourn.

It was moved by Zurfluh, and seconded by Koth to adjourn. Motion carried. The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Paul Przybelski, City Clerk