

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

Tuesday, November 21, 2017

1. Call to order.

The meeting was called to order by Mayor Zachary J. Vruwink at 6:00 p.m.

2. Roll call.

Roll call indicated that all members were present, except for Steve Koth who was excused.

Joseph Zurfluh
Todd Ferkey
Scott Kellogg
Tom Rayome
Gregg Hepp
Thaddeus Kubisiak
Terry Dolan

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

4. Badge pinning ceremony for newly promoted Police Department Sergeant Dean Fleisner and Lieutenant Mike Potocki.

5. Reading of the minutes of the previous regular Council meeting of October 17, 2017.

It was moved by Zurfluh, and seconded by Ferkey to dispense with the reading and approve the minutes of the October 17, 2017 meeting and place them on file. Motion carried. 7 ayes, 0 nays.

6. Reading of the minutes of a previous Special Meeting of the Council of November 7, 2017.

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

7. Explanation of visitor speaking procedure.

8. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

9. New business:

- a. Public hearing on the 2018 City budget.

Mayor Vruwink opened a public hearing on the 2018 City budget, no one chose to address the body, and the public hearing was closed.

- b. Consider Resolution No. 30 - 2017, setting the Equivalent Unit (ERU) Charge for the Storm Water Management Utility Fund.

It was moved by Ferkey, and seconded by Dolan to approve resolution No. 30 – 2017. Motion carried. 7 ayes, 0 nays.

- c. Consider Resolution No. 31 – 2017, adopting the Tax Levy and 2018 City of Wisconsin Rapids Budget.

It was moved by Zurfluh, and seconded by Ferkey to approve resolution No. 31 – 2017. Motion carried. 7 ayes, 0 nays.

- d. First reading of an Ordinance repealing Section 6.24 of the Municipal Code, which provided that the Engineering Department would locate lot corners for a fee. This Ordinance was recommended at the Public Works Committee meeting on November 7, 2017, Item #4.

It was moved by Rayome, and seconded by Hepp to approve an Ordinance repealing Section 6.24 of the Municipal Code, which provided that the Engineering Department would locate lot corners for a fee. Motion carried. 7 ayes, 0 nays.

- e. First reading of an Ordinance amending certain Sections of Chapter 5 of the Municipal Code - Water and Sewers, as it relates to installment payments for deferred special assessments. Approval was given to proceed with an amendment of the ordinance at the Council Meeting on June 21, 2016, but an ordinance was never brought before the Council.

It was moved by Rayome, and seconded by Kellogg to approve an Ordinance amending certain Sections of Chapter 5 of the Municipal Code - Water and Sewers, as it relates to installment payments for deferred special assessments. Motion carried. 7 ayes, 0 nays.

- f. First reading of an Ordinance amending Section 11.02 of the Municipal Code regarding the regulation of solar power systems.

It was moved by Zurfluh, and seconded by Hepp to approve an Ordinance amending Section 11.02 of the Municipal Code regarding the regulation of solar power systems. Motion carried. 7 ayes, 0 nays.

- g. Review and consider approving an amended Industrial Service Agreement with Mariani Packing Co., Inc., as recommended by the Wastewater Treatment Commission at its meeting on November 1, 2017.

It was moved by Rayome, and seconded by Zurfluh to approve an amended Industrial Service Agreement with Mariani Packing Co., Inc., as recommended by the Wastewater Treatment Commission at its meeting on November 1, 2017. Motion carried. 7 ayes, 0 nays.

10. Report of the Planning Commission held on October 16.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: October 16, 2017

Report #1

Reported to Council: November 21, 2017

The Planning Commission met at 4:00 p.m. on October 16, 2017 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Shane Burkhart, Fran Eron, Lee Thao, Joe Terry, and Alderperson Todd Ferkey. Member absent was Tim Birkhauser. Others in attendance included Adam Tegen, and Charley Handy and Tim Schweke of CiviTek.

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

1. Update and Discussion on the Zoning Rewrite Project with CiviTek.

The Commission reviewed the language within the zoning code as it relates to tying the Comprehensive Plan to the Zoning Map.

2. Update and Discussion on the Comprehensive Plan Update with CiviTek.

The initial draft of the new Future Land Use Map was reviewed and compared to the current version. The Commission made suggested changes based upon the goals of the City and their local knowledge.

3. Review of proposed changes to the Zoning Code as they relate to solar power.

The Commission reviewed proposed language to amend section 11.02 and 11.07(10) of the zoning code as presented (see attachment 1). Clarification on airport height restrictions was requested. Staff will draft the formal code amendment language and present it at the November Planning Commission meeting.

4. Adjourn.

Motion by Eron, second by Thao to adjourn. Motion carried (6-0).

Meeting adjourned at 5:36 p.m.

It was moved by Zurfluh, and seconded by Dolan to accept the report of the October 16 Planning Commission meeting and place it on file. Motion carried. 7 ayes, 0 nays.

11. Report of the Planning Commission held on November 6.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: November 6, 2017

Report #2

Reported to Council: November 21, 2017

The Planning Commission met at 4:00 p.m. on November 6, 2017 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Fran Eron, Lee Thao, Joe Terry, and Alderperson Todd Ferkey. Member absent were Tim Birkhauser, and Shane Burkhart. Others

in attendance included Adam Tegen, Bret Salscheider and others listed on the sign in sheet on file in the office of the City Clerk.

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

1. Approval of the reports from the September 11, 2017, September 18, 2017, and October 16, 2017 Planning Commission meetings.

Motion by Eron, second by Thao, to approve the reports from the September 11, 2017, September 18, 2017, and October 16, 2017 Planning Commission meetings. Motion carried (5-0).

2. Maps and plats received.

- a. **Riverview Hospital Association CSM.** The applicant is requesting Certified Survey Map approval for the combination of two parcels into one new parcel and the dedication of property as public road right-of-way. The subject properties are located at 1121 Hill Street and 432 Dewey Street (Parcels 34-08451 and 34-08452).

Motion by Ferkey, second by Eron, to approve the Riverview Hospital Association CSM subject to the dedication of 3' of property on Dewey Street to satisfy the 66' ROW as mapped.

Motion carried (5-0).

- b. **Other Maps and Plats**

There were no other maps or plats submitted.

3. **Public Hearing on PLAN-17-0919; John E. Alexander South Wood County YMCA.** The applicant is requesting a Planned Unit Development (PUD) within the B-2, General Commercial District. The PUD may include public or semi-public uses, medical facilities, residential uses, and other commercial uses. The subject properties are approximately 12 acres and are located on the northeast corner of West Riverview Expressway and Hale Street. The properties are commonly known as 231 West Riverview Expressway, 730 Hale Street, 223 West Riverview Expressway, and 555 West Grand Avenue (Parcels 34-02581, 34-02582, 34-02597A, 34-02597, 34-02579, and 34-02621).

The public hearing on PLAN-17-0919 was opened at 4:04 p.m.

Adam Tegen provided an overview of the request and procedure for the Planned Unit Development.

Speaking in favor:

Bret Salscheider, South Wood County YMCA

Speaking against:

None

The public hearing on PLAN-17-0919 was closed at 4:10 p.m.

4. **Action on PLAN-17-0919; John E. Alexander South Wood County YMCA.** Planned Unit Development within the B-2, General Commercial District.

Motion by Ferkey, second by Thao, to approve PLAN-17-0919 subject to 13 revised conditions of approval recommended by staff and attached to this report.

Motion carried (5-0).

5. **Public Hearing on PLAN-17-0923; Community Development Department.** The applicant is requesting an amendment to Chapter 11 Zoning. Specifically, the amendment relates to the regulation of Solar Power Systems within the City.

The public hearing on PLAN-17-0923 was opened at 4:33 p.m.

Speaking in favor:

Adam Tegen

Speaking against:

None

The public hearing on PLAN-17-0923 was closed at 4:36 p.m.

6. **Action on PLAN-17-0923; Community Development Department.** Zoning code amendment relating to Solar Power Systems.

Motion by Eron, second by Ferkey, to approve PLAN-17-0923 as presented.

Motion carried (5-0).

7. **Public Hearing on PLAN-17-0924; Community Development Department.** The applicant is requesting an amendment to Chapter 11 Zoning. Specifically, the amendment relates to the regulation of Temporary Uses as it pertains to the sale of produce within residential districts

The public hearing on PLAN-17-0924 was opened at 4:37 p.m.

Speaking in favor:

Mike Arnold, 1250 Baker Street

Speaking against:

None

The public hearing on PLAN-17-0924 was closed at 4:40 p.m.

8. **Action on PLAN-17-0924; Community Development Department.** Zoning code amendment relating to sale of produce as a temporary use.

Motion by Terry, no second, to approve PLAN-17-0924 as presented.

Motion died due to lack of second.

Motion by Eron, second by Vruwink to table the action until the December 4, 2017 meeting and ask staff to propose alternative draft language.

Motion carried (5-0).

9. Adjourn.

Motion by Thao, second by Ferkey, to adjourn.

Motion carried (5-0).

Meeting adjourned at 5:00 p.m.

It was moved by Zurfluh, and seconded by Kellogg to accept the report of the November 6 Planning Commission meeting and place it on file. Motion carried. 7 ayes, 0 nays.

It was moved by Kellogg, and seconded by Hepp to approve Resolution No. 32 – 2017 (Item 4 of the November 6 Planning Commission report contained a Planned Use Development District Resolution) Motion carried. 7 ayes, 0 nays.

12. Standing council committee reports:

- a. **Report of the Finance and Property Committee held on October 24.**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 10/24/2017
Reported to Council: 11/21/2017

The Finance and Property Committee met at 4:30 p.m. on Tuesday, October 24, 2017, in the first-floor conference room at the City Hall. All members were present, also attending were: Mayor Vruwink, Tim Desorcy, Alderperson Kubisiak, Alderperson Koth, Alderperson Rayome, Alderperson Kellogg, Alderperson Ferkey and Heather Dorr.

1. Call to order.

The meeting was called to order at 4:40 p.m. by Chairman Joseph Zurfluh.

2. 2018 Budget Review

The 2018 Budget was reviewed.

3. Set next meeting date.

The next Finance and Property Committee meeting will be on Tuesday, November 7, 2017.

4. 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".

It was moved by Zurfluh, and seconded by Dolan to go into closed session. A roll call vote was taken, all members voted in the affirmative. Motion carried unanimously.

- a. In closed session, the Committee will discuss a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

In closed session, the committee discussed a request from Wisconsin Rapids Community Theater, Inc. to lease space in the Centralia Center.

5. Adjourn.

The committee adjourned in closed session at 6:15 p.m.

It was moved by Dolan, and seconded by Ferkey to approve and adopt all actions contained in the October 24 report of the Finance and Property Committee. Motion carried. 7 ayes, 0 nays.

b. Report of the Finance and Property Committee held on November 7.

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 11/07/2017
Reported to Council: 11/21/2017

The Finance and Property Committee met at 5:00 p.m. on Tuesday, November 7, 2017, in the first-floor conference room at the City Hall. All members were present. A list of all others in attendance is on file in the Clerk's office.

1. Call to order.

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

2. Consider for approval the 2018 Water Works & Lighting Commission budget.

It was moved by Dolan, and seconded by Hepp to approve the 2018 Water Works & Lighting Commission budget. Motion carried.

3. Review 2018 City of Wisconsin Rapids Budget.

The 2018 City of Wisconsin Rapids Budget was reviewed, the review focused primarily on the east riverbank project. No action was taken on this item.

4. Set next meeting date.

The next regularly scheduled Finance and Property Committee meeting will be at 5:00 p.m. on November 14.

5. Adjourn.

It was moved by Hepp, and seconded by Dolan to adjourn. Motion carried. The meeting adjourned at 5:52 p.m.

It was moved by Zurfluh, and seconded by Kellogg to approve and adopt all actions contained in the November 7 report of the Finance and Property Committee. Motion carried. 7 ayes, 0 nays.

c. Report of the Finance and Property Committee held on November 14.

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 11/14/2017
Reported to Council: 11/21/2017

The Finance and Property Committee met at 5:00 p.m. on Tuesday, November 14, 2017, in the first-floor conference room at the City Hall. All members were present. Also attending were Mayor Zach Vruwink, Sue Schill, Tim Desorcy, Joe Terry, and Alderperson Kellogg.

1. Call to order.

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

2. Consider approval of a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower.

It was moved by Dolan, and seconded by Hepp to approve a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower. Motion carried unanimously.

The repairs include the following:

Inspections on circular granite plaques by Appleton Marble & Granite Works, Inc. in the amount of \$1,745.00. Installation of autowinders by Mechanical Watch Supply, LLC. in the amount of \$13,000.00. Relocation of Bell Clapper, re-engineering of doors/hatches, re-routing cables, painting of a new service door, installation of a cylinder assist in the main hatch, re-design of clock gear hands, caulking the outside clock face by Shopmaster, LLC. in the amount of \$9,707.00. Various electrical repairs by Van Ert Electric Company, Inc. in the amount of \$5,599.72.

3. Consider a request to support a MLB Scotts Field Refurbishment Program grant.

It was moved by Zurfluh, and seconded by Dolan to support the MLB Scotts Field Refurbishment Program grant if applied for by one of the local baseball/softball 501(c)(3)'s, for funds for improvements for Mead Field which will need to be consistent with the City of Wisconsin Rapids Mead Field master plan and approved by the City. The City will write a letter of support for the grant application if needed. Motion carried unanimously.

4. Review and consider for approval the 2018 Mass Transit Operating & Capital grant application and corresponding budget request.

It was moved by Dolan, and seconded by Hepp to approve the 2018 Mass Transit Operating & Capital grant application and corresponding budget request of 14,131 with the capital in reserve of 13,287. Motion carried unanimously.

5. Final review and approval of the 2018 City of Wisconsin Rapids Budget.

It was moved by Dolan, and seconded by Zurfluh to approve the 2018 City of Wisconsin Rapids Budget as presented. Motion carried unanimously.

6. Audit of the Bills – October 2017 (Check No. 69655 – 69954 and Manual Check No. 99472 – 99491).

It was moved by Zurfluh, and seconded by Hepp to approve Check No. 69655 – 69954 and Manual Check No. 99472 – 99491. Motion carried unanimously.

7. Review and consider for approval beverage operator license applications.

It was moved by Dolan and seconded by Hepp to approve the beverage operator license applications as presented. Motion carried unanimously.

The following beverage operator license applications were approved:

New applicants: Richard Callahan, Daniel Gengler, William Gerrettie, Scott Hanneman, Meghan Ingalls, Sandra LaBarre, Melinda Mock, Jeremy Moss, Jared Ryan, Dustin Smith, Scott Wanta. II

Renewals: Tara Gabl, Dana Laskowski, Rebecca Zimmerman

8. Set next meeting date.

The next regular Finance and Property Committee meeting will be December 12, at 5:00 p.m.

9. 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".

It was moved by Zurfluh, and seconded by Dolan to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken, all committee members responded Aye. Motion carried unanimously.

- a. In closed session, the Committee will discuss a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

In closed session the Committee discussed a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

10. Adjourn.

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

It was moved by Ferkey, and seconded by Kellogg to approve and adopt all actions contained in the November 14 report of the Finance and Property Committee. Motion carried. 7 ayes, 0 nays.

d. Report of the Public Works Committee held on November 7.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: November 7, 2017
Reported to Council: November 21, 2017

The Public Works Committee met at 6:00 p.m. on Tuesday, November 7, 2017, in the first-floor conference room at City Hall. All members were present. A list of all others attending is on file in the Clerk's Office.

1. Call meeting to order.

The meeting was called to order by Chairperson Tom Rayome at 6:02 p.m.

2. Review DPW report

Public works Director Joe Terry reviewed the DPW report.

3. Request from Chad Borgwardt to install angle parking along 2nd St S in the area of 521 2nd St S.

It was moved by Kellogg, and seconded by Koth to approve the request to install angle parking along 2nd St S. in the area of 521 2nd St S. at the owner's (Chad Borgwardt) expense contingent upon meeting the specifications of the City Engineer.

With unanimous consent it was so ordered that the motion be amended. Kellogg moved to approve the request to install angle parking along 2nd St S. in the area of 521 2nd St S. contingent upon meeting the specifications of the City Engineer. The motion was seconded by Koth. The financing of the project will be considered at the Public Works meeting in December. Motion carried unanimously.

4. Consider removing lot corner marking from the list of Engineering Services.

It was moved by Rayome, and seconded by Koth to forego providing the lot corner location service from the list of Engineering Services. Motion carried unanimously.

5. Consider real-estate consultant proposals for acquisition and negotiation services for the East Grand Ave project from 3rd St to 8th St.

At the time of the meeting there were no real-estate consultant proposal to consider.

6. Review proposed changes to assessment procedures and consider ordinance and policy revisions.

It was moved by Koth, and seconded by Rayome to approve an Ordinance repealing and recreating section 2.14 of the Municipal Code specifying assessment procedures related to public construction projects. Motion carried unanimously.

It was moved by Koth, and seconded by Kellogg to approve an Engineering Department policy setting the method by which special assessment are charged. Motion carried unanimously.

It was moved by Kellogg, and seconded by Koth to approve an Ordinance repealing and recreating section 6.03(5) of the Municipal Code modifying assessment procedures related to curb and gutter repairs. Motion carried unanimously.

It was moved by Koth, and seconded by Rayome to approve an Ordinance repealing and recreating section 5.03(2) of the Municipal Code modifying assessment procedures related to water and sewer extensions. Motion carried unanimously.

7. Review Referral List

Items number 25, 26, and 27 were removed from the referral list.

An item was added to the referral list: Consider placing a stop sign at the intersection of 15 Place S. and Rosewood Avenue, although the exact placement of the sign is still unclear.

8. Adjourn.

It was moved by Koth, and seconded by Rayome to adjourn. Motion carried. The meeting adjourned at 7:09 p.m.

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

e. Report of the Public Works Committee held on November 21.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: November 21, 2017
Reported to Council: November 21, 2017

The Public Works Committee met at 5:45 p.m. on Tuesday, November 21, 2017, in the first-floor conference room at City Hall. All members were present except for Alderperson Koth who was excused. A list of others attending is on file in the Clerk's Office.

1. Consider real-estate consultant proposals for acquisition and negotiation services for the E Grand Ave project from 3rd St to 8th St.

It was moved by Rayome, and seconded by Kellogg to approve the proposal from Right of Way Professionals for turn-key real estate services for the E Grand Ave project from 3rd St to 8th St. Motion carried.

2. Adjourn.

It was moved by Rayome, and seconded by to Kellogg adjourn. Motion carried. The meeting adjourned at 5:52 p.m.

It was moved by Rayome, and seconded by Ferkey to approve and adopt all actions contained in the November 21 report of the Public Works Committee. Motion carried. 7 ayes, 0 nays.

f. Report of the Human Resources Committee held on November 7.

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 11/07/2017
Reported to Council: 11/21/2017

The Human Resources Committee met at 3:30 p.m. on Tuesday, November 7, 2017, in the third floor conference room at City Hall. All members were present. Also present were: Sue Schill, Mayor Vruwink, Tim Desorcy, Debbie Nash, and Paul Przybelski.

1. Call to order.

The meeting was called to order by Chairperson Ferkey at 3:34 p.m.

2. Consider elected officials' salaries for terms beginning in April and May of 2018 (Mayor, Clerk, City Attorney, and Alderpersons).

No action was taken on this item. The item will be considered at the Human Resources Committee meeting on December 5th.

3. Consider request to approve the job description and pay grade for a Finance Support Specialist position.

It was moved by Ferkey, and seconded by Kellogg to approve the job description and grade 5 salary placement (minimum - \$41,608; midpoint - \$47,075) for the Finance Support Specialist. Motion carried unanimously.

4. a) 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".

It was moved by Ferkey, and seconded by Kubisiak to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes. A roll call vote was taken. Motion carried unanimously.

- b) In closed session, the Committee will discuss negotiations strategy and proposals for successor labor agreements with IAFF Local 425 and WRPPA.

In closed session, the Committee discussed negotiations strategy and proposals for successor labor agreements with IAFF Local 425 and WRPPA.

5. The Committee will adjourn in closed session.

It was moved by Ferkey, and seconded by Kellogg to adjourn. Motion carried. The meeting adjourned in closed session at 4:42 p.m.

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

13. Miscellaneous reports.

1. South Wood County Airport Commission held on October 5, and November 2.
2. Housing Authority meeting held on September 27.
3. McMillan Library Board of Trustees meeting held on October 18.
4. Police and Fire Commission held on October 11.
5. Wisconsin Rapids Fire Department monthly update for October.
6. Wastewater Treatment Commission held on November 1.

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

14. Referral of communications to committees.

15. Adjourn.

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

Respectfully submitted,

Paul Przybelski, City Clerk