

W I S C O N S I N



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
THURSDAY, APRIL 11, 2024
6:00 P.M.
CITY HALL COUNCIL CHAMBERS

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Thursday, April 11, 2024 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on March 19, 2024 (See Attachment #1)
5. Recognitions
6. Consider for Adoption the Actions of the Planning Commission at its meeting held on April 1, 2024:
 1. Approval of the report from March 4, 2024, Planning Commission meeting.
 2. 24-000234; Valvoline LLC – request for a Site Plan Review to construct a vehicle service shop at 1140 East Riverview Expressway (Parcel ID 3411798)
 3. 24-000246; City of Wisconsin Rapids – request for a Site Plan Review to construct park improvements at Mead Park, 311 17th Avenue South (Parcel ID 3402825)
 4. Adjourn
7. Consider for Adoption the Actions of the Standing Committees of the Common Council, as follows:
 - A. Finance and Property Committee meeting held on April 2, 2024:
 1. Call to Order
 2. Consider for approval the appointment of David Alan Oestreich as successor agent for the Retail Class “B” Fermented Malt Beverages and Retail “Class B” Intoxicating Liquor licenses for SBG Apple North IX, LLC d/b/a Applebee’s Neighborhood Grill & Bar, for the premises located at 4311 8th Street South
 3. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, April 13, 2024 from 5:00 p.m. to 9:00 p.m.
 4. Consider for approval Temporary Retail Class “B” Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:
 - a. Celebrate Red Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday April 18, 2024
 - b. June Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, June 12, 2024
 - c. Authentic Native American Arts & Culture Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, July 11, 2024
 - d. July Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, July 24, 2024
 - e. August Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, August 14, 2024
 - f. Unexpected: Art from Found Objects Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 12, 2024

g. September Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, September 18, 2024
and Temporary Retail Class “B” Fermented Malt Beverages and Temporary Retail “Class B” Wine Licenses for the following events:

- h. 2024 Art on Tap to be held from 5:30 p.m. to 8:30 p.m. on Saturday, October 12, 2024
- i. Holiday Gifts and Art Fair Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, November 7, 2024

- 5. Review bids for the Jackson St Bridge & Grand Ave Bridge Lighting Project and consider award to the low, qualified bidder
- 6. Request from the Community Development Department to select a consultant for the Downtown Master Plan Project
- 7. Consider for approval an application for a Class 3 Razing, Scrapping, Salvaging and Recycling Permit from Capital Recovery Group, LLC for the Wisconsin Rapids Paper Mill Property, which outlines various proposed actions regarding personal property, fixtures and structures located at properties which include 610 4th Ave. N. (Parcel ID 3402445), 300 W. Jackson St. (Parcel ID 3402526), 321 4th Ave. N. (Parcel ID 3401855), 510 High Street (Parcel ID 3401752), 541 4th Ave. N. (Parcel ID 3401767), 610 High Street (3401748), 550 Fremont Street (Parcel ID 3401774), 700 Dura Beauty Lane (Parcel ID 3401451), 950 4th Ave. N. (Parcel ID 3402435), and Parcels 3402440, 3401815, 3402435C, as well as adjacent undeveloped parcels under similar ownership. (See attached Permit Application)
- 8. 2024 Budget Amendment No. 1
- 9. Audit of the bills
- 10. Set next meeting date
- 11. Adjournment.

B. Public Works Committee meeting held on April 4, 2024:

- 1. Call to order
- 2. Review Engineering & Street Department Monthly Activity Report
- 3. Review and consider approving the Engineering & Wastewater Department Policy regarding Use of the Emergency Lateral Fund for private sanitary laterals within the public right-of-way.
- 4. Review bid results and consider award of the West Riverview Expy & High St, Chase St Traffic Signal Improvements project.
- 5. Review the bridge lighting project.
- 6. Review and consider approving the TMDL Compliance Implementation Plan
- 7. Review and consider approving the Municipal Separate Storm Sewer System (MS4) Annual Report
- 8. Review Referral List
- 9. Set Next Meeting Date
- 10. Adjourn

C. Human Resources Committee meeting held on April 8, 2024:

- 1. Call to order.
- 2. Human Resources update.
- 3. Adjournment.

8. Reports of Other Committees, Commissions, Boards, and Department Reports:

- a. Historic Preservation Commission held October 30, 2023
- b. McMillan Memorial Library Board of Trustees held January 17 and February 21, 2024; Personnel Committee held February 15, 2024
- c. Zoning Board of Appeals held January 18 and March 25, 2024
- d. Wisconsin Rapids Housing Authority held January 31, 2024
- e. Wastewater Treatment Commission held February 14 and March 13, 2024
- f. Water Works and Lighting Commission held February 14 and March 13, 2024
- g. South Wood County Airport Commission held March 7, 2024
- h. Ethics Board held March 14, 2024

Department Reports for March 2024

- i. Engineering Department
- j. Public Works Department
- k. South Wood County Airport
- l. Wastewater Treatment Plant

m. Wisconsin Rapids Fire Department

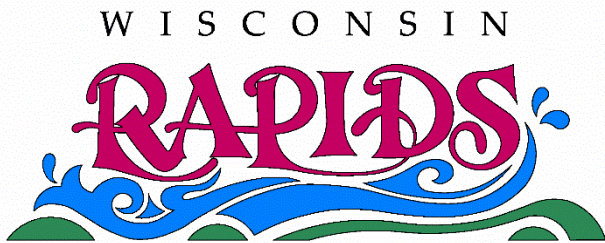
n. Wisconsin Rapids Police Department

9. Referrals to Committees

10. Adjournment.

Jennifer M. Gossick, City Clerk

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting via audioconference is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Attachment #1

MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, MARCH 19, 2024

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, March 19, 2024, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

1. Call to Order

Mayor Blaser called the meeting to order at 6:00 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present; Alderperson Rayome attended via videoconference:

<u>Aldersperson</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
Ryan Austin	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation

Mayor Blaser invited all present to stand for the Pledge of Allegiance and a moment of silent prayer in lieu of an invocation.

4. Recognition of Chief Election Inspector

Mayor Blaser and City Clerk Gossick recognized Ramona Lubeck for her 37 years as a Chief Election Inspector for the City of Wisconsin Rapids.

5. Reading of the Minutes of the Previous Meeting held on February 20, 2024

It was moved by Cattanaach, seconded by Veneman to dispense with a reading and accept the minutes of the previous meeting. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Consider for adoption a Resolution for No Mow May

It was moved by Delaney, seconded by Bemke to approve a Resolution for No Mow May. Motion carried, 7 ayes, 0 nays, and 1 abstention. Resolution No. 6 (2024):

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Discuss and set April business and reorganizational Council meetings

April Council business meeting was set for Thursday, April 11, 2024 at 6:00 p.m.

April Council reorganizational meeting was set for Tuesday, April 16, 2024 at 6:00 p.m.

8. REPORT OF THE PLANNING COMMISSION MEETING HELD ON MARCH 4, 2024:

Date of Meeting: March 4, 2024

Reported to Council: March 19, 2024

The Planning Commission met at 4:00 p.m. on March 4, 2024 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Eric Daven, Lee Thao, Ben Goodreau, Thad Kubisiak, and Ryan Austin (Chairperson) . Shane Blaser and Jeff Marutz were excused. Also present in the Chambers were Community Development Director Kyle Kearns, Aldersperson Dennis Polach, and others as indicated on the meeting sign-in sheet.

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

1. Approval of the report from February 5, 2024, Planning Commission meeting.

Motion by Daven to approve the report from February 5, 2024, Planning Commission meeting; second by Goodreau. Motion carried (5 - 0)

2. Request from Nieman Properties LLC to dedicate right-of-way along West Grand Avenue at 2141 West Grand Avenue (Parcel ID 3403426) and 2111 West Grand Avenue (Parcel ID 3403425) via certified survey map to combine three parcels

Mr. Kearns provided a brief review of the request.

Motion by Kubisiak to approve the request to dedicate right-of-way along West Grand Avenue at 2141 West Grand Avenue (Parcel ID 3403426) and 2111 West Grand Avenue (Parcel ID 3403425) via certified survey map to combine three parcels; second by Goodreau. Motion carried (5 - 0)

3. 23-000127; VIA Real Estate, LLC - request for a Site Plan Review amendment to construct a car wash at 4120 8th Street South (Parcel ID 3414102)

Kyle Kearns provided an analysis of the request recommending approval with the conditions outlined in the staff report.

Motion by Goodreau to approve the request for a Site Plan Review amendment to construct a car wash at 4120 8th Street South (Parcel ID 3414102), subject to the following conditions:

- a. An updated landscaping plan shall be provided, meeting all applicable landscaping standards, to be reviewed and approved by the community development department.
- b. A six-foot privacy fence shall be constructed along the full west property line.
- c. The refuse and vacuum enclosure shall match the design and colors of the primary building.
- d. Additional windows shall be incorporated into the south and east facades, to be reviewed and approved by the Community Development Department.
- e. The vacuum enclosure shall be relocated to the west side of the building.
- f. Sidewalks along Dove Avenue shall be installed as proposed.
- g. All required stormwater requirements and permits shall be met and obtained.
- h. Applicable permits through the City shall be obtained.
- i. Community development department shall have the authority to approve minor modifications to the plans.

Second by Thao. Motion carried (5 - 0)

4. 23-000123; Matt Burow – request for a Site Plan Review to construct personal storage facilities on a portion of the parcel located at 1501 24th Street South (Parcel ID 3409200)

Kyle Kearns provided a review of the request recommending approval with the conditions outlined in the staff report. Thad Kubisiak asked about the project valuation and Eric Daven inquired about paving requirements, to which Mr. Kearns responded.

Motion by Daven to approve the request for a Site Plan Review to construct personal storage facilities on a portion of the parcel located at 1501 24th Street South (Parcel ID 3409200), subject to the following conditions:

- a. A natural vegetation buffer shall remain on the north side of the site meeting the B-Type Bufferyard requirement.
- b. All required stormwater requirements and permits shall be met and obtained by the applicant.
- c. Site Plan Review approval is contingent upon Certified Survey Map (CSM) approval identifying the newly proposed lot.
- d. Fencing surrounding the outdoor storage area shall be 8 feet in height and opaque (solid or privacy slats).
- e. An updated landscaping plan shall be provided after the existing vegetation is surveyed by a landscape architect to ensure street frontage plantings are met.
- f. Applicable permits through the City shall be obtained.
- g. Community development department shall have the authority to approve minor modifications to the plans.

Second by Austin. Motion carried (5 – 0)

5. 24-000100; Consolidated Water Power Company – public hearing and action on a request for a zoning map amendment to rezone 2721 5th Avenue North (Parcel ID 3400447A) from Rural Residential (RR) and Mixed Residential (R-2) District to General Industrial (M-1) District

Kyle Kearns provided a synopsis for agenda items 5 and 6. Approval was recommended for both items.

Public hearing opened at 4:22 p.m.

Speaking in favor: Marty Burkhardt, 610 High Street, Wisconsin Rapids

Speaking against: none

Public hearing closed at 4:24 p.m.

Motion by Kubisiak to approve the request for a zoning map amendment to rezone 2721 5th Avenue North (Parcel ID 3400447A) from Rural Residential (RR) and Mixed Residential (R-2) District to General Industrial (M-1) District; second by Daven. Motion carried (5 – 0) **Ordinance No. MC 1364**

6. 24-000130; City of Wisconsin Rapids – public hearing and action on a request for a zoning map amendment to rezone three unaddressed parcels at the southwest intersection of 5th Avenue North and West Riverview Expressway (STH 34), Parcel ID's 3400440, 3400454, and 3400333 from Rural Residential (RR) District to General Industrial (M-1) District

Public hearing opened at 4:25 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:26 p.m.

Motion by Goodreau to approve the request for a zoning map amendment to rezone three unaddressed parcels at the southwest intersection of 5th Avenue North and West Riverview Expressway (STH 34), Parcel ID's 3400440, 3400454, and 3400333 from Rural Residential (RR) District to General Industrial (M-1) District; second by Thao. Motion carried (5 – 0) **Ordinance No. MC 1365**

7. 24-000131; City of Wisconsin Rapids – public hearing and action on a request to amend Chapter 11 - Zoning Ordinance, Appendix B and Appendix C, specifically relating to twin home (zero-lot line) development standards, to clarify lot size, setbacks, and other requirements for the use

Mr. Kearns provided background information and a review of the request, recommending approval.

Public hearing opened at 4:28 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:29 p.m.

Motion by Goodreau to approve the request to amend Chapter 11 - Zoning Ordinance, Appendix B and Appendix C, specifically relating to twin home (zero-lot line) development standards, to clarify lot size, setbacks, and other requirements for the use; second by Austin. Motion carried (5 – 0) **Ordinance No. MC 1366**

Attachment #1

It was moved by Veneman, seconded by Zacher to approve a proposal to install and update the building access, cameras and security system at Centralia Center for a total cost of \$10,166.80 using funds from the building maintenance account. Motion carried, 3-0.

7. Presentation by the Wisconsin Rapids Fire Department and request to consider for approval the ordering of a truck to replace Truck 5.

Chief Eckes gave a presentation regarding the replacement of Truck 5.

It was moved by Zacher, seconded by Bemke to approve a request to order a truck to replace Truck 5 at a cost of \$1,558,000. Motion carried, 3-0.

8. Audit of the bills.

No action was taken on this item. It will be considered at the April 2, 2024 Committee meeting.

9. Set next meeting date

The next regular meeting of the Finance and Property Committee is scheduled for Tuesday, April 2, 2024, at 4:00 p.m.

10. Adjournment.

It was moved by Bemke, seconded by Veneman to adjourn. Motion carried, 3-0, and the meeting adjourned at 5:17 p.m.

It was moved by Zacher, seconded by Bemke to approve and adopt the actions of the Committee. Veneman requested that item #7 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #7 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #7, it was moved by Austin, seconded by Delaney to approve the ordering of a truck to replace Truck 5. Motion carried, 7 ayes and 1 nay:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MARCH 7, 2024:

Tom Rayome, Chairperson Ryan Austin, Vice-Chairperson Dennis Polach

Date of Meeting: March 7, 2024

Reported to Council: March 19, 2024

The Public Works Committee met on Thursday, March 7th, 2024 in the Council Chambers at City Hall. All members were present. Others attending are listed on the sign-in sheet.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider updates to Ch 27 Parking regarding parking meters and overnight parking.

Attachment #1

Draft changes to the ordinance were reviewed. Mr. Austin would like to see signage at every road entering the City. The committee is sending the ordinance back for staff to make additional draft changes which include revisions to Snow Emergency Restrictions as well as extending the duration of time in which the initial citation fee could be paid prior to the fee doubling. Additionally, the committee would like to review example text for the signage prior to making a motion.

4. Consider a request to allow residential properties additional garbage bins for an additional fee. Motion by Austin, second by Rayome to keep the ordinance as is without the additional bins. Motion carried (3-0).

5. Review Referral List.

Remove the referral regarding additional garbage bins.

6. Set Next Meeting Date

The next regularly scheduled meeting is set for Thursday, April 4th, 2024 at 5pm.

7. Adjourn

Motion by Austin, second by Rayome to adjourn at 6:20 PM. Motion carried (3-0).

It was moved by Rayome, seconded by Polach to approve and adopt the actions of the Committee. Cattanach requested that items #3 and #4 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold items #3 and #4 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #3, it was moved by Cattanach, seconded by Zacher to send this item back to the Public Works Committee for further consideration. Motion failed, 3 ayes and 5 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Motion	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

This item already has a referral to the Legislative Committee.

Regarding item #4, it was moved by Austin, seconded by Cattanach to approve this item as presented. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Jay Bemke 8 ☒ ☐ ☐

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON MARCH 12, 2024:
Jay Bemke, Chairperson Jake Cattanaach, Vice-Chairperson Patrick Delaney
Date of Meeting: March 12, 2024
Reported to Council: March 19, 2024

- 1. Call to order.
Chairperson Bemke called the meeting to order at 4:00 p.m.
2. Consider repealing or revising the City’s employee residency ordinance, and the corresponding City personnel policy; and affirm that Water Works and Lighting Commission employee residency shall be as set by Water Works and Lighting Commission policy.
Motion by Bemke seconded by Delaney to remove the residency requirement. Motion failed 2-1.
3. Discuss and consider for approval the elimination of the part-time Airport Attendant and approve and post a position of full-time Airport Attendant.
Motion by Cattanaach seconded by Bemke to approve the full-time airport attendant position and that the Airport Commission is responsible for all costs of the attendant, including wages, benefits, and retirement, by the terms of the management contract the City has with the Commission. If the Commission does not or cannot fund the position, it is eliminated. Motion carried 3-0.
4. HR update.
An update was given, no action taken.
5. Adjournment
Motion by Cattanaach seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 4:53 p.m.

Bemke requested that item #2 be held out. It was moved by Bemke, seconded by Veneman to approve and adopt the balance of the report, holding out item #2. Motion carried, 8 ayes and 0 nays:

Table with 6 columns: Alderperson, District, Motion/Second, Aye, Nay, Absent. Rows include Ryan Austin, Dean Veneman, Matt Zacher, Tom Rayome, Jake Cattanaach, Dennis Polach, Patrick J. Delaney, and Jay Bemke.

Regarding item #2, it was moved by Bemke, seconded by Austin to repeal the City’s employee residency ordinance and remove the residency requirement. Motion carried, 5 ayes and 3 nays. Ordinance No. MC 1367:

Table with 6 columns: Alderperson, District, Motion/Second, Aye, Nay, Absent. Rows include Ryan Austin, Dean Veneman, Matt Zacher, Tom Rayome, Jake Cattanaach, Dennis Polach, Patrick J. Delaney, and Jay Bemke.

- 10. Reports of Other Committees, Commissions, Boards, and Department Reports:
a. Wisconsin Rapids Housing Authority held October 5, 2023
b. McMillan Memorial Library Services Committee held January 9, 2024; Building and Grounds Committee held February 14, 2024
c. South Wood County Airport Commission held February 1, 2024

- d. Police and Fire Commission held February 14 and February 22, 2024
- e. Park and Recreation Commission held March 11, 2024
- Department Reports for February 2024
- f. Engineering Department
- g. Public Works Department
- h. South Wood County Airport
- i. Wastewater Treatment Plant
- j. Wisconsin Rapids Fire Department and annual report for 2023
- k. Wisconsin Rapids Police Department and annual report for 2023

No action was taken on this item. The reports will be placed on file.

11. Referrals to Committees

No referrals were received.

12. In open session, the Council may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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"; and Section 19.85(1)(g), Wis. Stats., which reads: "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

It was moved by Austin, seconded by Delaney to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 8 ayes and 0 nays, and the Council went into closed session:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In closed session, the Council will consider a Claim for Unlawful Tax by Marshfield Clinic, Inc., of its 2023 general property tax assessment for Tax Parcel No. 34-10784, street addresses of 220 and 440 24th Street South, City of Wisconsin Rapids. (See Attached Claim)

In closed session, the Council considered a Claim for Unlawful Tax by Marshfield Clinic, Inc., of its 2023 general property tax assessment for Tax Parcel No. 34-10784, street addresses of 220 and 440 24th Street South, City of Wisconsin Rapids.

13. The Council will return to open session and may continue discussion and may consider a Resolution regarding the Claim for Unlawful Tax identified above.

It was moved by Veneman, seconded by Bemke to return to open session. Motion carried, 8 ayes and 0 nays, and the Council return to open session:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

It was moved by Cattanach, seconded by Zacher to approve a Resolution regarding the Claim for Unlawful Tax identified above. Motion carried, 8 ayes and 0 nays. Resolution No. 7 (2024):

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

14. Adjournment.

It was moved by Zacher, seconded by Cattanach to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 8:15 p.m.:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Respectfully submitted,

Jennifer M. Gossick, City Clerk

REPORT OF THE PLANNING COMMISSION

Date of Meeting: April 1, 2024

Report #1

The Planning Commission met at 4:00 p.m. on April 1, 2024 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present in the Chambers included Chairperson Shane Blaser, Eric Daven, Lee Thao, and Thad Kubisiak. Ben Goodreau attended via Zoom. Jeff Marutz and Ryan Austin were excused. Also attending were Community Development Director Kyle Kearns, Associate Planner Lizabeth Edwardsen, Alderperson Dennis Polach, those indicated on the meeting sign-in sheet, and representatives for Valvoline joined via Zoom.

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

1. Approval of the report from March 4, 2024, Planning Commission meeting.

Motion by Kubisiak to approve the report from March 4, 2024, Planning Commission meeting.

the report from March 4, 2024, Planning Commission meeting; second by Goodreau.

Motion carried (5 – 0)

2. **24-000234; Valvoline LLC** – request for a Site Plan Review to construct a vehicle service shop at 1140 East Riverview Expressway (Parcel ID 3411798)

Kyle Kearns provided a review of the request. Approval was recommended with the conditions outlined in the staff report.

Member Kubisiak asked about the accessibility of sewer and water laterals as well as vision triangle issues, and Eric Daven inquired about traffic flow in the parking lot, to which Mr. Kearns replied.

Motion by Daven to approve the request for a Site Plan Review to construct a vehicle service shop at 1140 East Riverview Expressway (Parcel ID 3411798) subject to the following conditions:

- 1) An exception shall be included for overhead doors facing 12th Street.
- 2) An updated lighting plan shall be submitted showing that light trespass does not exceed 0.2 foot candles on property lines to adjacent commercial uses.
- 3) Staff recommends a special exception to allow up to 50% of the parking stalls in front of the principal building
- 4) All required stormwater requirements and permits shall be met and obtained by the applicant.
- 5) An updated landscaping plan shall be provided after the existing vegetation is surveyed by a landscape architect to ensure street frontage plantings are met.
- 6) Applicable permits through the City shall be obtained.
- 7) Community development department shall have the authority to approve minor modifications to the plans.

Second by Kubisiak

Motion carried (5 – 0)

3. **24-000246; City of Wisconsin Rapids** – request for a Site Plan Review to construct park improvements at Mead Park, 311 17th Avenue South (Parcel ID 3402825)

Mr. Kearns explained that the Planning Commission is the acting body to approve all City owned parcel improvements and park space improvements and provided a summary of the request. Approval was recommended with the conditions identified in the staff report.

Thad Kubisiak asked for clarification about parking spaces and overflow parking. Mr. Kearns provided feedback regarding the parking and also about storm water grading.

Motion by Blaser to approve the request for a Site Plan Review to construct park improvements at Mead Park, 311 17th Avenue South (Parcel ID 3402825) with the conditions outlined in the staff report:

1. All required stormwater requirements and permits shall be met and obtained by the applicant.
2. Applicable permits through the City shall be obtained.
3. Community Development Department shall have the authority to approve minor modifications to the plans.

Second by Thao

Motion carried (5 – 0)

4. Adjourn

Motion by Kubisiak to adjourn the meeting; second by Daven.

Motion carried (5 – 0)

Respectfully Submitted by Erika Esser, Secretary



Report of the Finance and Property Committee

Matt Zacher, Chairperson
Dean Veneman, Vice-Chairperson
Jay Bemke

Date of Meeting: April 2, 2024
Reported to Council: April 11, 2024

The Finance and Property Committee met at 4:02 p.m. on Tuesday, April 2, 2024, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present except for Alderperson Veneman who was excused. Alderperson Polach sat in for Alderperson Veneman. Also in attendance were Alderperson Rayome, Mayor Blaser, Kyle Kearns, Joe Eichsteadt, Sue Schill, Stephany Hartman and Tim Desorcy.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:02 p.m.

2. Consider for approval the appointment of David Alan Oestreich as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for SBG Apple North IX, LLC d/b/a Applebee's Neighborhood Grill & Bar, for the premises located at 4311 8th Street South.

It was moved by Zacher, seconded by Bemke to approve the appointment of David Alan Oestreich as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for SBG Apple North IX, LLC d/b/a Applebee's Neighborhood Grill & Bar, for the premises located at 4311 8th Street South. Motion carried.

3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, April 13, 2024 from 5:00 p.m. to 9:00 p.m.

It was moved by Bemke, seconded by Polach to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, April 13, 2024 from 5:00 p.m. to 9:00 p.m. Motion carried.

4. Consider for approval Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:
 - a. Celebrate Red Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday April 18, 2024
 - b. June Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, June 12, 2024
 - c. Authentic Native American Arts & Culture Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, July 11, 2024
 - d. July Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, July 24, 2024
 - e. August Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, August 14, 2024
 - f. Unexpected: Art from Found Objects Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 12, 2024
 - g. September Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, September 18, 2024

and Temporary Retail Class "B" Fermented Malt Beverages and Temporary Retail "Class B" Wine Licenses for the following events:

- h. 2024 Art on Tap to be held from 5:30 p.m. to 8:30 p.m. on Saturday, October 12, 2024
- i. Holiday Gifts and Art Fair Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, November 7, 2024

It was moved by Bemke, seconded by Zacher to approve a Temporary Retail Class “B” Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:

- a. **Celebrate Red Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday April 18, 2024**
- b. **June Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, June 12, 2024**
- c. **Authentic Native American Arts & Culture Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, July 11, 2024**
- d. **July Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, July 24, 2024**
- e. **August Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, August 14, 2024**
- f. **Unexpected: Art from Found Objects Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 12, 2024**
- g. **September Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, September 18, 2024**

and Temporary Retail Class “B” Fermented Malt Beverages and Temporary Retail “Class B” Wine Licenses for the following events:

- h. **2024 Art on Tap to be held from 5:30 p.m. to 8:30 p.m. on Saturday, October 12, 2024**
- i. **Holiday Gifts and Art Fair Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, November 7, 2024**

Motion carried.

- 5. Review bids for the Jackson St Bridge & Grand Ave Bridge Lighting Project and consider award to the low, qualified bidder

It was moved by Bemke, seconded by Polach to award bid for the Jackson St Bridge and Grand Ave Bridge lighting project to Current Technologies, Inc. in the amount of \$602,935.00. Motion carried.

- 6. Request from the Community Development Department to select a consultant for the Downtown Master Plan Project

It was moved by Bemke, seconded by Polach to approve the proposal from Bolten & Menk in the amount of \$72,000 for the Downtown Master Plan project. Motion carried.

- 7. Consider for approval an application for a Class 3 Razing, Scrapping, Salvaging and Recycling Permit from Capital Recovery Group, LLC for the Wisconsin Rapids Paper Mill Property, which outlines various proposed actions regarding personal property, fixtures and structures located at properties which include 610 4th Ave. N. (Parcel ID 3402445), 300 W. Jackson St. (Parcel ID 3402526), 321 4th Ave. N. (Parcel ID 3401855), 510 High Street (Parcel ID 3401752), 541 4th Ave. N. (Parcel ID 3401767), 610 High Street (3401748), 550 Fremont Street (Parcel ID 3401774), 700 Dura Beauty Lane (Parcel ID 3401451), 950 4th Ave. N. (Parcel ID 3402435), and Parcels 3402440, 3401815, 3402435C, as well as adjacent undeveloped parcels under similar ownership. (See attached Permit Application)

It was moved by Polach, seconded by Zacher to approve the application for a Class 3 Razing, Scrapping, Salvaging and Recycling Permit from Capital Recovery Group, LLC for the Wisconsin Rapids Paper Mill Property subject to the following conditions:

- 1. **The applicant shall communicate regularly with the Community Development Department prior to building demolition and asset removal or sale.**
- 2. **The City may require the applicant to post an irrevocable letter of credit during demolition and/or asset removal phases of the salvage and recovery permit plan.**

3. **The applicant shall not conduct any active sale, salvage, recovery, or demolition actions which result in increased noise, dust, light, traffic or other injurious activity to the public on the premise during the nighttime hours between 10:00 p.m. and 6:00 a.m.**

Motion carried (see Attachment No. 1).

8. 2024 Budget Amendment No. 1

It was moved by Bemke, seconded by Polach to approve the 2024 Budget Amendment No. 1. Motion carried (see Attachment No. 2).

9. Audit of the bills

It was moved by Bemke, seconded by Zacher to approve check no. 20469 to 21184. Motion carried.

9. Set next meeting date

A meeting time for the next Finance and Property Committee was not set and will be considered at the Council reorganization meeting on April 16, 2024.

10. Adjournment

It was moved by Bemke, seconded by Polach to adjourn. Motion carried and the meeting adjourned at 5:12 p.m.

Form **AT-200**

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

Section 1: Licensee Information and Acknowledgement

Licensee Name

SBG Apple North IX, LLC

Reason for Cancellation of Appointed Agent

Current agent is leaving the company

The undersigned appoints David Alan Oestreich as agent in accordance with sec. 125.04(6), Wis. Stats.

Andrew Levy
Signature of President / Member

3/7/2024
Date

Section 2: Agent Information and Acknowledgement

Agent Name

David Alan Oestreich

Mailing Address

5909 Quentin Street

City or Post Office

Weston

State

WI

Zip Code

54476

Agent Questions

	Yes	No
1. Are you of legal drinking age?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3. Have you ever been convicted of a federal law violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
4. Have you ever been convicted of a state law violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
5. Have you ever been convicted of a local ordinance violation?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? . . .	<input checked="" type="checkbox"/>	<input type="checkbox"/>

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for SBG Apple North IX, LLC and as President the responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

David Oestreich
Signature of Agent

3/7/2024
Date

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

#625645-3/7/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ 5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 04/18/2024 5-9 pm and ending 04/18/2024 04/13/24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Assumption Catholic Schools

(b) Address 445 Chestnut Street, Wisconsin Rapids, WI 54494
(Street) Town Village City

(c) Date organized 01/01/1951

(d) If corporation, give date of incorporation 04/21/2010

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Daniel Minter, 330 Huntinton Ct, Nekoosa, WI 54457

Vice President Michele Haas, 3557 Town Hall Rd, Wisconsin Rapids, WI 54494

Secretary Principal, James Lynch, 8941 Bainbridge Trail, Wisconsin Rapids, WI 54494

Treasurer _____

(g) Name and address of manager or person in charge of affair: James Lynch, Principal
Assumption Catholic Schools, 445 Chestnut Schools, Wisconsin Rapids, WI. 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 445 Chestnut Street, Wisconsin Rapids, WI. 54494

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Barn Dance

(b) Dates of event 04/18/2024 04/13/24

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer James Lynch [Signature] 3/7/24
(Signature / Date)

Assumption Catholic Schools
(Name of Organization)

Date Filed with Clerk 3/7/2024

Date Reported to Council or Board 4/2/2024

Date Granted by Council _____

License No. _____

20277 \$5.00 3/21/24

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 04/18/2024 and ending 04/18/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Veteran's Organization
- Fair Association or Agricultural Society
- Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Celebrate Red Exhibition Opening

(b) Dates of event 04/18/2024 5:30 - 7:30 p.m

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

6277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 06/12/2024 and ending 06/12/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S
(Street) Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event June Music On The Patio

(b) Dates of event 06/12/2024 5:30 - 9p

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

40277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 07/11/2024 and ending 07/11/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Authentic Native American Arts & Culture Exhibition Opening

(b) Dates of event 07/11/2024 5:30 - 7:30 p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

60277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 07/24/2024 and ending 07/24/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Veteran's Organization
- Fair Association or Agricultural Society
- Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event July Music On The Patio

(b) Dates of event 07/24/2024 5:30 - 9p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

6277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 08/14/2024 and ending 08/14/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

- 1. Organization** (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S
(Street) Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event August Music On The Patio

(b) Dates of event 08/14/2024 5:30 - 9:00 pm

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24 Central WI Cultural Center
(Signature / Date) (Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

0277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00 Application Date: 03/07/2024
 Town Village City of Wisconsin Rapids County of Wood

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
- A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/12/2024 and ending 09/12/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

- (a) Name Central Wisconsin Cultural Center
- (b) Address 2651 8th St S
(Street) Town Village City
- (c) Date organized 12/16/1996
- (d) If corporation, give date of incorporation 12/16/1996
- (e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:
- (f) Names and addresses of all officers:
 President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494
 Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494
 Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494
 Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494
- (g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

- (a) Street number 2651 8th St S
- (b) Lot _____ Block _____
- (c) Do premises occupy all or part of building? All
- (d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

- (a) List name of the event Unexpected: Art from Found Objects Exhibition Opening
- (b) Dates of event 09/12/2024 5:30 - 7:30 p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24 Central WI Cultural Center
(Signature / Date) (Name of Organization)

Date Filed with Clerk 3/21/2024 Date Reported to Council or Board _____
Date Granted by Council _____ License No. _____

6277 \$5.00
3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/18/2024 and ending 09/18/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

Bona fide Club

Church

Lodge/Society

Veteran's Organization

Fair Association or Agricultural Society

Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town

Village

City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event September Music On The Patio

(b) Dates of event 09/18/2024 5:30 - 9:00 p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/21/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

0277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 10/12/2024 and ending 10/12/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →
- Bona fide Club
 - Church
 - Lodge/Society
 - Veteran's Organization
 - Fair Association or Agricultural Society
 - Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S
(Street) Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

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Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event 2024 Art on Tap

(b) Dates of event 10/12/2024 5:30 - 8:30 p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/12/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

6277 \$5.00 3/21/2024

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11/07/2024 and ending 11/07/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club
- Church
- Lodge/Society
- Veteran's Organization
- Fair Association or Agricultural Society
- Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

(d) If corporation, give date of incorporation 12/16/1996

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494

Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494

Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494

Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

(g) Name and address of manager or person in charge of affair: Stephany Hartman - 3130 45th Ct., Wisconsin Rapids, WI 54494

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event Holiday Gifts and Art Fair Opening

(b) Dates of event 11/07/2024 5:30 - 7:30 p.m.

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer Stephany Hartman 3/21/24
(Signature / Date)

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Finance & Property Committee

Date of Request: 3/26/2024

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review bids for the Jackson St Bridge & Grand Ave Bridge Lighting Project and consider award to the low, qualified bidder.

Background information:

The City opened bids for bridge lighting of both the Jackson St Bridge and Grand Ave Bridge on Wednesday, March 13th, 2024 at 10:00am.

The bid items were structured with the base bid including multiple lighting fixture types: Archipoint, Girder Grazing, Pier Grazing (See attached document showing how each fixture type illuminates parts of the bridge). The base bid includes all fixture types, conduit, cabinets, hardware, wiring, etc.

There were also alternative deductive items included in the bid. These alternatives allow for a subjective selection of the type of lighting and final bridge lighting project that the City would like to see.

Two contractors provided base bids: Van Ert (\$995,448.00) and Current Technologies (\$602,935.00). Please note that an award of the lighting project would need to be made on the base bid amount along with a specific selection of deductive alternates.

Bridge Lighting Project Options:

- Control Cabinet, Power Connect, Conduit & Wiring for both bridges: \$198,817
- Fixture Option 1: Girder Grazing Lights = +\$161,984
- Fixture Option 2: Archipoint (Puck) Lighting = +\$158,688
- Fixture Option 3: Pier Grazing Lights = +\$83,446

Options available:

- 1) Girder grazing would provide the best illumination of the bridge at the lowest cost option. Total contract cost would be \$360,801.
- 2) Any other combination of lighting is available as an option as well.



- Girder Grazing and Archipoint and Pier Grazing = \$602,935
- Girder Grazing and Archipoint = \$519,489
- Archipoint and Pier Grazing = \$440,960
- Girder Grazing and Pier Grazing = \$444,247

Action you are requesting the committee take: Consider the bids, select the type of project and possibly award the project to the low, qualified bidder.

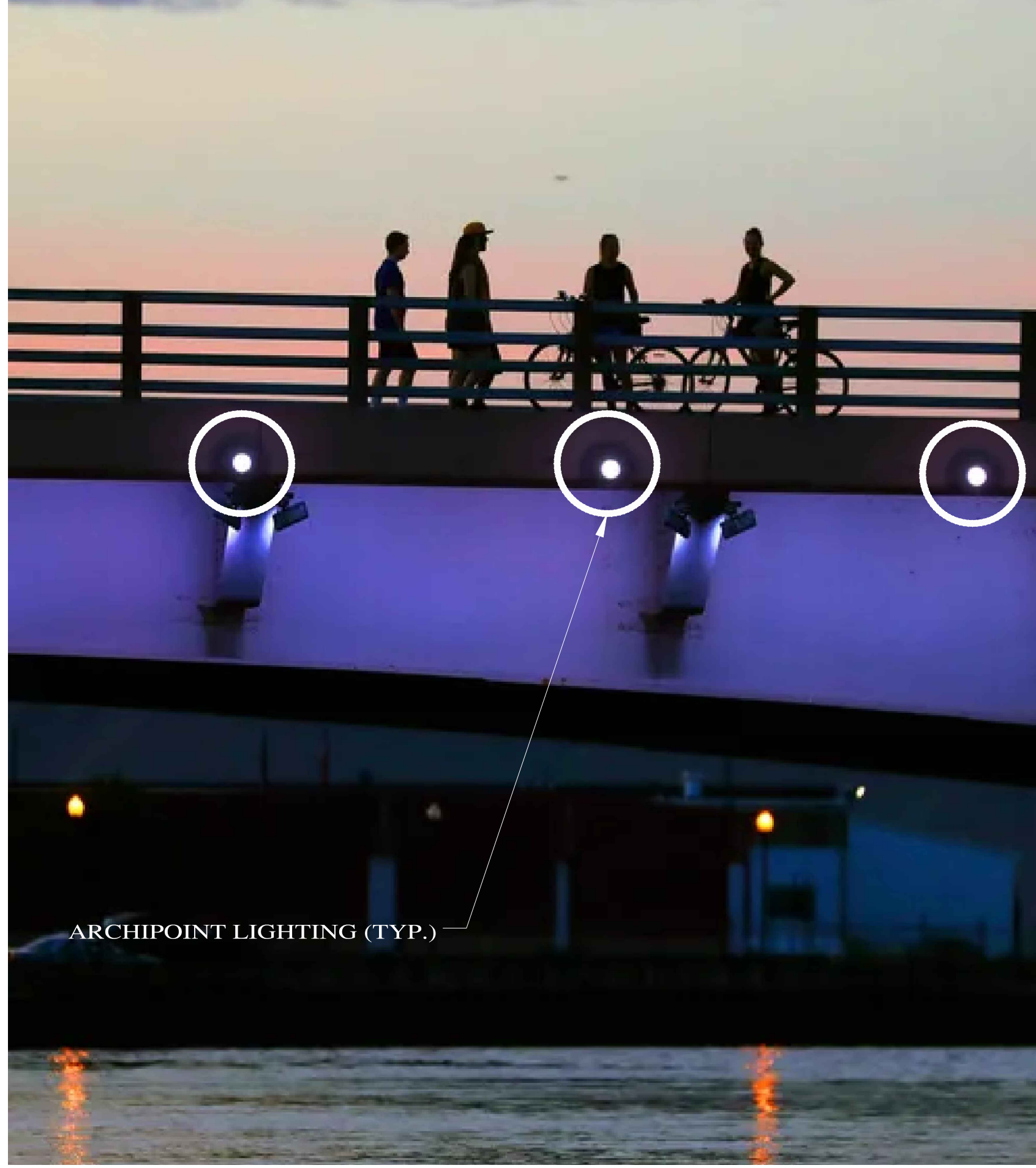
How will the item be financed? This project is identified in the TID at ~\$200,000. The Joint Review Board may need to decide on funding this project at a higher level considering the bid amounts received. More information is being gathered on the approval process which we hope to have available at the committee meeting.



GIRDER GRAZING
LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT

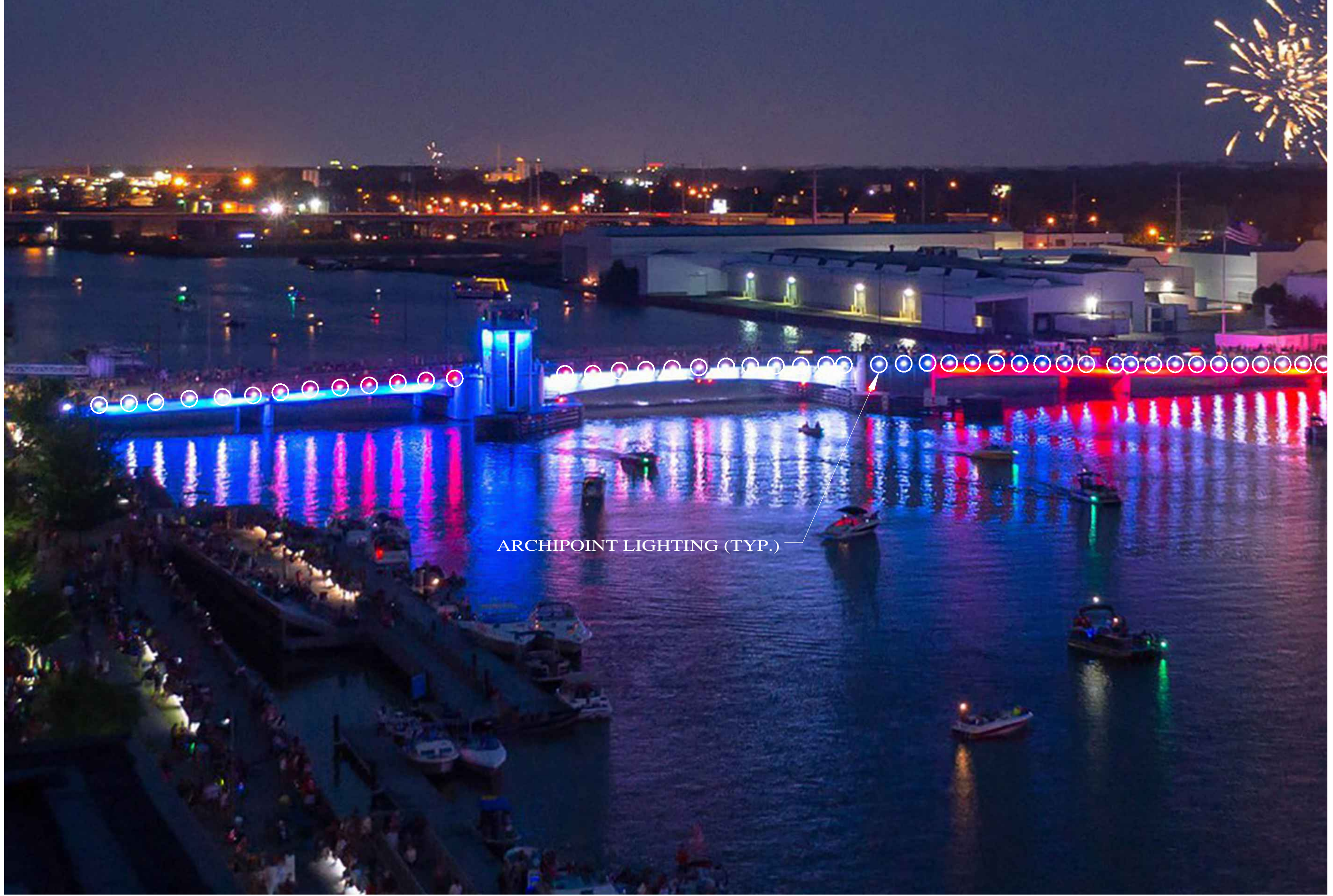


ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT

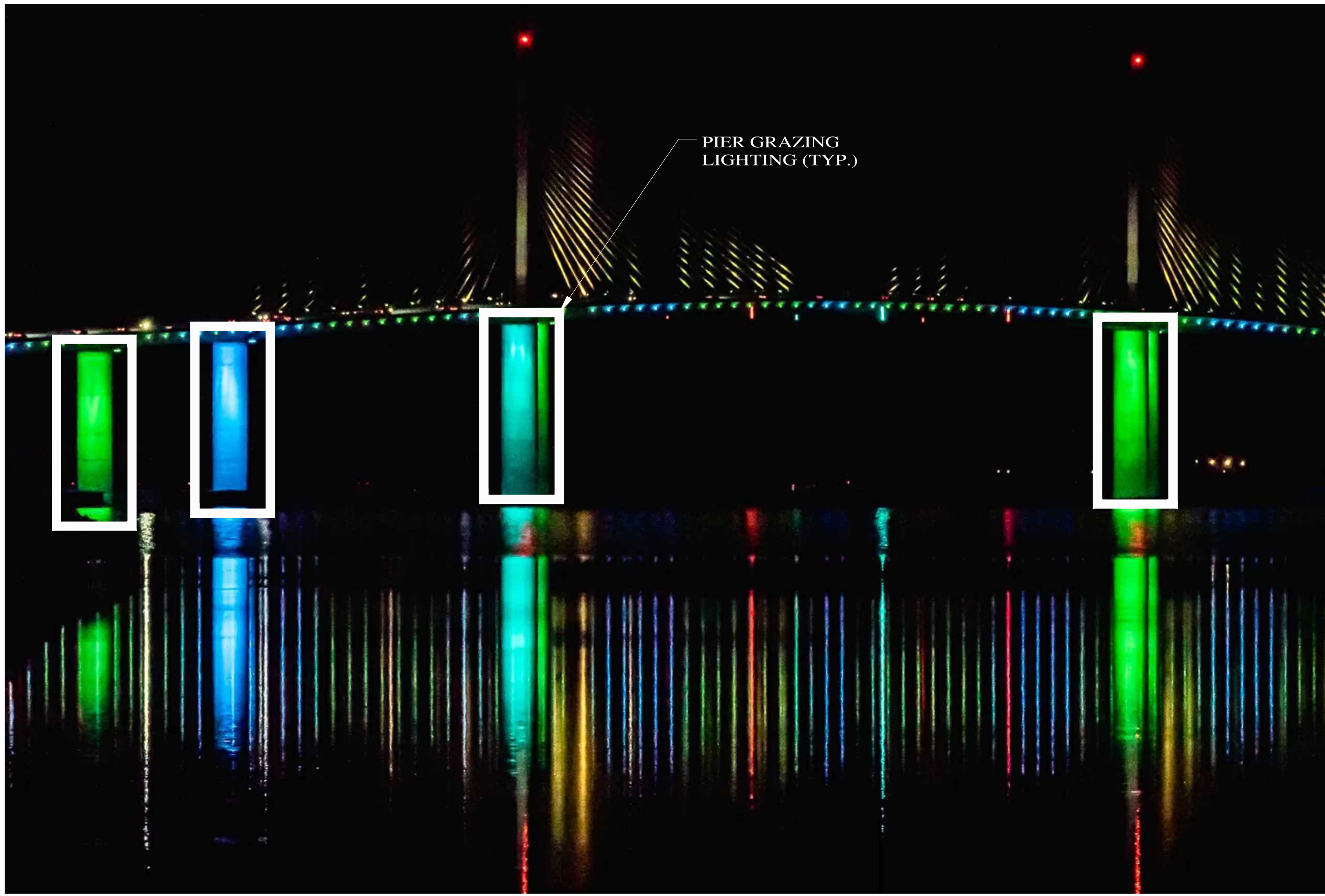
DRAWING FILE - S:\Engineering\PROJECTS\2023-16 Bridge Lighting Project\CAD\2024-03-21 BRIDGE LIGHTING EXHIBIT.dwg Libby, Shari March 25, 2024



ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT



PIER GRAZING
LIGHTING (TYP.)

DATE	BY



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

Memo

ThanTo: Property and Finance Committee

From: Kyle Kearns

Date: 03/27/2024

Subject: Request from the Community Development Department to select a consultant for the Downtown Master Plan Project.

In February the City released a request for proposal (RFP) for the Downtown Master Plan project. At the same time, a selection/oversight committee was created consisting of 7 members made up of City staff, County staff, elected officials, and business professionals. A total of 10 responses to the RFP were received with which the selection committee reviewed. You will find an example of the scoring sheet, which identifies all the responding consultants. Scores from the committee were tallied which identified three top consultants. Interviews then occurred with the three top scoring consultants and members of the committee. The interview questions have been attached. After the interviews, the committee met again to discuss and consent to a final recommendation of Bolten & Menk. Bolten and Menk have a strong team with engineering/transportation experience, relevant experience in similar communities, and strong knowledge of planning and public engagement. You will find their proposal attached, as well, which identifies the proposed scope of services, and project cost of \$72,000. Don't hesitate to contact the Community Development Department with any questions or concerns.



DOWNTOWN MASTER PLAN

City of Wisconsin Rapids, WI | February 23, 2024



Real People. Real Solutions.

111 Washington Avenue | Suite 650
Minneapolis, MN 50010
515-233-6100 | Bolton-Menk.com

February 23, 2024

Kyle Kearns,
Director of Community Development
444 West Grand Ave
Wisconsin Rapids, WI 54495



Real People. Real Solutions.

111 Washington Avenue South | Suite 650 | Minneapolis, MN 55401
612-416-0220 | Bolton-Menk.com

RE: Proposal for the Wisconsin Rapids Downtown Master Plan

Dear Kyle:

Downtown Wisconsin Rapids plays a pivotal role in the community's economy, identity, and fabric. It's where the city started and where its future is emerging.

To ensure the heart of Wisconsin Rapids continues to support the city's social, economic, cultural, and recreational needs, the city is embarking on a process to renew and revisit the long term vision for the downtown. Bolton & Menk would be distinctly proud to be your consulting partner in this process.

In service to the city, we have assembled an interdisciplinary team of professionals who have developed AND implemented downtown plans across the country.

Details that Support the Vision – Bolton & Menk is committed to ensuring that every detail supports the vision of the master plan. From understanding the physical systems that underlie downtown, to the specific design of catalytic projects and spaces, we know success relies on how well each element of a plan—from issues identification to implementation—builds towards a unified vision. Our planning and design process ensures the vision is maintained every step of the way.

Customized Solutions - No two cities are alike. Each has its own assets and challenges, and histories and aspirations. Therefore we treat every project as unique, coming up with custom design solutions and that fit the context. This approach requires a flexible team led by planners, with foundations in economic development, design, policy, and transportation.

We design with the end in mind – Bolton & Menk has a proven record of designing things that get built and maintained over the long term. With our full suite of services in support, we help clients identify and navigate planning, design, funding, construction, and maintenance strategies. We understand what it takes to bring visionary plans to life, and approach our work with this understanding—allowing us to proactively address challenges that may otherwise be overlooked.

We are excited at the opportunity to work with Wisconsin Rapids to complete the Downtown Master Plan. I will serve as your lead client contact and project manager.

Please contact me at 612-345-2566 or Andrew.Dresdner@bolton-menk.com if you have any questions regarding our proposal.

Respectfully submitted,
Bolton & Menk, Inc.

Andrew Dresdner, AICP
Senior Urban Designer

Mike Thompson, AICP
Principal Urban Planner



INTRODUCTION

Downtown Wisconsin Rapids, though modest in size, has a critical role in the economy and identity of the city. It is where the city started, and it is where its future is emerging.

With recent investments in the downtown, a policy framework that supports the downtown as the heart of the community, and city control of key properties, there is every reason to believe that downtown Wisconsin Rapids is on the precipice of great changes.

This proposal, and our approach, embrace the opportunities (and challenges) that come with envisioning a bright future for downtown Wisconsin Rapids.

BOLTON & MENK

We are a full service planning, design, and engineering firm that believes all people should live in safe, sustainable, and beautiful communities.

Our commitment to this goal began 75 years ago, and continues to drive our team of nearly 1,000 planners, engineers, landscape architects, technicians, and more. We're dedicated to working alongside our clients by listening to what's needed, finding the best solutions, and treating people right. Through this, we deliver innovative solutions and provide exceptional client-specific services that exceeds expectations.

With more than 32 locations across the midwest and southeast, we're helping clients establish best practices, while applying lessons learned from across the country.

Our Wisconsin Rapids Downtown Master Plan team will be led by our midwest area planning practice—a group of urban planners and designers who specialize in rethinking the way urban environments can become strong and welcoming places for all.



Real People. Real Solutions.

HOW WE ADDRESS RFP CRITERIA

1. Background and Experience

The team selected for this project is responsible for successful completion of dozens of master plans, as well as detailed design and construction of numerous downtown streetscapes and plazas. While most of our work is directly for public clients, we occasionally work with private sector developers who seek out urban sites in downtowns across the midwest—often those searching for sites in opportunity zones.

2. Past Record of Performance

Our plans get adopted and implemented - it's as simple as that. Of the dozens of master plans we have helped guide the development of over 5,000 housing units and dozens of parks and streetscapes in downtowns across the country—many which we carried through detailed design, funding, and construction. Feel free to contact our references included in the project experience section starting on page 21.

3. Demonstration of Expertise in Creating Design Concepts for Catalytic Sites with Constructibility in Mind

For a site to be "catalytic" it must have an impact beyond itself. It may have high visibility, it may attract a new and untapped market, it may be an anchor or a magnet that generates significant spin-off benefits. However, it will not do any of these things if it is not built. With our experience in the private and public sectors, and backgrounds in site planning and architecture, we understand building and site fundamentals and prepare sites for redevelopment by clearing barriers, creating predictability, and establishing realistic expectations.

4. Understanding of infrastructure improvements, funding/grants, and implementation considerations

Our broader firm includes civil and structural engineers, funding experts, and experienced economic development strategists. Our team consists of strategic advisors for these and other topics, with the ability to quickly bring additional in-house professional expertise as needed. Specific to funding, we have helped clients secure over \$480 million in competitive funding over the last 5 years, leveraging over \$1.2 billion in total project costs.

5. Quality and Content of Written Proposal

We take pride in tailoring this proposal and all documents to the needs of the user. We have conducted some initial research on the city, studied the relevant documents, and assembled a team that we think best fits your needs. We hope our thoughtfulness and effort shows in this document.

6. Ability to Complete the Project Within the Time Frame

We are prepared to complete the project by June 2025, as outlined in the RFP. We have staffed the project with an experienced team, and have ensured their availability and commitment to this project.

7. Cost of the project

The scope of work in this proposal meets the \$72,000 budget stated in the RFP. Bolton & Menk does not expense for travel time, lodging, meals, or other similar costs associated with the project.

DOWNTOWN

The health and vitality of downtown Wisconsin Rapids is in the interest of the entire city. It is the social, economic, and civic heart of the city.

Downtown has evolved and changed throughout the decades—heavily impacted by the regional (and global) economy, changes in retail patterns, demographics, and how people choose to live. Yet, it remains the heart of the city—a source of pride.

In recent years the city has reinforced the importance of downtown by investing in new riverfront parks, redevelopment, and amenities. The city has set the table for this master plan by conducting a housing study (2016), an economic recovery strategy (2021), and a public creative placemaking study. Each plan points to the importance of focusing on downtown as the place where Wisconsin Rapids' future will emerge.

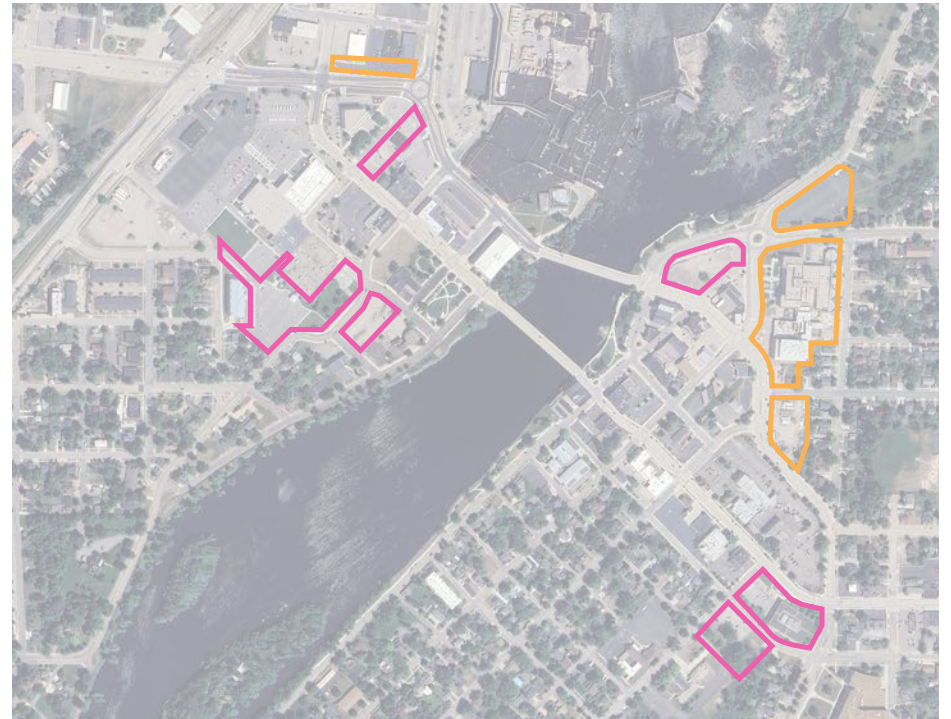
Today, the city is in a unique position in that it controls several important parcels in and around downtown. Together with the county, and strategic partnerships with other property owners, a sizable amount of land can be actively guided towards redevelopment that is in alignment with city policy. With a clear vision and strong partnerships, the city is in a position to set downtown on a new trajectory.

The plan we create with you will be both aspirational and achievable. It will be a road map to an encompassing idea about what Downtown Wisconsin Rapids can become. It will be based on sound analysis, design fundamentals, and an open and creative process that defines the necessary actions, projects, and initiatives that create a dynamic and vibrant downtown.



Downtown Wisconsin Rapids

Straddling the river, and defined by two bridges, downtown is not a typical center oriented around a single linear main street



City (pink) and county (orange) owned parking lots and vacant properties downtown

The master plan will consider opportunities for City owned properties—providing a strategy that leverages them to maximum public benefit.

A DAY IN THE LIFE OF DOWNTOWN

We believe, to be successful, downtown Wisconsin Rapids should be a welcoming place that supports and invites a variety of experiences, activities, and attractions all within walking distance of each other. On any given day, downtown should come alive with the patterns of daily life.

While a master plan for downtown cannot dictate or script these experiences, a plan can help create the spaces for memorable experiences and friendly encounters to unfold; and it can guide the uses and design of private development by setting clear and achievable expectations.

1. Leaves work at Milwaukee Tools
2. Stops by the South Wood County YMCA to work out
3. Picks up groceries at Family Natural Foods
4. Returns home



1. Checks into Hotel Mead & Conference Center
2. Heads to Jennings & Co. for a bite to eat
3. Crosses the bridge to visit Nash Block Park
4. Finishes night with a movie at Rogers Cinema 6
5. Returns home

1. Leaves work at Wood County Courthouse
2. Stops by Central Oaks Academy to pick up child from school
3. Drops child off at First English Lutheran Church for youth group
4. Heads home to rest until youth group is over



SCOPE, SCHEDULE, AND BUDGET

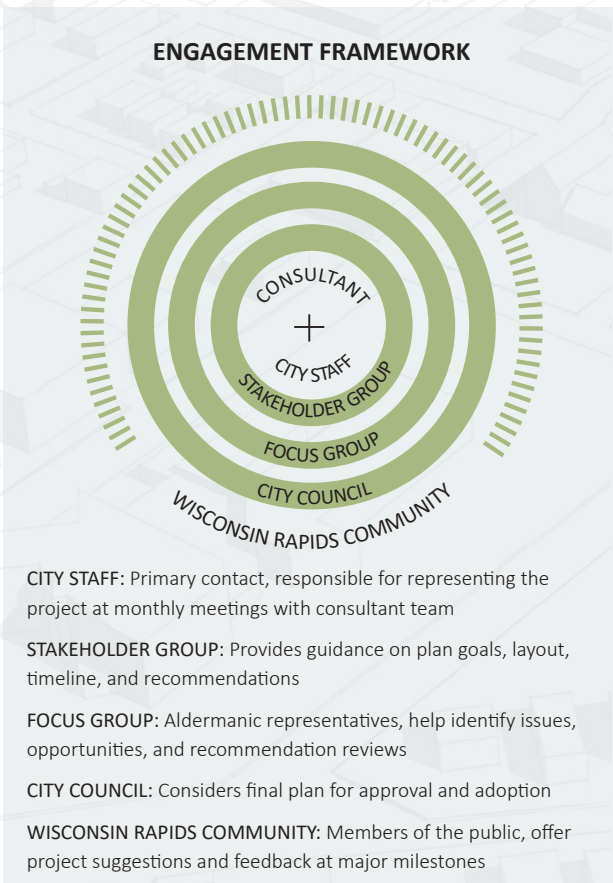
Scope of Services

Project Schedule

Budget

SCOPE OF SERVICES

Following the RFP, we recommend a process beginning in the spring 2024 and wrapping up late in the summer of 2025. A graphic schedule is included on page 13 of this proposal.



Task 0: Project Management

Our project management approach is rooted in personable and proactive communication that prioritizes collaboration, transparency, and trust. Our team, led by Andrew Dresdner, will maintain regular communication with city staff and other key stakeholders. During an initial project kickoff meeting, we will establish and confirm a regular meeting and reporting schedule.

We anticipate this occurring on the suggested monthly basis outlined in the RFP, with the potential need for more frequent check ins as needed, particularly around major milestones and project wrap up. Our team will facilitate these meetings while providing all meeting agendas, project updates, and regular progress reports.

Task 0 Deliverables:

- Project kickoff meeting and project management plan
- Regular progress report meetings

Task 1: Engagement and Outreach

In coordination with city staff, we will build on the prior phase 1 project engagement with a continuation of targeted and community-wide project outreach. We will develop a public engagement plan that leverages lessons learned from phase 1, while outlining an engagement approach that is inclusive, accessible, and transparent. We expect this to at least follow the RFP recommended outreach, to include:

- Stakeholder meetings (2)
- In-person community open house (1)
- Focus group meeting (1)

Our team will prepare and distribute all necessary agendas, materials, and summaries for each event, and will coordinate stakeholder meeting #2 and community meeting #2, in consultation with city staff. We anticipate that city staff will provide a list of stakeholder and focus group members from Phase 1 engagement.

Task 1 Deliverables:

- Engagement plan that details timelines, audiences, agendas, and content to be used at each outreach event
- Event-specific and final engagement report that summarizes each outreach activity, input received, and recommendations for future outreach

Task 2: Conditions Assessment

To ensure a thoughtful understanding of downtown's context, we will conduct an existing conditions assessment of the physical, economic, and cultural context of the area. Assessing downtown's current conditions, particularly in a post-pandemic economic environment, will be foundational to identifying key plan themes, projects, and recommendations.

We anticipate this assessment to include:

- **Community Context and Demographics** - Population trends and forecasts, households and housing trends
- **Natural and Public Spaces** - Presence and typology of existing natural features and amenities, inventory and assessment of existing public spaces
- **Land Use and Development Patterns** - Current and future land use policy guidance, inventory of existing development and block patterns, property ownership patterns, identification of major "anchor" users throughout downtown, and other key land use policies.
- **Transportation Networks** - Pattern, jurisdictional ownership, and general condition of the street network, bike network, sidewalks, and gaps in the existing multimodal network, in addition to a review of key planning documents

- **Infrastructure** - Public utility network, major private utilities, and any major easements to be considered.
- **Market and Socio Economics** - Household and income characteristics, business sector growth estimates, current property economic values

For the city to have an idea of impacts of proposed changes to existing on-street parking and ability for existing parking to support redevelopment, parking occupancy data received from the city will be inventoried and analyzed to understand current parking patterns and demand.

We will compile findings into an existing conditions memo, which will use graphic representations of key findings and supportive text.

Task 2: Conditions Assessment will culminate in the identification of smaller character areas throughout downtown, in order to focus and orient concept plans, catalytic project recommendations, and overall plan composition.

Task 2 Deliverables:

- Draft and final conditions memo with associated graphics, exhibits, and narrative
- Identified character area maps and descriptions

ANTICIPATED DATA NEEDS FROM CITY

- Engagement and data findings from Phase 1 of the project (per the RFP)
- Available land use, transportation, public infrastructure, and public space GIS data
- Available public-facing property data i.e. acreages, market values, and taxes
- Any recent traffic data, counts, or crash data
- Relevant environmental condition or investigation data, as available
- Building condition and use inventory, for use in creating a final graphic

ADDITIONAL DATA SOURCES WE USE FOR ANALYSIS

- Census and ACS Data for demographics and household information, trade area analysis
- ESRI Business Analyst for market planning, customer segmentation, and related data
- U.S. Bureau of Labor for Workforce Data
- County Business Patterns data set for industry cluster analysis

Task 3: Downtown Framework Plan and Recommendations

Using information gathered in the conditions assessment and phase 1 of the project, our team will explore thematic concepts that outline a framework plan for downtown, focusing on each character area. The plan will describe conditions and opportunities for downtown, and ascribe recommendations. We proposed three framework plan to focus, to cover:

- **Development:** Land use and development scale, density, patterns, and desired development orientation; block patterns and scale; targeted economic development opportunities
- **Connectivity:** Multimodal transportation and connectivity, access, and circulation, with a focus on active transportation; readiness for future planned transportation projects
- **Open Space:** Placemaking opportunities and locations for new or enhanced public spaces; preservation of natural spaces; streetscape enhancements; leveraging sustainable design and systems towards a more resilient downtown

Each of these framework plans can stand alone; however their strength comes from the ways in which they reinforce each other. Together, the plans will serve as a lens to identify catalytic projects, organize an implementation plan, and align future public and private actions.

The framework plan will be described in graphic

and narrative to ensure it is easily understandable to the general public, and able to be reviewed and refined by the stakeholder and focus groups.

Task 3 Deliverables:

- Draft and final framework plans, to include, at a minimum, all above elements

Task 4: Catalytic Projects

Our team will take the framework plan and progress each focus area into a series of more detailed and defined projects. We will work with city staff, the stakeholder group, and the focus group to confirm 6-8 key catalytic projects:

- 4-6 redevelopment areas
- 1 priority street redesign
- 1 priority public space

We would expect that these could be either new transformative projects, or a current project that needs fresh momentum or redirection. Our goal will be to describe how each project can be best designed and realized within its specific context—both its immediate surroundings and character area—and within the larger downtown area. In this way, we will be able to establish clear design priorities while identifying collective benefits of project investments that further city goals.

Catalytic project details will be developed as detailed diagrammatic renderings with supportive exhibits and text as needed.

Task 4 Deliverables:

- Draft and final catalytic projects details and renderings, to include the above categories

OPTIONAL VALUE ADD SERVICE

Additional or Refined Project Renderings

We will develop detailed sketch plans for each of the key projects. However, some projects may benefit from higher quality renderings that capture or convey additional character and image. These images are often important marketing tool and become the identifiers of the plan, building local support, or pursuing funding. Our team offers a wide range of refined project rendering, and would be happy to explore additional options as needed with the city.



Task 5: Implementation Plan

Without a clear and attainable implementation guide, we believe even the best plans risk becoming just another plan on the shelf. In order to realize recommendations from the framework plans and catalytic projects developed throughout the process, we will establish an implementation plan clearly outlining key actions steps, responsible parties, suggested timelines, and potential funding sources.

The implementation plan will be a chapter of the downtown plan, but can be used independently of the plan for clear stakeholder guidance.

Task 5 Deliverables:

- Draft and final implementation plan

Task 6: Final Downtown Plan

Upon completion of all prior elements and reviews, the team will produce the final downtown plan document. We anticipate the plan document to be a highly graphic document to be easily understood by both the general public, and key stakeholders, and containing all prior project elements.

We will also produce a set of slides for use in final presentations.

Task 6 Deliverables:

- Draft and final digital downtown plan, with all associated files, data, and supporting content

OPTIONAL VALUE ADD SERVICE

Implementation Workshop

An implementation workshop can serve as a valuable way to bring individuals who may implement parts of the plan together to determine priorities, impacts, and potential roadblocks. It can also be an efficient method of building consensus, reducing virtual coordination needs.

During the workshop we would work through prioritization and sequencing of projects using a method for scoring and ranking projects according to city and plan goals. The ranking can then be used to inform decisions about sequencing, while taking into account project dependencies, funding, and other constraints.

OPTIONAL VALUE ADD SERVICE

Tactical Urbanism/Pilot Project

A pilot project can help test ideas or demonstrate concepts, in real time downtown. For example, if the plan contemplates recommendations to add bike lanes to a street, or to develop an on-street parklet program, we can work with the city and stakeholders to pilot these ideas in a low cost, semi-permanent manner.

The benefits of such an approach are the ability to try new ideas with low risk and low cost. We can also engage stakeholders in the design of the project, thereby building in a deeper understanding about the nuances and complexities of placemaking. Mike and Andrew from our team have collectively led or supported dozens of similar projects, and bring knowledge of planning, construction, materiality, and evaluation.



SCHEDULE & FEE

We have developed a proposed schedule outlining anticipated tasks, deliverable due dates, and plan completion date. This schedule is based on our review of the project background, description, and scope of services included in the RFP, along with our experience on similar projects.

We have also developed a proposed fee that follows the scope of services and budget described in this RFP, and is based on our experience in developing similar downtown plans. Expenses beyond the agreed scope of services and non-routine expenses, such as large quantities of prints, extra report copies, out-sourced graphics and photographic reproductions, document recording fees, outside professional and technical assistance, and other items of this general nature will be invoiced separately.

Upon selection, we will work with city staff and other project partners to revise and update this scope, schedule, and fee as needed to ensure successful project delivery.

Our schedule is developed following the anticipated schedule in the RFP, and our recommendations from similar projects. We welcome any discussion on revising the schedule to best meet project needs.

Project Phase 2
Project Phase 3

Task	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June
0 Project Management	[Green bar spanning June to June]												
Monthly City Staff Meetings	●	●	●	●	●	●	●	●	●	●	●	●	●
1.0 Engagement and Outreach	[Green bar spanning June to June]												
Stakeholders Meetings			●			●			●				
Community Meeting				●						●			
Focus Group					●								
2.0 Conditions Assessment	[Green bar spanning June to June]												
3.0 Framework Plan & Recommendations	[Green bar spanning June to June]												
4.0 Catalytic Projects	[Green bar spanning June to June]												
5.0 Implementation Plan	[Green bar spanning June to June]												
6.0 Final Downtown Plan	[Green bar spanning June to June]												

Task No.	Task Description	Total Cost
0	Project Management	\$8,500
1.0	Conditions Assessment	\$9,000
2.0	Engagement and Outreach	\$11,000
3.0	Framework Plan	\$13,500
4.0	Catalytic Projects	\$18,500
5.0	Implementation Plan	\$4,000
6.0	Final Downtown Plan	\$7,500
TOTAL FEE		\$72,000

Estimated Overhead and Profit **\$51,100**

While our fee includes labor, general business, and other normal and customary expenses associated with operating a professional business, **Bolton & Menk does not bill clients for travel related expenses.** These and similar expenses are provided within projects' overhead, and therefore no separate charge or reimbursement request will be made for these activities.



TEAM

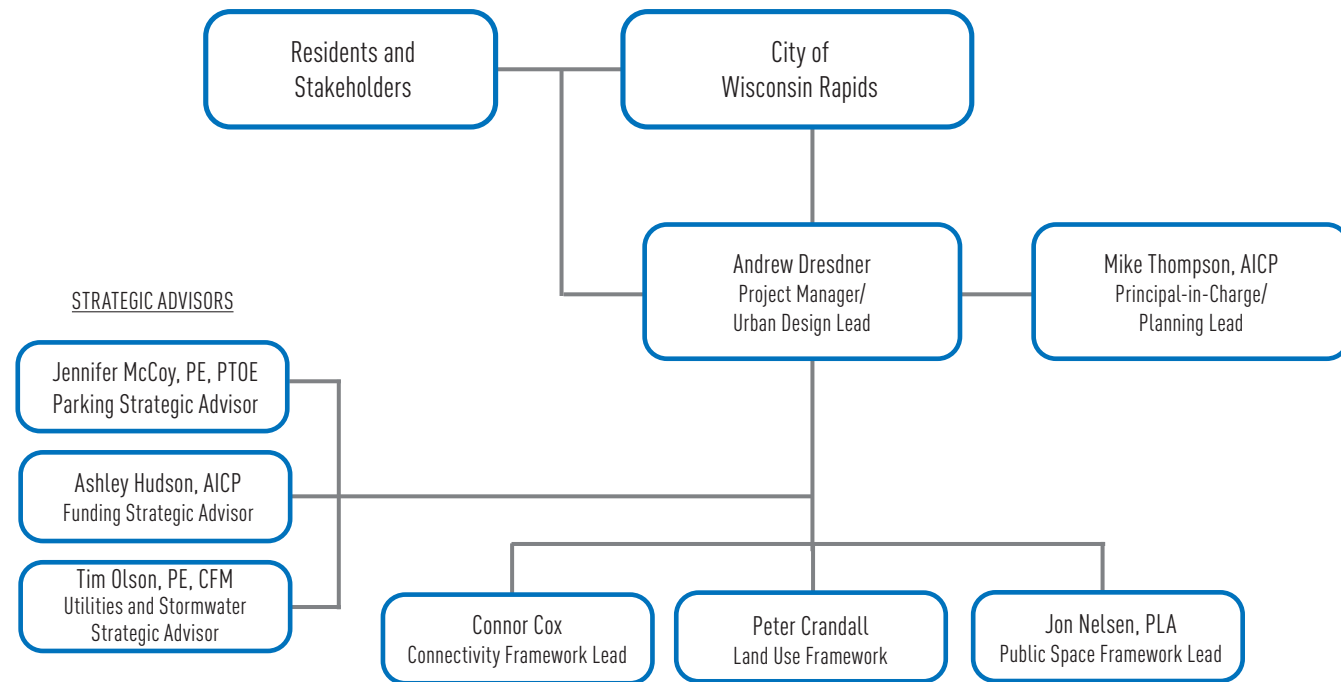
We have assembled a team tailored to this project. Focused on engagement, vision, and implementation, we will work alongside the steering committee to align public and private investment guidance with community goals.

Our team is focused on helping find solutions to multifaceted problems with creative, technical, regulatory, funding, and community building expertise.

PROJECT TEAM

The team will be co-led by Mike Thompson and Andrew Dresdner. Mike will be the principal-in-charge, responsible for ensuring the project is prioritized within the company, is appropriately staffed, and will manage QA/QC. Andrew will be the primary client contact and project manager. He will work closely with the team, leading the design and production. Both Andrew and Mike will attend all meetings, and all major events in Wisconsin Rapids.

The team is organized to deliver the plan as described in the scope of services. Peter Crandall and Connor Cox will be responsible for the framework plans and will work closely with Jon Nelson to develop the catalytic projects. They will be supported by strategic advisors Jennifer McCoy, Ashley Hudson, Tim Olson and others throughout the company to address issues that may arise.





MIKE THOMPSON, AICP
Principal Urban Planner

Principal-in-Charge/
Planning Lead

As practice leader for the firm's area planning group, Mike and loves the process of working with communities to rethink and redesign the ways in which their neighborhoods look, feel, and function. He has community planning and design experience from the state to local level across the country, including site planning and design, public realm programming and design, multimodal transportation planning, project management, and public engagement facilitation. Through his work, Mike seeks to promote places that are reflective of those who use them every day.

SIMILAR PROJECT EXPERIENCE

- Downtown Master Plan, Brooklyn Center, MN
- Downtown Plan, Robbinsdale, MN
- Cahill District Small Area Plan, Edina, MN
- Proctor Transportation Plan, Duluth-Superior MIC, MN
- Industrial Growth Area Study, Monticello, MN
- Comprehensive Plan, Perry, IA
- Comprehensive Plan, Becker, MN
- Rice Street Visioning and Reconstruction Study, Ramsey County, MN
- Webster Avenue Planning Study, North Mankato, MN



ANDREW DRESDNER, AICP
Senior Urban Designer

Project Manager/Urban
Design Lead

Andrew brings decades of thoughtful design and project management experience from across the country. His expertise spans urban design, redevelopment planning, community development, public space design, and placemaking. Andrew has worked in both the private and public sector around the country, and seeks out different ways to view and understand issues. His background in architecture and urban economics lends him a unique perspective to how cities grow and evolve.

SIMILAR PROJECT EXPERIENCE

- Downtown Plan, Robbinsdale, MN
- Millwork District Master Plan, Dubuque, IA
- Downtown Plan, Monticello, MN
- Cahill District Small Area Plan, Edina, MN
- Downtown Master Plan, Brooklyn Center, MN
- Central Avenue Small Area Plan, Minneapolis, MN
- Hillcrest Master Plan, Saint Paul, MN
- Lowertown Small Area Plan, Saint Paul, MN
- Uptown Small Area Plan, Minneapolis, MN



PETER CRANDALL
Senior Urban Designer

Land Use Framework Lead

With a background in both public and private sectors, Peter provides design expertise, visual communication assistance, and development planning support for our planning and urban design work group. His background in architecture, planning, and urban design with an emphasis on downtowns, public realm design, historic preservations, and municipal code development make him an expert spanning many disciplines. Peter's drive stems from his love of creating spaces that help communities grow.

SIMILAR PROJECT EXPERIENCE

- Robbinsdale Downtown Plan, Robbinsdale, MN
- Opportunity Site Master Plan, Brooklyn Center, MN
- Downtown St. Cloud Historic Preservation Guidelines, St. Cloud, MN
- Zoning Code Update, White Bear Lake, MN
- Downtown Public Realm Framework Plan, Minneapolis, MN*
- Loring Park Rezoning Study, Minneapolis, MN*

**Work completed with prior firm*



JON NELSEN, PLA
Senior Landscape Architect
Public Space Framework Lead

Jon brings a passion for working with communities to navigate the design process and translate their ideas into buildable solutions. He has held positions with both city and university planning departments where he worked directly with the public, policy makers, and developers on master planning and development projects. Jon understands the importance of a comprehensive design approach that starts with big picture plans and leads to informed, constructable, and maintainable projects. His experience in the areas of urban design, multimodal transportation, parks and recreation, and the design of downtown and civic spaces have led to the creation of successful projects throughout the Midwest.

SIMILAR PROJECT EXPERIENCE

- Downtown Plaza Design, Fond Du Lac, WI
- Entry Monumentation Project, Fond Du Lac, WI
- The ARtery, Hopkins, MN
- Downtown Riverfront Improvements, Fergus Falls, MN
- Riverfront Renaissance Public Realm Improvements, Hastings, MN
- Broadway Ave Streetscape, Albert Lea, MN
- 66th Street Streetscape, Richfield, MN
- Downtown Streetscape Improvements, Wabasha, MN
- Hy-Vee Site Redevelopment Plan, West St. Paul, MN



CONNOR COX
Senior Transportation Planner
Connectivity Framework Lead

Connor uses his active transportation and complete streets planning, design, implementation, and maintenance experience to build visioning and support for improved multimodal infrastructure. By listening to input and coordinating with stakeholders, Connor designs improvements that create an inviting environment, enhance pedestrian and bicycle safety, and address community goals. He will help design improvements that integrate with the existing infrastructure, are easy to navigate, and improve the city's transportation system for those who walk, bike, or roll.

SIMILAR PROJECT EXPERIENCE

- Northfield Bicycle, Pedestrian, and Trail System Plan, City of Northfield, MN*
- Designing Downtown Denison, Denison, TX*
- Comprehensive Plan Update, City of Moorhead, MN*
- Wichita Places for People, Wichita, KS*
- Pedestrian Master Plan, Cedar Rapids, KS*
- Complete Streets Policy and Pedestrian and Bicycle Plan, Winona, MN*
- Northeast Norfolk Bicycling and Walking Network Study, Norfolk, NB*
- Complete Streets Implementation, Minneapolis, MN*

**Work completed with prior firm*



JENNIFER MCCOY, PE, PTOE
Senior Traffic Engineer
Parking Strategic Advisor

With a background in parking and traffic engineering, Jennifer has built expertise in traffic studies, data collection, safety analysis, parking management and operations, policy development, and budgeting. She understands the complexities of parking. Prior to joining Bolton & Menk, Jennifer worked in the parking system at the City of Des Moines, Iowa and Scottsdale, Arizona. This experience includes the management of over 10,000 parking spaces, district system planning and management, and parking permit program development

SIMILAR PROJECT EXPERIENCE

- Downtown Parking and Walkability Review, Buffalo, MN
- Downtown Parking Occupancy and Turnover Study, Monticello, MN
- Smart Parking and Mobility Study, Dubuque, IA
- Grand Avenue/Locust Street Downtown Parking Analysis, Des Moines, IA
- Downtown Phase II Implementation & On-Street Parking Layout Review, Marshalltown, IA
- 2nd Avenue Streetscape Parking Review, Muscatine, IA
- Hopkins/Vista 44 Traffic and Parking Study, Hopkins, MN
- Community-wide Parking and Permit Study, Landfall, MN



ASHLEY HUDSON, AICP

Senior Transportation
Planner

Funding Strategic Advisor

Ashley spans a variety of roles across transportation planning and funding, including corridor studies and designs, multiuse trail studies, and streetscape design. As the leader of our firm's Transportation Funding Team, she brings exceptional expertise in aligning projects with funding sources, developing comprehensive implementation and funding plans, and leading grant research and application. With her background in landscape architecture, Ashley also guides the creation of visually approachable materials to clearly and effectively communicate project needs and information to stakeholders and funding partners.

SIMILAR PROJECT EXPERIENCE

- Rice Street Visioning Study and Reconstruction, Ramsey County, MN
- 2019 TH 41 Downtown Chaska, Transportation and Economic Development Program, City of Chaska, MN, (\$3.5M)
- 2019 Cliff Road at I-35W South Ramps, Regional Solicitation, City of Burnsville, MN (\$2.632M)
- 2018 TH5 E. Frontage Road Improvements, Local Partnership-Metro, City of Waconia, MN (\$550K)
- 2018 TH5/TH25 at CSAH 33 (NYA), Local Partnership-Metro, Carver County, MN (\$644K)
- 2017-2018 Local Road Improvement Program Projects (Combined xxx)
- 2017 TH 10 Regional Solicitation, City of Anoka, MN (\$7M)



TIM OLSON, PE

Principal Water Resource
Engineer

Utilities and Stormwater
Strategic Advisor

Tim brings dynamic experience from project management to design and construction support of complex water resources and environmentally sensitive projects. He specializes in comprehensive surface water management planning, innovative best management practice design, hydrologic and hydraulic modeling, utility planning and construction plan review, and stormwater permitting. He couples GIS techniques with water resources and utility design and analysis.

SIMILAR PROJECT EXPERIENCE

- 21st Street E Water Quality Planning and Design, Hastings, MN
- Robbinsdale Downtown Plan, City of Robbinsdale, MN
- Cahill District Small Area Plan, City of Edina, MN
- Forest Lake High School Stormwater Capture and Reuse for Irrigation, Forest Lake Area Schools, MN
- Craig Park Stormwater Management Design, Fridley, MN
- Opportunity Site Regional Stormwater Design, Brooklyn Center, MN
- Neighborhood Flooding Assessment, City of Northfield, MN
- Downtown Stormwater Planning Study, City of Forest Lake, MN



PROJECTS

Project Experience

Downtown Master Plan, City of Monticello, MN

Downtown Placemaking Plan, City of Fond du Lac, WI

Riverfront Renaissance Improvements, City of Hastings, MN

PROJECT EXPERIENCE

Bolton & Menk has led downtown planning and design projects across the midwest, and beyond. On the following pages we share examples of our downtown planning, community engagement, streetscape, and plaza work. The team for Wisconsin Rapids has had a significant role in each of the projects highlighted in this section.

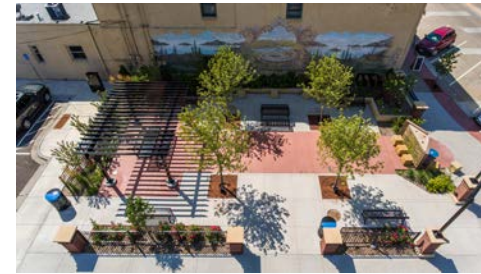
Comparable Work Done by Project Team Staff

Downtown Plans

- Downtown Monticello, MN
- Downtown Robbinsdale, MN
- Downtown Chippewa Falls, WI
- Millwork District Master Plan, Dubuque, IA
- Downtown Brooklyn Center, MN
- Downtown West Fargo, ND
- Downtown Westminster, NC
- Downtown Loris, NC
- Downtown Matthews, SC
- Downtown Hendersonville, SC
- Lowertown, Saint Paul, MN
- Downtown Nashua, NH
- Downtown Pensacola, Pensacola, FL
- Downtown Hampton, VA
- Downtown Portsmouth, NH

Downtown Streetscapes and Plazas

- The ARtery, Hopkins, MN
- Fond Du Lac Downtown Plaza Design, Fond Du Lac, WI
- Riverfront Renaissance Plaza and Streetscape, Hastings, MN
- Streetscape and Downtown Plaza, Indianola, IA
- Streetscapes and Plaza, Marshalltown, MN
- Streetscape and Plaza, Le Sueur, MN
- Opportunity Site Plaza, Brooklyn Center, MN
- Clocktown Plaza, Hopkins, MN
- Downtown Splash Pad Park, Carver, MN
- 66th Street Streetscape, Richfield, MN
- Opportunity Site Streetscape Plan, Brooklyn Center, MN



DOWNTOWN MASTER PLAN

CITY OF MONTICELLO, MINNESOTA

Revitalizing downtown by reconnecting the city to its riverfront and prioritizing local access to local assets

Located along the Mississippi River between St. Cloud and Minneapolis, Monticello's downtown has been negatively impacted by regional traffic and public tensions related to parking and density. The master plan creates a vision for downtown that connects the city's two most beloved assets—the riverfront and the civic center—with a promenade lined with new buildings, public art, and an all-ages trail. Recognizing the changing nature of retail and commerce, the plan converts the 'retail-only' main street into a street activated with various uses throughout the week. To support the transformation, the plan contains recommendations for managing traffic so it is less damaging to the pedestrian and local experience of downtown.

Since the downtown plan was completed, more than 200 new housing units have been developed, and key public spaces have been improved—attracting new events and visitors to downtown. Bolton & Menk is working with the city to design and build several of the initial public projects—including a \$10 million streetscape surrounding Block 52. The project includes a new street connection, access to the park, and a flexible street that can be closed for events.



Aerial perspective rendering of future downtown Monticello



Urban design framework



"Block 52" development, streetscape and alley activation



Contact:
Angela Schumann
Director of Community Development
Monticello, MN
763-271-3224
Angela.Schumann@ci.monticello.mn.us

» [CLICK HERE FOR MORE](https://shorturl.at/yHIM1)
<https://shorturl.at/yHIM1>

DOWNTOWN PLACEMAKING PLAN

CITY OF FOND DU LAC, WISCONSIN

Activating downtown public spaces with creative interventions that invite broad range of users to enjoy them throughout the year

Downtown Fond du Lac has a strong inventory of public spaces, however they are not actively used by residents, employees, and visitors. Prior to joining Bolton & Menk, Andrew Dresdner worked with the city to develop a downtown placemaking plan that recommends different design and activation strategies for each of the existing spaces. One of the sites was used as a pilot project to demonstrate the positive impacts of a “community co-creation” strategy. Since completion of the Plan and pilot project, the city hired Andrew and Bolton & Menk to develop specific designs and construction documents for two of the spaces located at the crossroads of downtown.

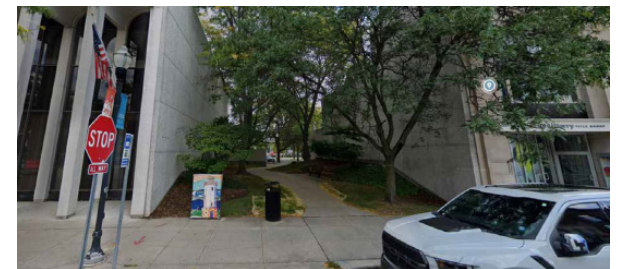
Since the placemaking plan was completed in 2018, the city has initiated several improvements to Hamilton Park—including new court surfacing, new playground, trail connections, and restrooms. In addition, Bolton & Menk is currently working with the city to redesign and rebuild two of the primary downtown spaces identified in the plan.



Main Street Plaza



Three spaces at the crossroads of downtown



Existing



Proposed

Contact:
Dyann Benson

Director of Community Development
Fond du Lac, WI
920-322-3440
dbenson@fdl.wi.gov

» **[CLICK HERE FOR MORE](https://shorturl.at/oW569)**
<https://shorturl.at/oW569>

RIVERFRONT RENAISSANCE IMPROVEMENTS

CITY OF HASTINGS, MINNESOTA

Making downtown a new destination through investments in public spaces and connections

The City of Hastings wanted to revitalize and reconnect their downtown to the Mississippi River while leveraging the nearby regional trail connection. Bolton & Menk collaborated with the city to develop a comprehensive redesign of parks, plazas, and streetscapes throughout downtown.

The downtown design plan included enhancements to the regional trail and construction of a riverfront amphitheater, musical playground, ice skating rink, downtown branding and signage, a new parklet, and a veteran's memorial. Bolton & Menk provided conceptual to final design services, including construction document development and construction administration.

Since construction completion, the city has seen several new development projects within downtown, and has been working with regional transit agencies on future regional transit service stations within downtown.

Contact:

Dan Wietecha

City Administrator
Hastings, MN
651-480-2350
dwietecha@hastingsmn.gov

» **[CLICK HERE FOR MORE](https://shorturl.at/pylJV)**
<https://shorturl.at/pylJV>



Downtown streetscapes



Olivers Grove Parklet



Riverfront Park and Amphitheater

REVIEWER:

Rank Each item 1-10 (10 being best), for a weighted score Total

Criteria (below)	1	2	3	4	5	6	7		
Consultants	Experience (25%)	Past Record (15%)	Strategy & Expertise (25%)	Familiarity (15%)	Content (5%)	Timeline (5%)	Cost (10%)	Total	Rank:
HKGi									
Vandewalle									
Bolton & Menk									
GBC									
SRF									
MSA									
GWA									
RDG									
Ayres									
Confluence									

SELECTION CRITERIA

The oversight committee will consider the following criteria in the evaluation of the proposals and any subsequent interview presentation:

1. Background and experience of the firm and personnel, including demonstrated contribution to a multidisciplinary design process (planning, urban design, engineering, and landscape architecture).
2. Past record of performance of the firm and project team on similar projects, e.g. demonstrating actionable means of the creation of economic vitality in similarly sized community downtown districts, including the status of implementation of these projects.
3. Demonstration of expertise in creating design concepts and scenarios for catalytic sites with constructability in mind.
4. Understanding of infrastructure improvements, funding/grants, and implementation considerations.
5. Quality and content of the written proposal.
6. Ability to complete the project within the necessary time frame.
7. Cost of project.



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

Wisconsin Rapids Interviews for Downtown Master Plan

Reviewer: _____

Consultant: _____

Date/Time: _____

General Questions

1. Introductions (2 mins)

2. Presentation and Summary of Consultant Response (10-15 mins)

3. Describe the firm's or members of the firm's familiarity of the City of Wisconsin Rapids.

4. Identify any uniqueness in the strategy or approach that set the firm apart from others.
 - a. What are the biggest strengths of the firm?

5. Public outreach and engagement is important to the success of the project throughout all phases.
 - a. The City initially hoped to perform public engagement early in the project timeline, but may be interested in adjusting the approach. Is this beneficial or burdensome to the overall consultant strategy?

- b. What if any approach to public engagement is preferred by the consultant, and will it adjust the costs?

- 6. Describe how your references and project examples similarly relate to the City's downtown Master Plan project. This can include experience or expertise your team members may have as well and not already provided in question 1.

- 7.
 - a. Implementation is a crucial component of the plan; describe the firms commitment to implementation and the strategy recommended for implementation.

 - b. Can you provide a similar community example where an implementation strategy was followed or is being implemented and describe any ongoing involvement?

- 8. Do you have any questions for the City or Selection Committee?

Consultant Specific Questions

- 1.

- 2.

- 3.

CITY OF WISCONSIN RAPIDS
RAZING, SCRAPPING, SALVAGING, AND RECYCLING PERMIT APPLICATION
Class 3 Permit – Industrial Buildings

Overview: This permit is to regulate the razing of buildings and the removal of scrap and salvageable equipment and materials from vacated buildings without immediate functional replacement thereof. A Class 3 Permit shall be required for the razing, scrapping, salvaging, or recycling of any vacated industrial building.

Governing Regulations: Section 14.20 of the Municipal Code; Chapter 11 of the Municipal Code

Application Fee: \$150

Parcel No. 3402445, 3402440, 3402526, 3401752, 3401451, & others

Property Address: 510 High St., 610 4th Ave. N., 300 W. Jackson St., 950 4th Ave. N., 700 Dura Beauty Ln.

Property Owner: Capital Recovery Group, LLC Agent, if any: _____

Name: Glen Gilbert _____

Street Address: 1654 King Street _____

City, State, Zip: Enfield, CT 06082 _____

Daytime telephone: 304-813-4831 _____

Email address: glen@26743@gmail.com _____

This application and all supporting information shall be submitted at least 15 days prior to the proposed date of commencement.

A Class 3 Permit shall be valid for a period of one year following the date of issuance. Any permit may be extended for a period of up to 90 days due to weather or unforeseeable circumstances. The terms of the plan filed with the City shall become the enforceable obligation of the permittee and a continuing condition of the permit issuance.

Applicant Certification:

I certify that all of the information in this application, along with any supporting documentation, is true and correct to the best of my knowledge and belief.

I understand that submission of this application authorizes City officials and employees and other designated agents, including those retained by the City, to enter the property and conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.

I understand that this application and any written materials submitted with or related to this application will become a public record that may be subject to disclosure to the public upon request. By submitting this application, I acknowledge that these materials may be disclosed and that I have no right to confidentiality.

I am authorized to submit and sign this application on the applicant's behalf.

Property Owner: Capital Recovery Group, LLC

certified via email

Name: Glen Gilbert

Date: March, 29, 2024

Failure to Obtain Permit. Failure to file the required application and securing a permit prior to beginning razing, scrapping, salvaging, or recycling operations following cessation of residential occupation or commercial or industrial business activities, or continuation of demolition or removal operations following revocation of a permit shall be a violation and shall be punishable in accordance with Section 14.16 of the Municipal Code.

1. Irrevocable Letter of Credit.

The City may require the applicant or the property owner to post an irrevocable letter of credit or other acceptable surety in an amount sufficient to cover the costs of repairs to the streets, curbs, gutters, sidewalks and infrastructure that may be caused by the activity. Said surety shall be effective for a period of one year after the completion of the restoration of the site.

This Irrevocable Letter of Credit shall be in an amount required by the City and in a form acceptable to the City Attorney. The Irrevocable Letter of Credit must be issued by a financial institution certified by the State to conduct such business, allowing for direct draw by the City on demand without court action and without approval by permittee, to complete work or repair damage which was the obligation of the permittee. The Irrevocable Letter of Credit shall contain a provision that it remain as an obligation to the City for no less than one year after the completion of the last act by the permittee of razing the vacated building, or after the expiration of a permit issued under this section to the permittee, whichever is later.

Irrevocable Line of Credit Amount/Conditions: _____

2. Please attach a proposed plan which identifies the following:

- (a) Date of razing, scrapping, salvaging, or recycling.
- (b) Identification of facilities to be razed, scrapped, salvaged, or recycled.
- (c) Identification and location of all utilities to be terminated.
- (d) Identification and quantification of any know chemical, material, substance, or waste which is now or hereafter defined as or included in the definition of a “hazardous substance”, “hazardous material”, “hazardous waste”, “solid waste”, “toxic substance”, “pollutant”, “contaminant”, or words of similar import under any applicable Wisconsin or Federal law.
- (e) Names, addresses, and contact information for contractors engaged to carry out the activity.
- (f) Removal or abandonment of any private water well, dry well, storage tanks, or septic tank or system on the property.
- (g) Disposition of salvageable building materials.
- (h) Identification of contacts made to utilities for disconnection of water, sewer, power, and other utilities.
- (i) Plan for removing foundation, backfilling, topsoil restoration, regarding, landscaping, and continuing maintenance.
- (j) Plan for recycling building and industrial materials and equipment.
- (k) Plan for building removal.
- (l) Plan for removing, remediating, capping or containing any contamination.

(m) Plan for future use.

Code Officials may require additional information of a specific applicant.

If different buildings, structures, or parcels are part of the permit, please provide a plan for each one.

3. Abatement of Asbestos. The applicant shall provide proof of notification to the Wisconsin Department of Natural Resources in compliance with Wisconsin Administrative Code, ch. 447 or its successor concerning examination for and presence of regulated asbestos-containing materials in the structure.

4. General Operating Requirements. The following regulations shall apply to all permit holders in accordance with the provisions of this section:

- (a) Permit issued pursuant to this section shall be plainly displayed on the premises upon which the building is located.
- (b) The building and premises shall, at all times, be maintained in as clean, neat, and sanitary condition as the premises will reasonably permit.
- (c) No garbage, refuse or other waste liable to give off a foul odor or attract vermin shall be kept on the premises, except for domestic garbage kept in rodent-proof covered containers which are removed from the premises as often as necessary to provide a sanitary environment.
- (d) Work done under this Permit shall be subject to inspection by the Code Officials.
- (e) An applicant for a Permit shall maintain proof of insurance policies, naming the City as additional insured, during the life of the Permit in the following minimum amounts:
 - (1) Automobile Liability (owned, non-owned, leased)
 - (a) Bodily Injury: \$2,000,000 each occurrence.
 - (b) Property Damage: \$2,000,000 each occurrence.
 - (2) Pollution Legal Liability: \$5,000,000 each loss where asbestos removal, environmental process, abatement, remediation, or dumping/disposal in a Federal or State regulated facility is required.
 - (3) Worker's Compensation: Statutory limits.
 - (4) Employer's Liability: \$500,000 each accident; \$500,000 disease, each employee; and \$1,000,000 disease, policy limit.
 - (5) Umbrella Liability: \$2,000,000 over the primary insurance coverages listed above.

- (f) No scrap salvage or debris which is temporarily stored on the premises shall be allowed to rest on or protrude over any public street, walkway or curb, or become scattered about or blown off the premises.
- (g) No mechanized process whatsoever shall be utilized on the premises to reduce salvageable materials or debris in volume unless approved by the Council in conjunction with a specific Permit. Such prohibited mechanized processes include, but are not limited to, crushers or shredders.
- (h) There shall be strict compliance with the City Municipal Code related to noise control.
- (i) No premises or building subject to a Permit shall be allowed to become a public nuisance or be operated in such a manner as to adversely affect the public health, safety or welfare.
- (j) There shall be full compliance with the City Building, Fire and Health Codes and with all other City, County, State and Federal laws, rules or regulations which may be applicable.
- (k) The Permit holder shall, during the salvage process, maintain the work site in a safe and secure condition.
- (l) The Permit holder shall dispose of building debris in a licensed landfill, excepted for salvaged/recyclable materials. At any time, the Permit holder shall produce to the Code Officials receipts and/or an itemized list of debris disposed of by dumping, salvage, or recycling.
- (m) The Permit holder shall be responsible for disconnections of utilities necessary for the salvaging process, including plumbing, electrical and natural gas. Evidence that the necessary disconnections have been accomplished shall be submitted to the Building Inspector.
- (n) The Permit holder shall comply with all orders of the Code Officials imposed at the granting of the Permit or at any other time.
- (o) The Irrevocable Letter of Credit and required insurance imposed is a continuing condition of issuance and validity of the Permit.
- (p) The Permit holder is responsible for any damage to City streets, curb and gutter, sidewalks, signage, lighting fixtures, or other City infrastructure caused by or arising out of demolition operations or transport within City limits.
- (q) The Permit may restrict outdoor operations during nighttime hours of 10 p.m. to 7 a.m. Hour restrictions: _____
- (r) The Permit holder shall comply with all soil and erosion control requirements found within the State Uniform Dwelling Code and the City storm water regulations found within the Municipal Code.
- (s) The Building Inspector is authorized to inspect and render final approval of completed razing, scrapping, salvaging, or recycling activities.

5. Backfill and Grounds Restoration. If the submitted plan does not provide for new or other construction on the site to be commenced within 180 days following completion of demolition described in the plan, the plan shall provide for the following site restorations:

- (a) Foundations. Whenever a building has been razed, any foundation shall be leveled to at least one foot below grade and filled with ninety-five percent noncombustible granular fill material with the top two feet of fill material being dirt or sand. No solid fill or combustible material may be placed in said foundation.
- (b) Driveway Approaches, Sidewalks and Slabs. Remaining driveway approaches shall be removed and replaced with curb and gutter; damaged public sidewalks shall be replaced; and driveway aprons, remaining slabs and private sidewalks shall be removed from the site prior to final approval.
- (c) Site Grading. Whenever a building has been razed, the site shall be graded with a minimum of three inches of topsoil, with seed and mulch or sod applied to cover the entire disturbed area.
- (d) Environmental Work. If capping of a contaminated site is contemplated with the approval of the Wisconsin Department of Natural Resources or other environmental protection agency, a copy of the approved order shall be provided to the City.

6. Inspections. Permit holders and property owners shall permit Code Officials to inspect the premises proposed to be permitted, with or without advanced notice, as often as may be required to permit the performance of their duties and assure compliance with this Section. Inspections shall be made during normal business hours in the absence of emergency circumstances which require prompt attention to protect the public health, safety, and welfare or to preserve evidence of noncompliance with this Section. The unreasonable failure to permit inspections shall be grounds for permit denial or the suspension or revocation of same.

7. Suspension and Revocation of Permit. If, in the opinion of the Code Officials, the public is subject to imminent danger due to violation by the Permit holder or anyone involved in the operation, the Code Officials shall issue an order to the Permit holder requiring immediate cessation of those operations creating the imminent danger. Pursuant to such order, the Permit holder shall cause such operations to cease as directed by the Code Officials. The Permit holder may appeal any such order to the Board of Zoning Appeals, in writing, setting forth the basis for any appeal. The Board of Zoning Appeals shall hold a hearing regarding any such appeal and provide at least ten days' notice of the hearing to the Permit holder and the Code Officials.

CRG's plans for the Wisconsin Rapids paper mill

Our desire and intent is to find the highest and best use of the facility for the future. This could be a single purchaser who desires to use the facility in some way, or from multiple purchasers who need only a portion of the site. Some areas of the mill could be useful and sold "as-is", while other areas may need to be cleared of existing structures to facilitate redevelopment. The site has many valuable assets to offer, such as an established water supply, substantial on-site power delivery from CWPCO, abundant wood resources in the area, easy rail access and abundant rail storage, waste treatment facilities, industrial readied buildings, and infrastructure that can support many types of industry. We will market the property with these assets highlighted, while we conduct auctions and other on-site activities. We have inquiries from firms related to fiber based packaging products, wood based building products, agricultural firms, data centers, and a firm who owns and leases industrial sites.

In addition to marketing the site for a next user(s), we will also support the ongoing operation of Sonoco in the Base Mill complex (reference the attached mill map), support the ongoing operation of the Billerud Converting Operation (we will own and lease them the land their building resides on), and support the operation of the CWPCO power generation and distribution system in the Base Mill area.

I'm laying out our plans in three phases below. Following the details of the phases, I've addressed the questions in the Class 3 Permit application for three distinct areas of the mill (the south end, the north end, and the out parcels). As these plans proceed and develop further, we will gladly keep a designated representative of the city up to date.

Phase 1- First 3 months

- We will maintain the current status of mill wide fire protection and power supply in most areas.
 - In some seldom traveled areas of the pulp mill and power areas, we will turn off interior lights to reduce our electricity consumption.
 - There are a few selected buildings with no foot traffic (like the chip screening building in the pulp mill area that was previously reviewed with the Fire Marshall) that we may turn off all power and fire protection to.
 - Each building or space will be reviewed with the Fire Marshall prior to any changes to the fire protection.
- April auction of maintenance shop equipment, rolling stock, and pumps
 - The primary auction locations will be the base mill maintenance shop, the PM16 maintenance shops, the pulpmill maintenance shop, and the truck garage.

- Prior to the auction dates, viewing and inspections will be available on scheduled dates.
- Following the auction, material pickup will be scheduled for the following 6-8 weeks
- All auction activities will be based in the truck garage (#2 on the Appendix A map)
 - Visitors for pre-inspection and item pick up will be escorted from there
- Parking for all auction activities will be at the same location
- Immediate marketing of the facility (all or a portion) for potential users
 - All options and potential uses are on the table
 - If desired, we will sub divide the property
 - We would entertain leasing property and buildings
 - As of this date, we have several interested parties
- Immediate marketing of out parcels for independent sale
 - Employee resource center (#1 on the Appendix A map)
 - Truck garage (#2 on the Appendix A map)
 - Property north of Durabeauty warehouse (approximately 200 acres) (#3 on the Appendix A map)
 - Durabeauty Lane warehouse (#4 on the Appendix A map)
- Direct marketing of primary operating equipment for sale and relocation (PM16, PM14, wet lap machine, etc.)
 - If/when PM16 sells, the disassembly and shipping is expected to take 12-16 months.
- Conduct discussions with Sonoco about the best future arrangement for both entities
 - To provide additional space for Sonoco's fiber storage, the material unloading station and tanks in the center of the open base mill yard will likely be demolished.

Phase 2 – July - Sept

- July auction of spare parts and stores inventory (primarily from the warehouse on Durabeauty Lane)
- Final decision on the north end of the mill (demolition or not)
 - If we are unable to sell that area of the mill “as is”, we will move quickly towards demolition to facilitate the next redevelopment opportunity.
 - We are in discussions with qualified groups who would execute the demolition project and be responsible for all permits (including the city's razing permit), abatement, and demolition activities
 - Power and fire protection will be isolated in the demolition areas prior to work beginning
- Continuation of all marketing activities for the equipment and facilities

Phase 3 – Sept - 2025

- Following the intended sale and extraction of PM16, we will market the PM16 building for sale
 - Removal and shipping of the paper machine will take approximately 12-16 months

Responses to Class 3 permit questions for the south end of the mill (base mill and PM16 on the attached map)

- (a) Date of razing, scrapping, salvaging, or recycling.
 - a. There are currently no plans to raze or scrap any of the base mill or PM16 area buildings
 - b. We are scheduling an equipment auction for April 23rd-25th for equipment in the base mill and PM16 maintenance shops

- (b) Identification of facilities to be razed, scrapped, salvaged, or recycled.
 - a. There are currently no plans to raze or scrap any of the base mill or PM16 area buildings
 - b. We are scheduling an equipment auction for April 23rd-25th for equipment in the base mill and PM16 maintenance shops

- (b) Identification and location of all utilities to be terminated.
 - a. None planned for the next several months
 - b. If/when the PM16 machine is sold and removed, we might consider shutting down power to the PM16 building.

- (d) Identification and quantification of any know chemical, material, substance, or waste which is now or hereafter defined as or included in the definition of a “hazardous substance”, “hazardous material”, “hazardous waste”, “solid waste”, “toxic substance”, “pollutant”, “contaminant”, or words of similar import under any applicable Wisconsin or Federal law.
 - a. There are no known hazardous wastes stored in this area.

- (e) Names, addresses, and contact information for contractors engaged to carry out the activity.
 - a. Rabin – To be provided later
 - b. PPL – To be provided later
 - c. CRG – 1654 King Street, Enfield, CT 06082

- (f) Removal or abandonment of any private water well, dry well, storage tanks, or septic tank or system on the property.
 - a. N/A – No demolition planned

- (g) Disposition of salvageable building materials.
 - a. **N/A - No demolition planned**
- (h) Identification of contacts made to utilities for disconnection of water, sewer, power, and other utilities.
 - a. **N/A – No disconnects planned**
- (i) Plan for removing foundation, backfilling, topsoil restoration, regarding, landscaping, and continuing maintenance.
 - a. **N/A – No demolition planned**
- (j) Plan for recycling building and industrial materials and equipment.
 - a. **N/A – No demolition planned**
 - b. **Industrial equipment and materials will be sold**
- (k) Plan for building removal.
 - a. **N/A – No demolition planned**
- (l) Plan for removing, remediating, capping or containing any contamination.
 - a. **N/A – No known contamination**
- (m) Plan for future use.

Responses to Class 3 permit questions for the north end of the mill (wood yard, pulpmill, power on the map)

- (a) Date of razing, scrapping, salvaging, or recycling.
 - a. **Initial attempts will be to sell the wood, pulp, and power area intact and “as is”**
 - b. **If unsuccessful, we will target the area for demolition later in 2024**
 - c. **Total time to demolish is estimated to be 12-16 months**
- (b) Identification of facilities to be razed, scrapped, salvaged, or recycled.
 - a. **If we move forward with demolition, all structures north of the CN rail tracts will be demolished except the fresh water treatment facility and the pulp warehouse (Areas #5 and #6 on the Appendix A map)**

- (c) Identification and location of all utilities to be terminated.
 - a. Power from the CWPCO substation will be terminated prior to demolition work
 - b. Fire water supply will be isolated prior to demolition work
- (d) Identification and quantification of any know chemical, material, substance, or waste which is now or hereafter defined as or included in the definition of a “hazardous substance”, “hazardous material”, “hazardous waste”, “solid waste”, “toxic substance”, “pollutant”, “contaminant”, or words of similar import under any applicable Wisconsin or Federal law.
 - a. There is a small hazardous waste collection and storage site in this area. The small amount of materials remaining there will be disposed of according to Wisconsin and Federal rules prior to demolition.
- (e) Names, addresses, and contact information for contractors engaged to carry out the activity.
 - a. Unknown at this time. We have four qualified groups scoping the work for quoting
- (f) Removal or abandonment of any private water well, dry well, storage tanks, or septic tank or system on the property.
 - a. No wells or septic systems on site.
 - b. Most tanks have been emptied and cleaned. The few remaining will be cleaned if necessary prior to demolition.
- (g) Disposition of salvageable building materials.
 - a. All salvaged metals will be shipped off site for recycling
- (h) Identification of contacts made to utilities for disconnection of water, sewer, power, and other utilities.
 - a. CWPCO leadership is aware of our potential plans for demolition
 - b. Water, fire protection, and sewer are sourced internally
- (i) Plan for removing foundation, backfilling, topsoil restoration, regarding, landscaping, and continuing maintenance.

a. Structures will be removed down to ground level. Foundations and base floors will not be removed.

b. Concrete from the structures will be crushed to 6” or less and used to level the site.

(j) Plan for recycling building and industrial materials and equipment.

a. Prior to demolition, maintenance shop equipment and salvageable operating equipment will be sold at auction.

(k) Plan for building removal.

a. The contractor selected for the demolition project will develop their own demolition plan and provide the details to the city as requested.

(l) Plan for removing, remediating, capping or containing any contamination.

a. No known contamination.

(m) Plan for future use.

a. If we are unsuccessful in selling the structures “as is” and we proceed to demolition, the intention will be to have the site cleared and leveled to facilitate future re-development.

Responses to class 3 permit questions for the out parcels of mill property (#1, #2, #3, and #4 on the attached map)

(a) Date of razing, scrapping, salvaging, or recycling.

a. No razing or demolition planned

(b) Identification of facilities to be razed, scrapped, salvaged, or recycled.

a. N/A – No razing planned

(c) Identification and location of all utilities to be terminated.

a. N/A – Utilities will remain in service to facilitate sale

(d) Identification and quantification of any know chemical, material,

substance, or waste which is now or hereafter defined as or

included in the definition of a “hazardous substance”, “hazardous

material”, “hazardous waste”, “solid waste”, “toxic substance”, “pollutant”, “contaminant”, or words of similar import under any applicable Wisconsin or Federal law.

a. **No chemicals or hazardous materials are stored in these areas.**

(e) Names, addresses, and contact information for contractors engaged to carry out the activity.

a. **Rabin – to be provided later**

b. **PPL – to be provided later**

c. **CRG – 1654 King Street, Enfield, CT 06082**

(f) Removal or abandonment of any private water well, dry well, storage tanks, or septic tank or system on the property.

a. **N/A**

(g) Disposition of salvageable building materials.

a. **N/A – No demolition or salvage planned**

(h) Identification of contacts made to utilities for disconnection of water, sewer, power, and other utilities.

a. **N/A – Utilities will remain connected**

(i) Plan for removing foundation, backfilling, topsoil restoration, regarding, landscaping, and continuing maintenance.

a. **N/A – No demolition planned**

(j) Plan for recycling building and industrial materials and equipment.

a. **N/A – No demolition planned**

(k) Plan for building removal.

a. **N/A – Plan to sell these parcels with existing buildings**

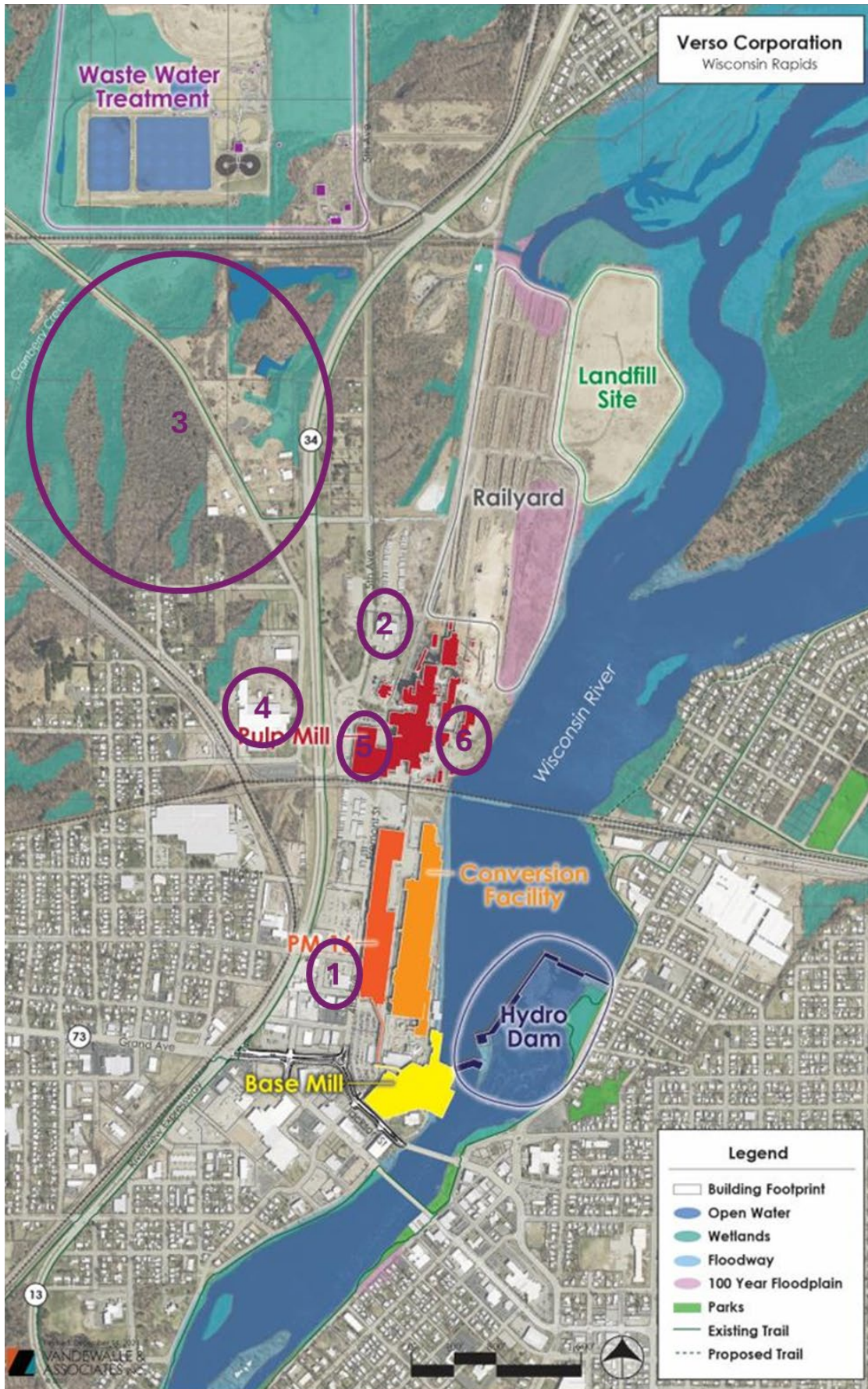
(l) Plan for removing, remediating, capping or containing any contamination.

a. **N/A – No known contamination**

(m) Plan for future use.

a. **The intention is to sell these parcels and structures to new users independent of the main mill**

Appendix A:





WHEREAS, at fiscal year-end, all uncommitted fund balances for all the City's designated funds are deemed to be not available for expenditure unless the funds are appropriated by a budget amendment resolution; and

WHEREAS, the fiscal year 2023 budget included appropriations for certain items which were expected to be expended in 2023 but for a variety of reasons were not; and

WHEREAS, the fiscal year 2023 budget included appropriations for various replacement account that are designated for future expenditure; and

WHEREAS, there were unexpended 2023 grant and revolving loan funds and it is necessary to appropriate these funds for expenditure in 2024; and

THEREFORE, BE IT RESOLVED, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2024 budget be amended as follows:

BE IT FURTHER RESOLVED for the budgetary accounts identified below, the following expenditure approval thresholds will be adhered to unless the item that is funded from these accounts is specifically identified in the 2024 budget:

<u>Expenditure Amount</u>	<u>Approval Authority</u>
Expenditures \$2,500 or less	Department Head
Expenditures more than \$2,500 but less than \$10,000	Mayor
Expenditures \$10,000 or more	Finance Committee or Commission

Expenditure thresholds on carryover funds apply to the following budgetary accounts:

<u>Account Name</u>	<u>Account No.</u>	<u>Account Name</u>	<u>Account No.</u>
IT Projects	61109.56108	Municipal Building	64140.58100
Centralia Center Replacement	75000.56132	City Hall Outlay	64151.58100
Information Technology - Computer	61106.56139	Office Equipment	61110.58100
Information Technology - Network	61106.56140	Aquatic Center	55501.58100
Information Technology - Software	61106.56153	Fire Dept. Vehicles	62202.58100
Economic Development	56206.56135	Fire Dept. Equipment	62203.58100
Police Department Vehicles	62102.58100	Elections Outlay	61117.58100
Fire Department Vehicles	62202.58100	Christmas Décor	65902.58100

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a class 1 notice of this resolution in the City's official newspaper within 10 days of adoption by the Common Council.

<u>Expenditure Account Name</u>	<u>Account No.</u>	<u>Amount</u>	<u>Revenue Account Name</u>	<u>Account No.</u>	<u>Amount</u>
General Fund					
IT Projects	(1) 61109-56108	\$ 42,234	Fund Balance Applied	(8) 10150.49300	\$ 423,315
MUNIS Implementation	(2) 61109-56114	38,483	-----	-----	-
Election Outlay	(3) 61117.58100	5,363	-----	-----	-
Police Department Outlay	(4) 62101.58100	42,550	-----	-----	-
Fire Department Outlay	(5) 62201.58100	4,193	-----	-----	-
Witter Field Outlay	(6) 65201.58100	26,100	-----	-----	-
Christmas Decorations Outlay	(7) 65902.58100	8,459	-----	-----	-
Transfer To Other Funds	(8) 59000.55911	423,315	-----	-----	-
Contingency	(13) 51560.55735	25,000	-----	-----	-
Heart of Wisconsin	(13) 56201.56101	(25,000)	-----	-----	-
Non-lapsing Funds	51560.56106	(167,382)	-----	-----	-
Centralia Center Fund					
Replacement Reserves	(9) 75000.56132	4,188	Fund Balance Applied	20150.49300	25,548
Memorial Donations	(10) 76000.55118	21,360	-----	-----	-
Housing Rehabilitation Fund					
Housing Rehabilitation Expenditures	(11) 56202.56120	571,687	Fund Balance Applied	20250.49302	571,687
EMS Fund					
EMS Funding Assistance Program	(12) 52605.53223	16,272	EMS-FAP	20345.41531	8,325
EMS Funding Assistance Program	(12) 52605.53224	4,112	Fund Balance Applied	20350.49300	12,059
Room Tax Fund					
Economic Development	(13) 56208.56135	120,302	Fund Balance Applied	20450.49300	366,402
Park Department Outlay	(14) 65402.58100	246,100	-----	-----	-



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2024)

2024 Budget Amendment No. 1

Expenditure Account Name	Account No.	Amount
HCRI Fund		
Housing Rehabilitation Expenditures	(15) 56205.56121	60,910
Grants and Donations Fund		
Police Department - Federal Forfeiture	(16) 52102.55122	4,592
Police Department - K-9 Program	(17) 52102.55126	17,118
Fire Department - HazMat	(18) 52202.56101	10,964
Fire Department - FFP Grant	(19) 52202.56109	1,025
City Zoo - Donations	(20) 55802.55118	9,679
City Zoo - Teske Memorial	(21) 55802.55132	240,573
League Park Grant	(22) 55802.55134	18,372
Incourage Skate Park	(23) 55802.55135	415
Dog Park Donations	(24) 55802.55136	1,557
Flower Basket - Donations	(25) 55904.55129	886
Rapids Rediscovered Program	(26) 56206.53501	39,256
Wisconsin Rapids Aquatics Complex Fund		
Aquatics Replacement Reserves	(27) 55510.58100	31,150
Public Works Construction Fund		
Traffic Control Outlay	(28) 62105.53501	80,271
RECC Industrial Rail Spur	(29) 64142.56101	63,864
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Municipal Building Improvement Fund		
Municipal Building Outlay	(30) 64140.53501	103,327
City Hall Outlay	(30) 64151.53501	83,293
Equipment Replacement Fund		
Information Technology - Computers	(31) 61106.56139	39,774
Information Technology - Network	(32) 61106.56140	17,775
Information Technology - Software	(33) 61106.56153	17,562
Office Equipment	(34) 61110.58100	76,465
Engineering Equipment	(35) 61112.58100	44,594
Police Department Vehicles	(36) 62102.58100	28,771
Fire Department Vehicles	(37) 62202.58100	195,170
Total		\$ 2,594,699

Revenue Account Name	Account No.	Amount
Fund Balance Applied	20550.49302	60,910
Fund Balance Applied	20650.49300	344,437
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Fund Balance Applied	21150.49300	31,150
WI DOT Traffic Grant	40445.41522	80,271
Transfer From Other Funds	(8) 40450.49101	423,315
Fund Balance Applied	40450.49300	63,864
Proceeds of Long Term Debt	(8) 40450.49900	(423,315)
Fund Balance Applied	40750.49300	186,620
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Fund Balance Applied	40850.49300	420,111
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Total		\$ 2,594,699

Adopted the 9th day of April, 2024

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

RESOLUTION NOTES

- (1) This account serves as a contingency account for any unanticipated IT needs or future special IT projects. Funds are budgeted on an annual basis including \$15,000 earmarked in the 2023 budget. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (2) The \$38,483 represents unspent funds designated for completion of the Munis software implementation project.
-
- (3) On an annual basis, the City budgets \$2,500 for the replacement of voting machines and related equipment. The \$5,363 represents the amount in the replacement account as of 12/31/2023. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (4) The \$42,550 represents unspent funds from the 2023 budget. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (5) The \$4,193 represents unspent funds from the 2023 budget. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (6) Revenues from the cell tower located at Witter Field are earmarked for improvements to Witter Field. The amount represents the unspent funds from the 2023 budget. The annual revenue from the cell tower is \$10,800. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (7) On an annual basis, the City budgets \$4,000 for the replacement of Christmas decorations. The \$8,459 represents the amount in the replacement account as of 12/31/2023. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (8) The Transfer to Other Funds represents a \$423,315 transfer to the Public Works Construction Fund for 2024 street construction projects approved in the 2024 Budget. The transfer will eliminate the need to issue long-term debt to fund the street construction costs not covered by the budgeted ARPA and FEMA grant funds in the 2024 Budget.
-
- (9) The City budgets and levies \$25,000 annually for the City's portion of any major repair and replacement costs at the Centralia Center. As of 12/31/2023 the balance of the account is \$4,188. In 2023, the replacement account was utilized to fund the replacement of rooftop HVAC units and controls.
-
- (10) The Lowell Association receives memorial donations from various individuals and organizations that are designated for the Lowell Center. The \$21,360 represents the unspent funds as of 12/31/2023.
-
- (11) The \$571,687 represents unspent Community Development Block Grant funds for the City's housing grant program. The grant program is administered by CAP Services, Inc. The funds are restricted for eligible grant purposes.
-
- (12) On annual basis the City receives funds from the State of Wisconsin Department of Health Services for the Emergency Medical Services Funding Assistance Program. The funds are only allowed to be expended for certain purposes as defined in the State Statutes. The two categories are: Support and improvement per Statute 256.12 (4) and EMT and EMR training costs per Statute 256.12 (5). The \$16,272 represent unexpended program funds for support and improvement and \$4,112 for EMT and EMR training costs.
-
- (13) The 2023 Budget allocated 11.25% of room tax revenue for economic development purposes. In 2024, \$25,000 was utilized to fund the 2024 contract with the Heart of Wisconsin. The \$120,302 represents the unspent funds as of 12/31/2023 and are subject to the approval guidelines enumerated in this resolution.
-
- (14) The 2023 Budget allocated 18.75% of room tax revenue for Park Department Outlay. The \$246,100 represents the unspent funds as of 12/31/2023.

-
- (15) The \$60,910 represents unspent Housing Cost Reduction Initiative Grant funds for the City's housing grant program. The grant program is administered by CAP Services, Inc. The funds are restricted for eligible grant purposes.
-
- (16) The \$4,592 represents unspent grant funds that the Police Department receives from the U.S. Department of Justice for assistance in forfeitures cases. The funds are restricted for eligible grant purposes.
-
- (17) The \$17,118 represents unspent donations that the Police Department received for the Department's K-9 program. The funds are designated for future K-9 Program related expenditures.
-
- (18) The City receives annual funding from the State of Wisconsin and Wood County for being the regional hazardous materials response team and a state certified level III hazardous materials team. The \$10,964 represents the unspent portion of that funding.
-
- (19) The \$1,025 represents unspent grant funds that the Fire Department received from the U.S. Department of Agriculture for forest fire protection. The funds are restricted for eligible grant purposes.
-
- (20) Annual donations and zoo feed revenues that the City receives are placed in a separate account and designated for City Zoo projects and maintenance.
-
- (21) The \$240,573 represents the unspent funds that the City received from the David and Judith Teske estate for improvements to the City Zoo.
-
- (22) The League of Wisconsin Municipalities Mutual Insurance awarded the City an \$18,372 grant that is designated for the benefit of parks.
-
- (23) The \$415 represents the unspent funds that the City received from the Encourage Foundation for the City skate park.
-
- (24) Annual dog park donations that the City receives are placed in a separate account and designated for dog park projects and maintenance.
-
- (25) The \$886 represents the unspent donations that the City received for downtown flower baskets.
-
- (26) The \$40,000 development fee paid by Arbor Terrace Wisconsin Rapids for the development at 301 7th Ave S was designated by the Council to fund the creation of the City's Rapids Rediscovered Program. The \$39,256 represents the unspent program funds as of 12/31/2023.
-
- (27) On an annual basis, the City budgets \$20,000 for the replacement of aquatic center equipment. The \$31,150 represents the amount in the replacement account as of 12/31/2023. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (28) The \$80,271 represents unspent grant funds from the W. Riverview Expressway ITS Traffic Signal At Chase, Grand Ave and High St. The project was budgeted in 2022 and is schedule to be started and completed in 2024.
-
- (29) Unexpended rail car fees generated from agreements with tenants of the Rapids East Commerce Center that are designated for the maintenance of the Rapids East Commerce Center industrial rail spur.
-
- (30) These accounts represent unexpended appropriations designated for improvements for municipal building improvements. On an annual basis, the City budgets \$10,000 for City Hall improvements and major maintenance. The replacement of the chiller at City Hall in the amount of \$63,029 was approved by the Council on 3/19/2024. These funds are subject to the approval guidelines enumerated in this resolution.
-

(31) On an annual basis the City budgets \$32,500 for the replacement of computers, police in-squad computers, printers, scanners and related equipment. As of 12/31/2023, the replacement account had a balance of \$39,774. These funds are subject to the approval guidelines enumerated in this resolution.

(32) On an annual basis the City budgets \$18,000 for the replacement of network equipment that includes servers, routers, switches and related network equipment. As of 12/31/2023, the replacement account had a balance of \$17,775. These funds are subject to the approval guidelines enumerated in this resolution.

(33) The account represents funds budgeted for the purchase of new software, upgrades or existing software and the cost related to the implementation of software. As of 12/31/2023, the software account had a balance of \$17,562. These funds are subject to the approval guidelines enumerated in this resolution.

(34) On an annual basis the City budgets \$20,052 for the replacement of copiers and other office equipment and furniture through the copier charges that are allocated to the various operating budgets. As of 12/31/2023, the office equipment account had a balance of \$76,465. These funds are subject to the approval guidelines enumerated in this resolution.

(35) On an annual basis the City budgets \$9,000 for the replacement of engineering equipment that includes plotters, printers and survey equipment. As of 12/31/2023, the replacement account had a balance of \$44,594. These funds are subject to the approval guidelines enumerated in this resolution.

(36) On an annual basis the City budgets funds for the replacement of Police Department equipment, patrol, SRT and administrative vehicles. As of 12/31/2023, the account had a balance of \$28,771. These funds are subject to the approval guidelines enumerated in this resolution.

(37) On an annual basis the City budgets \$36,950 for the purchase of Fire Department vehicles, major repairs and related equipment. As of 12/31/2023, the account had a balance of \$195,170. These funds are subject to the approval guidelines enumerated in this resolution.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 4/4/2024
Reported to Council: 4/11/2024

The Public Works Committee met on Thursday, April 4th, 2024 in the Council Chambers at City Hall. All members were present, except Mr Austin was excused. Others attending are listed on the sign-in sheet.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider approving the Engineering & Wastewater Department Policy regarding Use of the Emergency Lateral Fund for private sanitary laterals within the public right-of-way.

Motion by Rayome, second by Polach to approve the Right-of-Way Lateral Repair Fund Policy.
Motion carried (2-0).

4. Review bid results and consider award of the West Riverview Expy & High St, Chase St Traffic Signal Improvements project.

Motion by Rayome, second by Polach to award the West Riverview Expy & High St, Chase St Traffic Signal Improvements project to the low, qualified bidder, Van Ert Electric in the amount of \$331,994.95. Motion carried (2-0).

5. Review the bridge lighting project.

The Bridge Lighting Project was reviewed.

6. Review and consider approving the TMDL Compliance Implementation Plan

Motion by Rayome, second by Polach to approve the TMDL Compliance Implementation Plan.
Motion carried (2-0).

7. Review and consider approving the Municipal Separate Storm Sewer System (MS4) Annual Report

Motion by Rayome, second by Polach to approve the MS4 Annual Report for 2023. Motion carried (2-0).

8. Review Referral List.

Referral List was reviewed with the addition of an on-street parking request on Oak St between 7th St S and 8th St S.

9. Set Next Meeting Date

The next regular meeting will be determined at the April 16th Reorganizational Council Meeting.

10. Adjourn

Motion by Rayome, second by Polach to adjourn at 5:42 PM. Motion carried (2-0).



**PUBLIC WORKS
DEPARTMENT**

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

March 2024

Refuse and Recycling

- Garbage Collection estimate 350.3 tons, 382.35 tons in 2023
- Recycling Collection estimate 75.88 tons, 95.37 tons in 2023

Construction

Shorewood Terrace (1st Street North – Dead End)

- Project is completed, yards were finish graded and raked, seeded, hydro mulched and landscaped areas were mulched

Apricot/ Broadway Street Intersection

- Yards on Broadway and Apricot were finish graded and raked, seeded and hydro mulched, existing pavement and curb and gutter were removed and ready for contractor

Items to complete

- Sidewalk, Curb and Gutter on Apricot Finish Grade and Pave Apricot

Lincoln Street (Peach Street – East Riverview Expressway)

- Waiting for Gas Company to switch over to new main, project is estimated to start on Monday April 1, 2024

Streets Maintenance

- Removed trees in construction area that were needed to complete the projects or would have been damaged
- Shouldered 20th Street, 16th Street and Two mile Ave
- Picked up sand barrels from street locations
- Fixed plow damage on sidewalk routes
- Took delivery of pipe and construction materials
- Saw cutting asphalt patches and curb repairs
- Catch basin maintenance
- Concrete sidewalk construction at Centralia Center and Dog park
- Removed topsoil, sub graded and hauled in gravel to proposed Pickle Ball Courts at Mead field off of Alton Street
- Pour concrete at Zoo project
- Clean up and shoulder 17th Ave North (CTH F) after water main project
- Assisted with landscape cleanup and new landscape mulch at city buildings
- Assisted Parks with Tree Care
- Cold Patch City Streets
- Swept streets

- Cutting brush in right of way on mowing routes
- Picked garbage from green spaces along the highways
- Finished maintenance on various Park Buildings and Compost Sheds
- Started repairing grass that was damaged plowing snow
- Worked on a few small snow events

Paint and Signs

- Continue replacement of the Stop, Yield and regulatory signs that no longer meet the requirements of the MUTCD
- Replaced Speed Limit Signs and Parking restriction signs in 2024 maintenance area
- Inventoried signs in Street maintenance area and set priority of replacement
- Replaced signs that were damaged due to accidents

Shop and Repairs

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Annual Maintenance on Vermeer Compost turner
- Annual Maintenance on Trummel Screener
- Replaced head Gasket and head on 24 year old construction roller
- Took delivery on two dump trucks ordered in 2022
- Inventoried, checked/tested and recharge fleet and City garage fire extinguishers'
- Replaced Spring and

Overtime that occurred in March 2024:

Snow and Ice Control:	\$2500.78 for labor to salt minor snow events. Total used of budget amount \$21,882.20. Budgeted amount for 2024 season is \$121,815.00
Garbage Collection:	\$184.86 for labor on Holidays and coverage on days off. Total used of budgeted amount \$ 806.67. Budgeted amount for 2024 season \$2242.00
Recycling Collection:	\$299.74 for labor on Holidays and coverage on days off. Total used of budgeted amount 926.59. Budgeted amount for 2024 season \$1121.00
Airport:	\$88.66 for labor to plow at the Airport. Non budgeted item, get reimbursed by Airport commission.

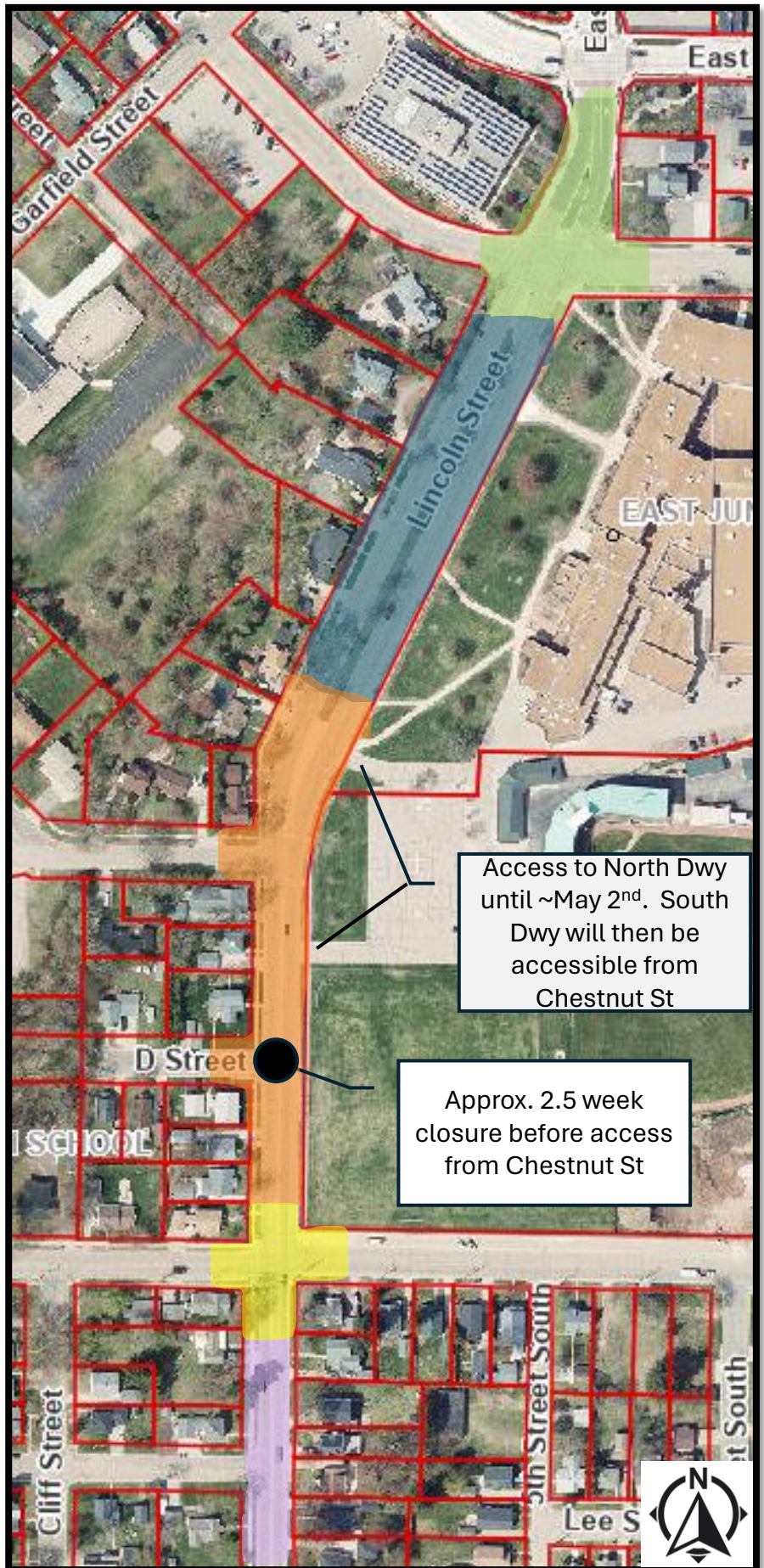
PHASE 3
START – 5/15/24

PHASE 4
START – 6/10/24

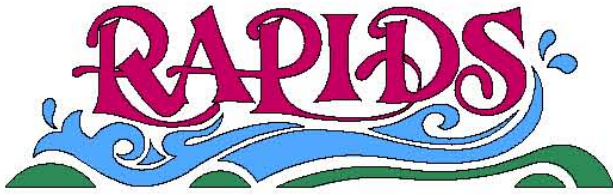
PHASE 2
START – 4/22/24

PHASE 1
START – 4/1/24

PHASE 5
START – 6/24/24



W I S C O N S I N



**PUBLIC WORKS
DEPARTMENT**

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

PHASE 1 12 WORKING DAYS

CLOSURE

Chestnut Street (60' east and west of Lincoln), Lincoln Street (Spruce St. – Witter St. (Intersections open))

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt within the intersection. Install Sanitary main and Manholes, Storm main, Manholes and Catch basins within the intersection of Lincoln and Chestnut Street. Install Sanitary and Water mains' 100' south and 40' north of Chestnut on Lincoln. Backfill utilities, subgrade and add road base.

PHASE 2 14 WORKING DAYS

CLOSURE

Lincoln Street (40' north of Chestnut – 240' north of Witter Street)

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt from 40' north of Chestnut Street to 240' north of Witter Street. Sanitary main, manholes and services, Water main, services and hydrants from 40' north of Chestnut Street to 240' north of Witter Street. Storm Manholes and Catch basins at the intersection of D Street and Witter Street. Backfill utilities sub grade and road base from Chestnut to 240' north of Witter Street on Lincoln Street

PHASE 3 11 WORKING DAYS

CLOSURE

Lincoln Street (East Grand Ave – South side of Peach/ Birch Street Intersection)

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt from East Grand Ave to South side of Peach/Birch intersection. Install Sanitary main, manholes and services in intersection Peach/Birch Street intersection. Install Storm Manholes and Catch basins within the intersection. Backfill utilities sub grade roadway and road base.

PHASE 4 9 WORKING DAYS

CLOSURE

Lincoln Street (240' north of Witter Street – South side of Peach/Birch intersection)

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt from 240' north of Witter Street to South side of Peach/Birch Street intersection. Install Sanitary main, manholes and services to south side of Peach/Birch Street intersection. Water main, Services and hydrants from 240' north of Witter Street to south side of Peach/Birch Street intersection. Storm Manholes and Catch basins within that area.

Backfill utilities sub grade and road base. Sub grade multi use trail and road base from East Grand Ave – Chestnut Street. Sub grade green space on east side of roadway and backfill.

PHASE 5 18 WORKING DAYS

CLOSURE

Lincoln Street (Chestnut Street – South Dewey Street (Dewey Street and Kwik Trip Driveways to remain open))

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt from Chestnut Street to South Dewey Street. Install Sanitary main, manholes and services. Storm manholes, storm main, storm services and catch basins. Install water main, services and hydrants. Backfill utilities, sub grade and road base. Grade out multi use trail and sidewalks.

PHASE 6 6 WORKING DAYS

CLOSURE

Lincoln Street (Chestnut Street – South Kwik Trip Entrance)

WORK COMPLETE

Remove pavement, existing Curb and Gutter, sidewalk, and black dirt from South Dewey Street to South Kwik Trip driveway. Install Sanitary main, manholes and service. Storm manholes, storm main and catch basins. Install water main, services and hydrants. Backfill utilities, sub grade and road base. Grade out multi use trail and sidewalks.

TOTAL WORKING DAYS 71 DAYS

	START DATE
PHASE 1	April 1, 2024
PHASE 2	April 22, 2024
PHASE 3	May 15, 2024
PHASE 4	June 5, 2024
PHASE 5	June 24, 2024
PHASE 6	July 25, 2024 underground complete August 8, 2024



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

ENGINEERING DEPARTMENT Monthly Activity Report

March 2024

Permits & Degradation

- 16 Permits/Licenses (19 last month) for asphalt paving (1), driveway grades/concrete pour inspections (5), storm water (0), excavating (4), Street Privilege (0), storm connection (1), permit parking (2), banner (0), environmental testing well (0), contractor licenses (3)
 - 2024 – 61 permits & licenses
 - 2023 – 278 permits & licenses
- 187 Diggers Locates for Storm Sewer & Sanitary Sewer (123 last month)
 - 0 Emergency locates (0 outside of normal business hours)
- Degradation fees this month = \$8,854.59
 - This year = \$24,674.98

Traffic

- Stop Sign / Yield Sign Requests / Speed Studies
 - A request was received to check speeds on 4th St between Chestnut St and Birch St. The counter was moved on 2/29/24. 85th % speed = 28 mph; AADT=160 vpd
 - A request was received to install a stop sign on Apricot St at 14th St on 3/12. The primary concern is related to speed. 85th % speed = 31 mph; AADT=102 vpd
- Traffic Study – N/A
- Vision Issues – N/A
- ITS Standalone Signal Grant
 - 2023 Project @ Expy and W Grand Ave started on September 25th. Reimbursement Request was made to the DOT. Punch list items continue.
 - 2024 Project @ Expy and High St and Expy and Chase St – Project is currently out for bid with a bid opening scheduled for 10am on April 4th.
- Signal complaints
 - Flashing Yellow Arrows requested at Expressway and Plover Rd and Plover Rd and Washington St. (January 2024) – Applications are being prepared for submission in April.

Project Designs/Construction underway:

2024 Projects

- **Contracts**
 - Concrete Contract (bid opening 2/8/24) – awarded to Sommers Construction.
 - Asphalt Paving Contract (bid opening 2/8/24) – awarded to American Asphalt



- Design
 - 9th St S (Peach St to Chestnut St) – 100%
 - Lincoln St (Expressway to Peach St) – 100%
 - Detailed Schedule information was sent out to properties adjacent to the project along with the Hospital.
 - A project walk-thru was held March 26 at 4pm
 - Real Estate Purchases continue – 2 parcels have been obtained and payment sent. Several properties had been sold and we are re-engaging with the new owners. Several other properties having documents signed with partial mortgage releases in process.
 - **Construction to begin April 1st.**
 - Wylie St (8th St N to 12th St N) – 100%
 - Sewer Manhole Connecting to Rudolph's Force Main – 100%
 - Dixon Parking Lot – 95%
- Bidding Projects
 - Bridge Lighting – Bid opening was Wednesday, March 13th at 10am with 2 bidders.
 - Library alternative ADA entrance – provided a review of an RFP for elevator related to the ADA entrances
- Construction Activity
 - SW Cutting began in March by SafeStep
 - Sidewalk and Curb Maintenance began on 3/25 by Sommer Construction and City Crews.
- 2025 Projects
 - Preliminary Survey for 2024 and 2025 Projects
 - 14th Ave N (W Grand Ave to Fremont St) – 100%
 - McKinley St (8th Ave to 14th Ave) – 100%
 - E Jackson St (Jackson St Bridge to E Grand Ave) – 100%
 - Mead Field Pickle Ball Courts – 100%
 - Design for future Projects
 - 14th Ave N (W Grand Ave to Fremont St) – 50%
 - McKinley St (8th Ave N to 14th Ave N) – 50%
 - E Jackson St – 30%
 - Mead Field Pickle Ball Courts – survey is complete. Grading plan was developed in March.

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - State/Municipal Agreement was signed on 2/29/24 and returned to the DOT.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

- Strand was awarded the project 12/20/23 and three-party agreements have been signed.
- Request for Qualifications were sent out on 11/17/23 with a due date of 12/8/23.
- Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project. Wastewater crews are busy televising infrastructure for this project.
- Rail Notification – Predictive Mobility Project
 - Project is on hold until the federal government and state government authorize additional funding.

Transportation Utility – 5 account updates in March 2024.

Storm Water Utility – 0 utility updates in March 2024

- MS4 Annual Report completed and submitted.
- TMDL Implementation Plan completed.
- One Mile Cr.
 - Project Update letters will be sent out in April to adjacent property owners notifying them of the status of the project.
 - Dredging Permit – Hazardous material discharge permit is ready for approval. The Ch. 30 Permit is continuing to move forward; however, two comments were provided back which appear to be permit conditions once approved:
 - To avoid greatest impacts to amphibians/reptiles, a slow drawdown is required starting in late summer (mid-August) and ending in mid-September. Late summer to early fall drawdowns are preferred.
 - Fisheries also has a window of time from *mid-March to mid-May* where work needs to be avoided.
 - Dam Permit – DNR is reassigning the review of this permit to another staff member as of 12/2/23. Communication has been ongoing with new contact regarding details of the project.

Other Highlights

- Parking Ordinance Draft



Public Works Committee

Date of Request: 3/27/24

Requestor: Derek Budsberg

Request/Referral: Review policy for use of the emergency lateral replacement fund.

Background information:

The ordinance for the emergency lateral replacement fund is listed as follows:

8.15(5) Emergency Lateral Repair Fund. In addition to the foregoing sewer service charges, each bill for sewer service shall include a charge of twenty-five cents (\$0.25) per month for an emergency lateral repair fund, which shall be placed in a segregated account. If there is an unplanned and emergency sanitary sewer lateral replacement (not patch) in the right-of-way, this repair fund shall be used for the costs associated with the restoration of surface infrastructure such as public sidewalk, curb, and the street. The costs for the private lateral shall be paid by the property owner. "Emergency" shall be as determined at the sole discretion of the Wastewater Superintendent.

The intended use of the fund has been in question regarding who qualifies for it and what the fund will cover. The new policy will lay out the criteria for who would qualify for the emergency lateral repair fund.

Options available: Approve the new policy and procedures regarding the emergency lateral fund or leave it as is.

Action you are requesting the committee take: Consider a motion to send proposed policy to council for approval.

How will the item be financed?

The Emergency lateral replacement fund.

ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

WASTEWATER DEPARTMENT POLICIES AND PROCEDURES

SUBJECT:

Right-of-Way Lateral Repair Fund

PURPOSE:

To outline the terms and conditions of qualification for the Right-of-Way Lateral Repair Fund (Fund), as said Fund is provided for in Section 8.15(5) of the Municipal Code for the purpose of repairing or replacing a private lateral located within the City right-of-way. The Fund is funded by a charge on sewer users' bills.

QUALIFICATIONS:

In order to qualify for the Fund, the repair for the lateral replacement must involve excavation in the City right-of-way, AND one or more of the following conditions must be met, to the satisfaction of the Wastewater Superintendent or his/her designee:

- The sewer lateral is not allowing flow to pass through to the sewer main due to a pipe defect(collapse).
- The sewer lateral allows no flow or minimal flow to the sewer main, and the property owner is able to demonstrate a prolonged effort of cleaning the lateral by a reputable plumber, with no other solution other than lateral replacement.
- A certified plumber has documentation (video/invoices) to evidence that the lateral has been inspected and cannot be cleaned due to compromising equipment or the integrity of the lateral.
- The Wastewater Superintendent or City Engineer has deemed the condition of the sewer lateral to be a public health or public safety emergency worthy of replacement, e.g., compromising the road integrity.

Coverage:

The Wastewater Department will utilize the Fund to cover expenses occurred by city employees/crews only for the following:

- Permit fees
- Utility locating
- Mobilization of equipment
- Excavation
- Groundwater dewatering,
- Traffic control
- Erosion control

- Miscellaneous materials
- Labor associated with lateral repair
- Backfilling/compacting work
- Hard surface repair of the road, curb/gutter, and sidewalk
- Degradation fees

Note: The Fund cannot be used to reimburse the private property owner nor their private plumber/contractor.

PROCEDURES:

All work necessary for private sewer laterals in the City's right-of-way shall conform to the following process.

1. The property owner and/or plumber (as agent for and working for the property owner) shall make contact with the Wastewater Superintendent to identify and coordinate the lateral repair.
2. The Wastewater Department will confirm if the homeowner/property owner qualifies for use of the Fund. (See Qualifications). Determination of qualifications, costs covered, and all other administration of the Fund shall be at the sole discretion of the Wastewater Superintendent or his/her designee.
3. If the lateral repair qualifies for the Fund, City crews may be used to complete the work within the right-of-way with the use of the Fund. (See Coverage)
4. A \$500 deductible must be paid by the property owner to the Wastewater Department if the defect is located in the right-of-way and if the property owner applies for and is eligible for the Fund. *The deductible is to cover administrative efforts in coordinating, scheduling and accomplishing the lateral repair using the Fund. The deductible is derived by no less than 10 hours of labor, including incidental labor, rounded up to the nearest hundred.*
5. The contractor shall be required to coordinate its work with the City by securing the proper licensing, bonding, and an excavating permit with the Engineering Department if the proposed lateral work goes into the right-of-way.
6. The Wastewater Superintendent will work with the Engineering and Streets Departments to coordinate the lateral repair with the contractor as necessary.
7. The Engineering Department will provide the necessary permit conditions to the contractor and would provide staff to be on site during the work to ensure the permit conditions are carried out properly if work goes into right-of-way.
8. The contractor may use the City for traffic control, excavation, backfilling, and hard surface restoration provided the contractor's work is properly coordinated in the permit process. The City's assistance with said work is subject to availability and is at the City's discretion.

9. Provided the project qualifies and subject to the imposition of a deductible as may be required per this policy, the costs associated with the lateral repair from within the right-of-way by City crews will be covered by the Fund. Private plumbers and contractors will not be reimbursed by the City using the Fund.
10. The property owner's contractor shall be responsible for any coordination with the City's Street Department regarding transfer of work site to the City for hard surface restoration or regarding the removal of its traffic control (if necessary) after work is complete.

ASSUMPTIONS AND ADDITIONAL BACKGROUND/MISCELLANEOUS ITEMS:

- The property owner owns the sanitary lateral from the main to the house. [Ord. 5.05]
- The Engineering Department is responsible for right-of-way management. [Ord. 6.25]
- The Engineering Department permits private contractors to excavate within City right-of-way.
- City retains the privilege of determining instances where private contractors are allowed to perform the repair work and instances where it is prudent and/or preferable that City crews complete the work.
- City retains the right to determine the best practice for the lateral repair (dig and replace, spot repair, pipe bursting, lining, etc.,) based on specific locations and capital improvement planning.
- Contractors are not permitted to work on City main piping unless it is part of a City contract.
- City crews may not have the ability to complete the work in a timely manner or within the timeframe the property owner prefers.
- If the cause for the sewer backup is determined to be the City's sewer main, City forces may be employed to repair the main as soon as possible.
- City may use its own crews to complete any work or may utilize a private contractor.
- Any costs associated with the excavation of private property such as driveways, driveway aprons, landscaping, trees, etc., shall be the responsibility of the property owner.
- If the timeline for the City to initiate the repair is not acceptable, the property owner can utilize a private contractor to perform the work within the right-of-way. All City permit rules will apply and the City will not utilize the Fund to reimburse the contractor.

REIMBURSEMENT OF DEDUCTIBLE:

City will reimburse the \$500 deductible to the property owner if the property owner completes the open cut replacement **OR** lining **OR** pipe bursting of all portions of the private lateral on private property. The reason for this reimbursement is to acknowledge the benefit to the Sewer Utility for having sanitary lateral piping that is new and free of infiltration and inflow. If a portion of the existing lateral is already an acceptable material (i.e. PVC, HDPE, etc.) in good condition, the property owner will only be responsible for replacing the existing lateral up to this portion of the lateral. The determination of the acceptable material and the condition, as well as reimbursement of the deductible, will be at the sole discretion of the Wastewater Superintendent or his/her designee.



Wastewater Facility
2540 First Street South
Wisconsin Rapids, WI 54494-5798
Phone (715) 421-8237 Fax (715) 421-8292
Derek Budsberg – Wastewater Superintendent
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:30 p.m. on March 13, 2024** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, Tammy Steward, David Yonkovich, Jim Neitzel, Tom Rayome, and Peter Jennings; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the February 14, 2024 meeting:** A motion was made by David Yonkovich and seconded by Jim Neitzel to approve the minutes of the February 14, 2024 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month’s activities.
 - b. Monthly Plant Report: Derek Budsberg gave an up-to-date report on plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Biron contract update:** Derek Budsberg gave an update on the proposed Biron Wastewater Contract.
- 4. Review Rudolph discharge manhole replacement costs:** A motion was made by David Laspa and seconded by Jim Neitzel to direct staff to negotiate with Rudolph using the City Engineer’s recommendation of cost sharing up to \$42,942 or 56% of total replacement costs. **Motion Carried.**
- 5. Review Emergency Lateral fund Policy:** A motion was made by Jim Neitzel and seconded by Peter Jennings to adopt the proposed Emergency Lateral Fund Policy and raise the monthly fee from \$0.25 to \$0.50. **Motion Carried.**
- 6. Acceptance of bills and revenues:** A motion was made by David Yonkovich and seconded by Peter Jennings to accept the bills and revenues for February. **Motion Carried.**
- 7. Referrals:** Biron Wastewater Contract
- 8. Adjourn:** A motion was made by Jim Neitzel and seconded by David Yonkovich to adjourn at 2:30 pm. **Motion Carried**

Respectfully submitted Jessica Beaton



Public Works Committee

Date of Request: 3/29/24

Requestor: Joe Eichsteadt, City Engineer

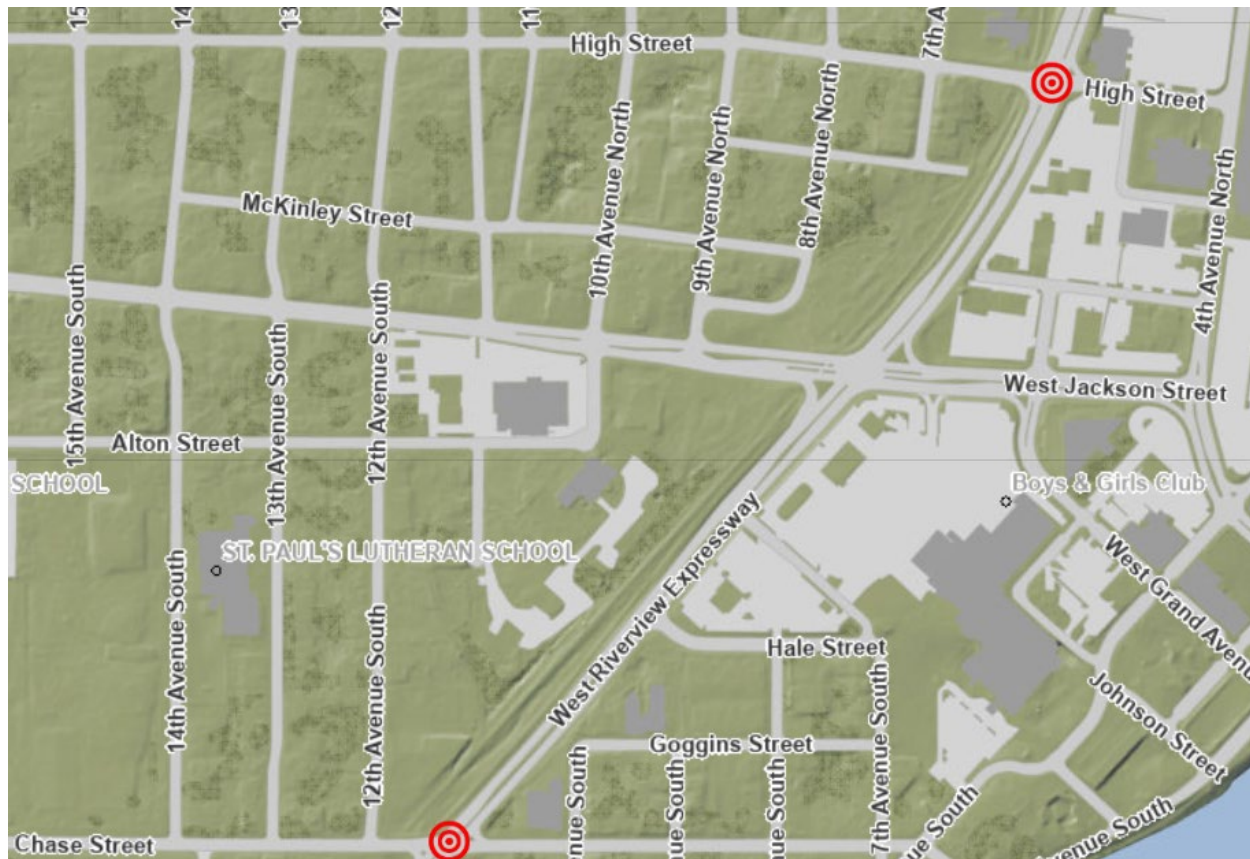
Request/Referral: Review bid results and consider award of the West Riverview Expy & High St, Chase St Traffic Signal Improvements project.

Background information:

In April of 2023, the City applied for a Signals and ITS Standalone Project Grant and was granted \$450,800 in funds for a signal improvement project at Chase St and High St. The grant is a 90/10 cost share which results in \$45,080 in local costs.

The Council approved MSA to proceed with design and bidding for this project in September of 2023.

The bid opening is scheduled for 10am on April 4th. Bid values will be provided at the meeting.





Options available:

Action you are requesting the committee take: Consider a motion to award the contract to the low, qualified bidder.

How will the item be financed?

2024 Budget



Finance & Property Committee

Date of Request: 3/26/2024

Requestor: Joe Eichstadt, City Engineer

Request/Referral: Review bids for the Jackson St Bridge & Grand Ave Bridge Lighting Project and consider award to the low, qualified bidder.

Background information:

The City opened bids for bridge lighting of both the Jackson St Bridge and Grand Ave Bridge on Wednesday, March 13th, 2024 at 10:00am.

The bid items were structured with the base bid including multiple lighting fixture types: Archipoint, Girder Grazing, Pier Grazing (See attached document showing how each fixture type illuminates parts of the bridge). The base bid includes all fixture types, conduit, cabinets, hardware, wiring, etc.

There were also alternative deductive items included in the bid. These alternatives allow for a subjective selection of the type of lighting and final bridge lighting project that the City would like to see.

Two contractors provided base bids: Van Ert (\$995,448.00) and Current Technologies (\$602,935.00). Please note that an award of the lighting project would need to be made on the base bid amount along with a specific selection of deductive alternates.

Bridge Lighting Project Options:

- Control Cabinet, Power Connect, Conduit & Wiring for both bridges: \$198,817
- Fixture Option 1: Girder Grazing Lights = +\$161,984
- Fixture Option 2: Archipoint (Puck) Lighting = +\$158,688
- Fixture Option 3: Pier Grazing Lights = +\$83,446

Options available:

- 1) Girder grazing would provide the best illumination of the bridge at the lowest cost option. Total contract cost would be \$360,801.
- 2) Any other combination of lighting is available as an option as well.



- Girder Grazing and Archipoint and Pier Grazing = \$602,935
- Girder Grazing and Archipoint = \$519,489
- Archipoint and Pier Grazing = \$440,960
- Girder Grazing and Pier Grazing = \$444,247

Action you are requesting the committee take: Consider the bids, select the type of project and possibly award the project to the low, qualified bidder.

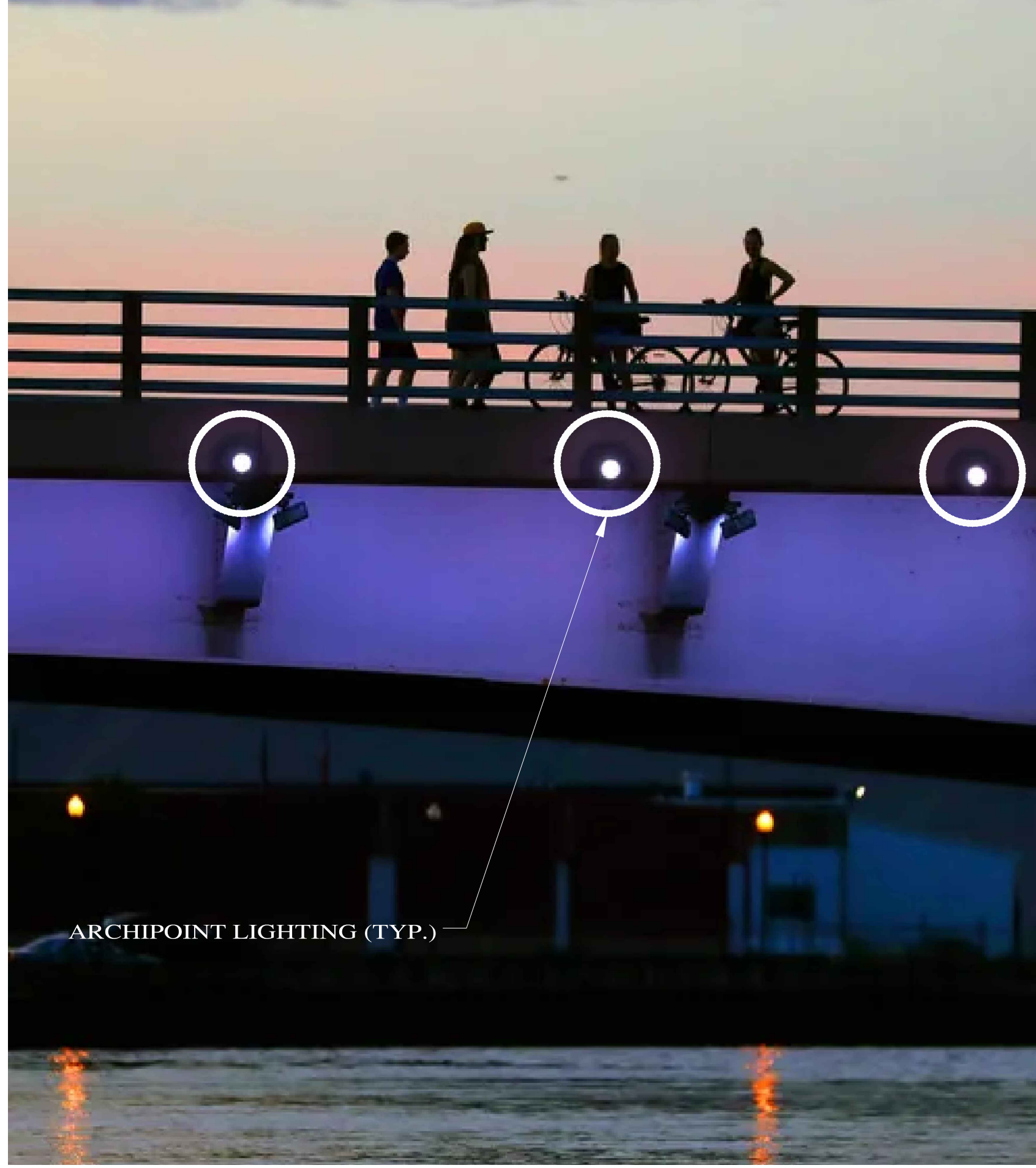
How will the item be financed? This project is identified in the TID at ~\$200,000. The Joint Review Board may need to decide on funding this project at a higher level considering the bid amounts received. More information is being gathered on the approval process which we hope to have available at the committee meeting.



GIRDER GRAZING
LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT

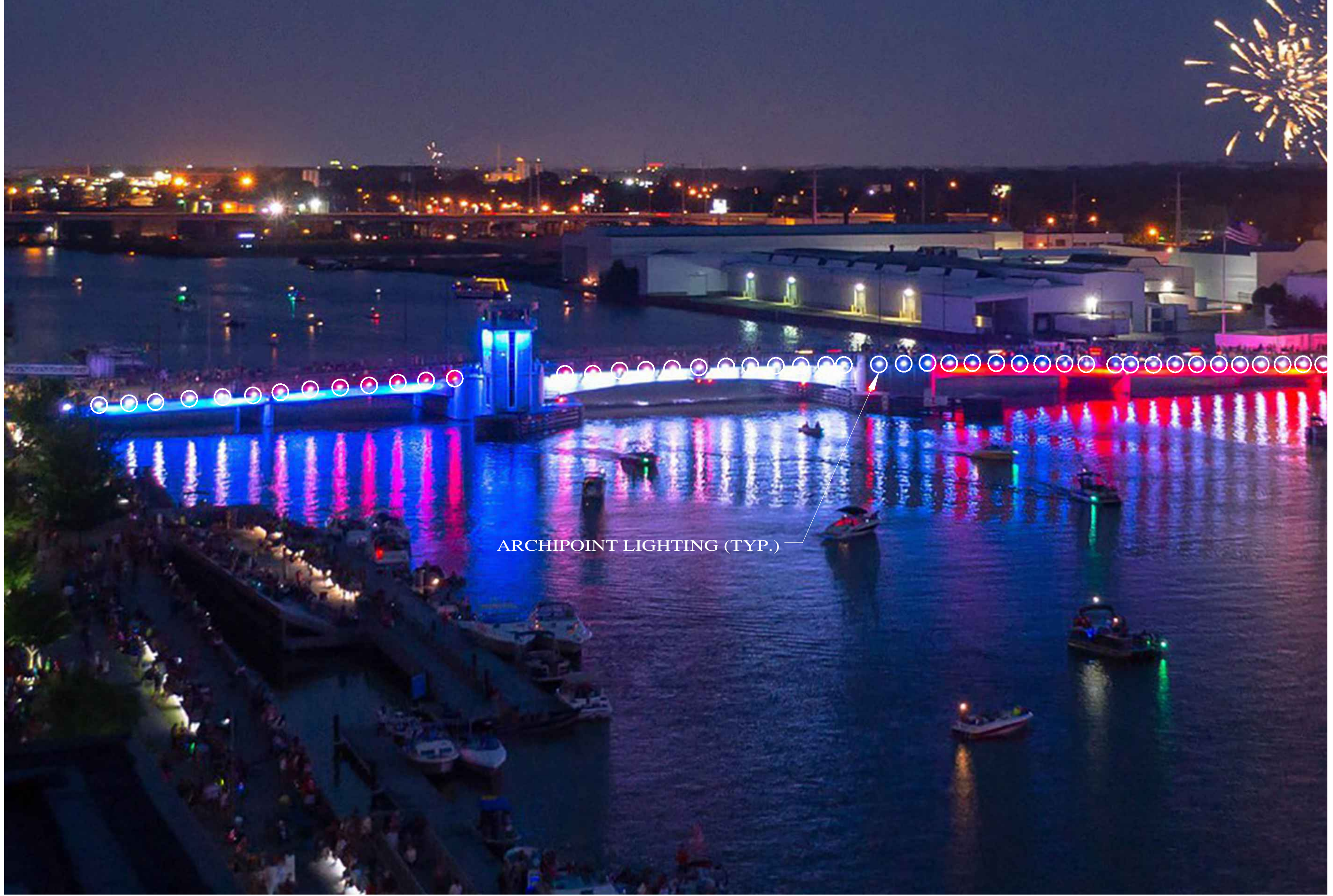


ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT

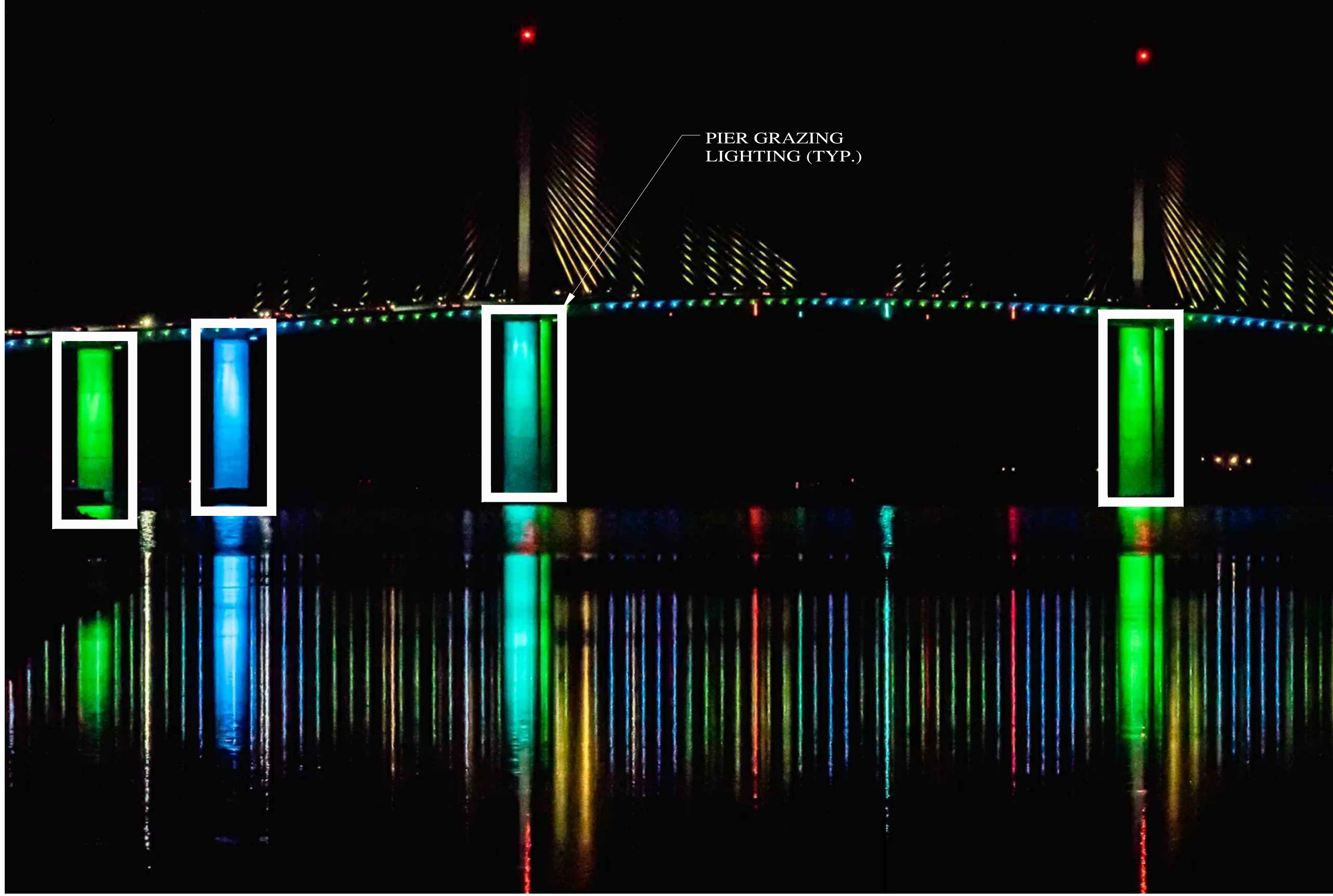
DRAWING FILE - S:\Engineering\PROJECTS\2023-16 Bridge Lighting Project\CAD\2024-03-21 BRIDGE LIGHTING EXHIBIT.dwg Libby, Shari March 25, 2024



ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT



PIER GRAZING
LIGHTING (TYP.)

DATE	BY



Public Works Committee

Date of Request: 3/29/24

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider approving the TMDL Compliance Implementation Plan

Background information:

Attached is a TMDL Compliance Implementation Plan regarding phosphorous reductions as part of the City's MS4 Permit. This plan is required to be complete in October of this year.

MS4 Permit Requirements.

C.4 TMDL Implementation Plan. If the permittee is not participating in a Department approved adaptive management plan as stipulated in section C.3, a permittee with MS4s discharging to TMDL reachsheds shall do all the following to demonstrate progress towards achieving the TMDL reductions stipulated in section C.2.2 and shall submit the following documentation:

- C.4.1 Within 36 months of the approval date of the TMDL, an updated storm sewer system map that identifies:
 - a. The current municipal boundary. For a permittee that is not a city or village, identify the permitted area.

Note: The permitted area for towns, counties and non-traditional MS4s pertains to the area within an urbanized area or the area served by its storm sewer system, such as a university campus.
 - b. The TMDL reachshed boundaries within the municipal boundary, and the area of each TMDL reachshed in acres within the municipal boundary.
 - c. The MS4 drainage boundary associated with each TMDL reachshed, and the area in acres of the MS4 drainage boundary associated with each TMDL reachshed.
 - d. Identification of areas on a map and the acreage of those areas within the municipal boundary that the permittee believes should be excluded from its analysis to show compliance with the TMDL WLA. In addition, the permittee shall provide an explanation of why these areas should not be its responsibility.

Note: An example of an area within a municipal boundary that may not be subject to a TMDL WLA for the permittee is an area that does not drain through the permittee's MS4.



- e. Flow paths of storm water through the storm sewer system.
- f. The location and associated drainage basin of structural BMPs the MS4 uses for TSS and TP treatment.

Options available:

Action you are requesting the committee take: Consider approving the TMDL Compliance Implementation Plan

How will the item be financed? N/A



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

March 29, 2024

Dan Bekta
Wisconsin Department of Natural Resources
3911 Fish Hatchery Road
Madison, WI 53711-5367

RE: TMDL Compliance Implementation Plan

Dear Mr. Bekta,

In April, 2019, USEPA approved a Total Maximum Daily Load (TMDL) for the Wisconsin River Basin which identified reduction of Total Phosphorus (TP) necessary to restore water quality to achieve designated uses for selected reaches of the Wisconsin River and its tributaries. The TMDL was updated in January 2022.

The City of Wisconsin Rapids is an operator of a municipal separate storm sewer system (MS4). The operation of the MS4 is regulated by the Wisconsin DNR under General Permit WI-S050075-3 approved February 10, 2022. Appendix C of this permit describes the requirements for permittees subject to the Wisconsin River Basin TMDLs or a TMDL approved by the United States Environmental Protection Agency (USEPA) after to May 1, 2014.

In December 2018, the City of Wisconsin Rapids completed an update to its Stormwater Quality Plan with the primary purpose of determining the level of compliance the City is achieving with regards to the Wisconsin River TMDL. The City of Wisconsin Rapids is located entirely within the Wisconsin River Watershed and drains to six reaches tributary to the Wisconsin River; Wisconsin River R144, Wisconsin River R204, Wisconsin River R205, Cranberry Creek R206, Moccasin Creek R256 and Wisconsin River R257. The 2018 report determined that the City is not in compliance with TMDL stormwater quality standards for any reaches, but is approaching the targets for Reaches 205 and 256.

Permit WI-S050075-3 allows for compliance with TDML requirements over multiple (5-yr) terms of the permit (Appendix C, Section C.4.3). For TMDL reaches where MS4s are not in compliance with the TMDL, the current permit requires the following additional reductions be achieved, to the maximum extent possible, by the end of the permit term

- A level of reduction that achieves at least 10% of the remaining reduction needed beyond baseline activity to achieve full compliance for TP (Sec C.4.3.b)

Language within the notes of section C.4.3.b permit identifies these reductions as 'interim compliance targets' set as a planning target for the next permit term commencing May 1, 2024. Permittees are required to submit to the Wisconsin Department of Natural Resources (WDNR) a plan to achieve this level of additional reduction by October 31, 2024.

The permit further states that, "future permit reduction targets may taper off or vary" depending on specific conditions for each municipality. Regardless, for initial planning purposes, it is *assumed* that the 10% TP reduction standards will appear in the next nine (9) permit renewals such that 100% of the remaining reductions necessary to comply with the TMDL are achieved

CURRENT STORMWATER QUALITY TREATMENT LEVELS

Table 1 on the following page summarizes the stormwater quality treatment performance achieved by the City’s MS4 per the December 2018 plan update. The City is currently not in compliance with TMDL stormwater quality standards for any Reaches.

Table 1
Additional Total Phosphorus Reductions Necessary to Achieve TMDL Compliance

Reach		TP				
		Regulated Load (lbs/yr)	Target Reduction	Actual Reduction	Shortage (lbs/yr)	Required Reduction Per Permit Cycle (lbs/yr)
Reach 144	Wisconsin River	109.7	68.6%	6.1%	68.6	6.9
Reach 204	Wisconsin River	91.7	68.6%	46.2%	20.5	2.1
Reach 205	Wisconsin River	1767.5	68.6%	19.9%	860.8	86.1
Reach 206	Cranberry Creek	213.7	68.6%	1.0%	144.5	14.4
Reach 256	Moccasin Creek	373.3	68.6%	61.0%	28.4	2.8
Reach 257	Wisconsin River	975.3	68.6%	26.1%	414.5	41.5

REACH SPECIFIC COMPLIANCE REQUIREMENTS

The City’s December 2018 stormwater study identified seven (7) potential locations where new water quality best management practices (BMPs) may be constructed or where significant modifications to existing BMPs could be made to substantially improve water quality treatment performance. These practices are spread across the City, located within four of the six TMDL reaches. No BMPs identified in any one Reach are adequate to achieve the TP reduction target required for the next permit cycle but BMPs identified in Reaches 144 and 206 are close to achieving the TP reduction targets, 80% and 74% of targets, respectively. Additional BMPs need to be identified for all six reaches to achieve full compliance with the TMDL.

Reach 144 – Wisconsin River. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 6.9 lbs/yr. The 2018 Plan identified one potential BPM to construct to work towards achieving the TP reduction target. Construction of the Reddin Pond would remove 5.5 lb/yr, achieving 80% of the TP reduction target for a permit cycle. Construction of the pond is estimated to cost \$492,000 to design and construct after adjusting the 2018 Plan estimated cost to 2024 dollars.

Reach 204 – Wisconsin River. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 2.1 lbs/yr. The 2018 plan did not identify any BMPs to be constructed to work towards achieving the TP reduction target.

Reach 205 – Wisconsin River. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 86.1 lbs/yr. The 2018 plan identified two BMPs to be constructed to work towards achieving the TP reduction target. A combination of the 1st and Riverview Expressway Pond and the 16th and Chase Pond would achieve a 31.8 lb/yr reduction in TP, achieving 37% of the TP reduction target for a permit cycle. The two ponds will cost approximately \$203,000 and \$511,000, respectively, to design and construct in 2024 dollars.

Reach 206 – Cranberry Creek. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 14.4 lbs/yr. The 2018 plan identified one potential BPM to construct to work towards achieving the TP reduction target. Retrofitting the Cranberry Ditch Pond would remove 10.7 lb/yr, achieving 74% of the TP reduction target for a permit cycle. Construction of the pond is estimated to cost \$459,00 to design and construct in 2024 dollars.

Reach 256 – Moccasin Creek. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 2.8 lbs/yr. The 2018 plan did not identify any BMPs to be constructed to work towards achieving the TP reduction target.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

Reach 257 – Wisconsin River. To comply with the requirement of the City’s current permit, in the next 5-yr the City needs to show an improvement in TP reduction of 41.5 lbs/yr. The 2018 plan identified three BMPs to be constructed to work towards achieving the TP reduction target. A combination of the Ridges Pond retrofit and the Bassett and 16th and Riverview Expressway Ponds would achieve a 9.8 lb/yr reduction in TP, achieving 24% of the TP reduction target for a permit cycle. The three ponds will cost approximately \$89,000, \$276,000 and \$445,000 to design and construct in 2024 dollars.

The proposed Pond at 1st and Riverview in Reach 205 is by far the most cost effective for TP reduction as compared to other BMPs. The two retrofit proposals – one at Ridges (Reach 257) and one at the Cranberry Ditch Pond (Reach 206) – rank next in cost effectiveness.

Cost effectiveness notwithstanding, when planning for capital expenditures for any future BMPs, preference should be given to future BMPs lying within TMDL Reaches 144 (Reddin Pond) and 206 (Cranberry Ditch Pond), where the threshold performance level for Water Quality Trading has not yet been reached.

There are a number of non-financial reasons which can affect the feasibility of an BMP construction project; however, if the City were to embark on implementation of the lowest total cost project for each of these reaches as required by the City’s WPDES permit then the minimum total estimated cost would be \$1,243,000.

CURRENT FINANCIAL RESOURCES

The City of Wisconsin Rapids funds nearly all of its stormwater management program through a stormwater utility which it established in 2007, after being first designated as a regulated MS4. The City’s stormwater utility generated \$1.032M in 2023 and has budgeted \$1.089M for 2024. Accounting for the cost of routine operations and maintenance projects, there is typically an average of approximately \$300,000 per year for engineering and capital improvement projects, which is inadequate to accommodate projects of a magnitude necessary to satisfy the requirements of the City’s current permit.

The City’s stormwater utility is based on an ‘Equivalent Residential Unit’ or ERU system and has currently established the 2024 utility rate at \$47.52/ERU/yr. The Wisconsin Chapter of the American Public Works Association maintains a voluntary-reporting database of Wisconsin Communities with stormwater utilities. The latest version of this report is dated March 3, 2022 and itemizes the statistics of 123 communities with utilities. The average charge by reported in the APWA document is \$70.85/ERU indicating that the City of Wisconsin Rapids’ stormwater management program is funded at a rate well below the state average.

The City could enter debt to fund the necessary programs in the current permit cycle; however, anticipated additional required reductions in subsequent permit cycles would require the City to undertake yet more debt costs, which will be unsustainable in the end.

Certain costs for the construction of new stormwater management practices can be offset through participation in WDNR grant programs. The City has a successful history of using these grants for both planning and construction projects, however, with regard to construction projects, the maximum value of any one grant is \$150,000 and grants are offered only every-other-year, and so alone the grant program is insufficient to relieve a significant portion of the anticipated permit compliance expense.

PROPOSED IMPLEMENTATION PLAN 2024 AND BEYOND

The City has constructed stormwater quality BMPs as opportunities have arisen and as financial resources have been available. Additionally, the City has a number of constructed on-line stormwater ponds. Historically, the Wisconsin DNR has not allowed credit to be taken for on-line facilities and the City does not currently take credit for these on-line facilities. However, discussions have occurred with the Wisconsin DNR regarding the potential for receiving credit for treatment

provided by the One Mile Creek on-line ponds in Reach 257. This avenue for treatment credit will continue to be pursued as the One Mile Creek Dam permitting project moves forward.

Anticipating that the current frequency of construction of stormwater quality practices will continue into the future, the City believes that over the long term it likely will not be able to achieve the reductions stipulated under section C.4.3.b.

Moving forward, the City proposes the following general plan to ultimately achieve TMDL compliance:

- 1.) 2024
 - a. Complete permitting for the One Mile Creek Dam project and pursue TP reduction credit generation of the on-line Pond with the DNR.
- 2.) 2025
 - a. Apply for WDNR UNPS planning grant for a new stormwater quality feature to be constructed in 2026
 - b. Revise the City's post-construction stormwater management ordinance to:
 - i. Include TMDL treatment levels for new and re-development
 - ii. Require Long Term Maintenance Agreements for privately owned stormwater BMPs (this is already a requirement of the City's current ordinance)
 - iii. Require record (as-built) surveys of newly constructed BMPs (this is already a requirement of the City's current ordinance)
 - c. Evaluate/optimize the City's leaf collection program to improve overall TP capture
 - d. Revise the City's outfall inspection program to also inspect storm outfalls for erosion
 - e. Evaluate/optimize the City's street sweeping program to improve overall TP capture
- 3.) 2024 and subsequent even-numbered years
 - a. Apply for WDNR UNPS construction grant for a new stormwater quality feature to be constructed the following year.
- 4.) 2025 and subsequent odd-numbered years
 - a. Construct new stormwater quality pond
 - b. Apply for WDNR UNPS planning grant for a new stormwater quality feature

The City would appreciate the Department's acknowledgement of the receipt of this plan, and if appropriate, approval of this plan.

Thank you!

Sincerely,

A handwritten signature in black ink that reads "Joe Eichstadt". The signature is written in a cursive, flowing style.

Joe Eichstadt, P.E.
City Engineer



Public Works Committee

Date of Request: 3/29/24

Requestor: Joe Eichstadt, City Engineer

Request/Referral: Review and consider approving the Municipal Separate Storm Sewer System (MS4) Annual Report

Background information:

The MS4 permits require municipalities to reduce polluted storm water runoff by implementing storm water management programs with best management practices. The MS4 permits usually do not contain numerical effluent limits like other WPDES permits.

Municipal storm water management programs cover a wide array of activities that occur within a municipality. The permits usually contain requirements for the following.

- **Public Education and Outreach** - The MS4 permit specifies that public education and outreach programs be developed to encourage the public and businesses to modify their behaviors and procedures to reduce storm water pollution.
- **Public Involvement and Participation** - The MS4 permit requires municipalities to encourage participation from individuals to prevent storm water pollution. Some examples of public involvement are volunteer stream monitoring, storm drain stenciling, presenting information to established community groups, or planting a community rain garden.
- **Illicit Discharge Detection and Elimination** - Storm sewers that carry rain water runoff are not intended for other fluids and waste material. These pollutants are illicit discharges and may have the potential to harm people, animals and aquatic life in the downstream rivers, lakes and wetlands. Municipalities are required to develop programs to identify, prevent, and eliminate illicit discharges to their storm sewer systems.
- **Construction Site Pollutant Control** - Municipalities are required to develop a soil erosion control ordinance and enforce it on construction sites.
- **Post-Construction Storm Water Management** - Municipalities are required to develop a post-construction ordinance and enforce it to ensure that areas of new and redevelopment will include structural measures to control pollutants, control peak flow, maintain infiltration, and establish vegetated protective areas adjacent to waterways



and wetlands. Municipalities may use state-recommended technical standards for post-construction storm water management practices.

- **Pollution Prevention Practices for the Municipality** - MS4 storm water programs are to include practices to prevent pollutants from municipally-owned transportation infrastructure, maintenance areas, storage yards, sand and salt storage areas, and waste transfer stations entering the storm sewer system.
- **Developed Urbanized Area Standard** - Municipalities are required to control the Total Suspended Solids (TSS) carried in storm water from existing urban areas as compared to no controls. Many municipalities have already achieved the state standard of 20 percent TSS. Compliance with the standard is achieved by implementing a system of practices and activities, which has been verified by a storm water computer model.
- **Storm Sewer System Maps** - Municipalities covered by an MS4 permit area are required to maintain a map of the storm sewer system. These maps identify storm sewer conveyances such as pipes and ditches, and also identify roads, streams and lakes.

Options available:

Action you are requesting the committee take: Consider approving the report.

How will the item be financed? N/A

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? Annual Report Other

Project Name: 2023 Annual Report

County: Wood

Municipality: Wisconsin Rapids, City

Permit Number: S050075

Facility Number: 31440

Reporting Year: 2023

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? Yes No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment

- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**if applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)

- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality: Wisconsin Rapids, City

Facility ID # or (FIN): 31440

Updated Information: Check to update mailing address information

Mailing Address: 444 W Grand Avenue

Mailing Address 2:

City: Wisconsin Rapids, City

State: WI

Zip Code: 54495 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

Select to **create new** primary contact

First Name: Joe

Last Name: Eichsteadt

Select to **update** current contact information

Title: City Engineer

Mailing Address: 444 W Grand Ave

Mailing Address 2:

City: Wisconsin Rapids

State: WI

Zip Code: 54495 xxxxx or xxxxx-xxxx

Phone Number: 715-421-8251 Ext: xxx-xxx-xxxx

Email: jeichsteadt@wirapids.org

Additional Contacts Information (Optional)

- I&E Program
- IDDE Program
- IDDE Response Procedure Manual

Individual with responsibility for:
(Check all that apply)

- Municipal-wide Water Quality Plan
- Ordinances
- Pollution Prevention Program
- Post-Construction Program
- Winter roadway maintenance

First Name:

Last Name:

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

Municipal Billing Contact Person (Authorized Representative for MS4 Permit)

Select to **create new** Billing contact

First Name:

Last Name:

Select to **update** current contact information

Title:

Mailing Address:

Mailing Address 2:

City:

State:

Zip Code:

 xxxxx or xxxxx-xxxx

Phone Number:

 Ext: xxx-xxx-xxxx

Email:

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

Yes No

Public Education and Outreach Northcentral Wisconsin Stormwater Coalition

Public Involvement and Participation Northcentral Wisconsin Stormwater Coalition

Illicit Discharge Detection and Elimination

Construction Site Pollutant Control

Post-Construction Storm Water Management _____

Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

Yes No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

- a. Does MS4 conduct any educational efforts or events independently (not with a group) Yes
 No
- b. How many total educational events were held during the reporting year:
- c. Were any of the public education and outreach delivery mechanisms conducted during the reporting year active or interactive? Yes No
- d. Please select all storm water topics, target audiences, and delivery mechanisms used in the reporting year

Public Education and Outreach Delivery Mechanisms (Active and Passive)	
Active/Interactive Mechanisms	Passive Mechanisms
<input checked="" type="checkbox"/> Education activities (school presentations, summer camps) <input type="checkbox"/> Information booth at event <input type="checkbox"/> Targeted group training (contractors, consultants, etc.) <input type="checkbox"/> Government event (public hearing, council meeting) <input type="checkbox"/> Workshops <input type="checkbox"/> Tours <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> Passive print media (brochures at front desk, posters, etc.) <input type="checkbox"/> Distribution of print media (mailings, newsletters, etc.) via mail or email. <input checked="" type="checkbox"/> Media offerings (radio and TV ads, press release, etc.) <input checked="" type="checkbox"/> Social media posts <input type="checkbox"/> Signage <input checked="" type="checkbox"/> Website <input type="checkbox"/> Other: <input type="text"/>

Topics Covered	Target Audience
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input checked="" type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input checked="" type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other: <input type="text"/>

- e. Will additional information/summary of these education events be attached to the annual report?
 Yes No

If no, please provide additional comment in the brief explanation box below. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 2 : Complete**2. Public Involvement and Participation**

a. Permit Activities. Select all of the following topics the Permittee did to engage public participation and involvement.

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input type="checkbox"/> Storm Water Management Program <input type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	11-50	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Select all of the following audiences targeted for volunteer involvement and participation related to storm water.

NA (Individual Permittee)

Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input checked="" type="checkbox"/> Public Officials <input type="checkbox"/> Other	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The MS4 permit is presented at a public meeting and streamed online. See public education and outreach attachment for activities done through our regional stormwater coalition.

Minimum Control Measures - Section 3 : Complete**3. Illicit Discharge Detection and Elimination**

- a. How many total outfalls does the municipality have?
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?

- c. From the municipality's routine screening, how many were confirmed illicit discharges?
- d. How many illicit discharge complaints did the municipality receive?
- e. From the complaints received, how many were confirmed illicit discharges?
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)?

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year?
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year?
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)?
- d. What types of regulatory mechanisms does the municipality have available to compel compliance with this program? Check all that are available and how many times each were used in the reporting year.
- Verbal Warning
- Written Warning (including email)
- Notice of Violation

- Civil Penalty/ Citation
- Stop Work Order
- Forfeiture of Deposit
- Other - Describe below

e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

a. How many new structural storm water management Best Management Practice (BMP) have received local approval ?

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement,

b. Does the MS4 have procedures for inspecting and maintaining private storm water facilities? Yes No

c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Inspections completed by private landowners should be included in the reported number.

d. Does the municipality utilize privately owned storm water management BMP in its pollutant reduction analysis? Yes No

e. Does MS4 have maintenance authority on these privately owned BMPs?

f. How many municipally operated (private) storm water management BMPs were inspected in the reporting year?

g. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year.

- Verbal Warning
- Written Warning (including email)
- Notice of Violation
- Civil Penalty/ Citation
- Forfeiture of Deposit
- Complete Maintenance

- Bill Responsible Party
- Other - Describe below

e. Brief explanation on Post-Construction Storm Water Management reporting . *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Best Management Practice Inspections Not Applicable

a. Enter the total number of municipally owned or operated (i.e., privately owned BMPs) structural storm water management best management practices. 12

b. How many new municipally owned storm water management best management practices were installed in the reporting year ? 0

c. How many municipally owned (public) storm water management best management practices were inspected in the reporting year? 10

d. What elements are looked at during inspections (250 character limit)?
Embankment and emergency spillway, riser and service spillway, main pond, sediment forebay

e. How many of these facilities required maintenance? 0

f. Brief explanation on Storm Water Management Best Management Practice inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties that require a stormwater pollution prevention plan (SWPPP)* Not Applicable

g. How many municipal properties require a SWPPP? 5

h. How many inspections of municipal properties have been conducted in the reporting year? 0

i. Have amendments to the SWPPPs been made?
 Yes No

j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

k.

Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

* Any municipally owned property that has the potential to generate stormwater pollution should have a SWPPP. For example, if a municipal property stores compost piles, material storage, yard wastes, etc., outside and can contaminate stormwater runoff—a SWPPP is required.

Collection Services - *Street Sweeping Program* Not Applicable

- l. Did the municipality conduct street sweeping during the reporting year?
 Yes No
- m. If known, how many tons of material was removed?
- n. Does the municipality have a [low hazard exemption](#) for this material? Yes No
- o. If street sweeping is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
 Yes - Explain frequency _____
 No - Explain _____
 Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? Yes No
- q. How many catch basin sumps were cleaned in the reporting year?
- r. If known, how many tons of material was collected?
- s. Does the municipality have a low hazard exemption for this material? Yes No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
 Yes- Explain frequency _____
 No - Explain _____
 Not Applicable

Collection Services - *Leaf Collection Program* Not Applicable

- u. Does the municipality conduct curbside leaf collection? Yes No
- v. Does the municipality notify homeowners about pickup? Yes No
- w. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace
 Other - Describe _____
- x. What is the frequency of collection?

Once in spring, once in fall

y. Is collection followed by street sweeping? Yes No

z. Brief explanation on Collection Services reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page*

Winter Road Management Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? *(One mile of a two-way road equals two lane miles.)*

ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
Salt	<input type="text" value="4"/>	<input type="text" value="85"/>	<input type="text" value="228"/>	<input type="text" value="566"/>	<input type="text" value="393"/>	<input type="text" value="219"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
Brine	<input type="text" value="1439"/>	<input type="text" value="877"/>	<input type="text" value="1062"/>	<input type="text" value="4348"/>	<input type="text" value="2704"/>	<input type="text" value="1464"/>

ac. Was salt applying machinery calibrated in the reporting year? Yes No

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No

Training Date	Training Name	# Attendance
<input type="text"/>	<input type="text"/>	<input type="text"/>

ae. Brief explanation on Winter Road Management reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page*

Internal (Staff) Education & Communication

af. Has the municipality provided an opportunity for internal training or education to staff implementing the municipality's procedures for each of the pollution prevention program element? Yes No

If yes, describe what training was provided (250 character limit):

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs, procedures and pollution prevention program requirements.

Elected Officials

Municipal Officials

Officials and Staff are educated on a case by case basis

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Officials and Staff are educated on a case by case basis

- a. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?
 Yes No

If yes, check the areas the map items that got updated or changed:

- Storm water treatment facilities
- Storm pipes
- Vegetated swales
- Outfalls
- Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The city continuously updates its storm sewer map on GIS

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

800	2796	2010	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Public Involvement and Participation

800	2796	2010	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

4430	5592	5744	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

261	4824	4902	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Post-Construction Storm Water Management

5348	13600	13565	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Pollution Prevention

0	580	586	<u>Storm water utility</u>
---	-----	-----	----------------------------

Other (describe)

Storm Sewer Map

0	2263	2331	<u>Storm water utility</u>
---	------	------	----------------------------

Other (describe)

Utility Administration

3391	24460	24637	<u>Storm water utility</u>
------	-------	-------	----------------------------

Other (describe)

Stormwater Quality Management

1080	19781	13520	<u>Select...</u>
------	-------	-------	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

During the year no expenses were recorded as pollution prevention, however pollution prevention related activities my have been charged to another account

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

Yes No Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

Yes No Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

Yes No Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? Yes No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- Public Education and Outreach
- Public Involvement and Participation
- Illicit Discharge Detection and Elimination
- Construction Site Pollutant Control
- Post-Construction Storm Water Management
- Pollution Prevention
- Storm Water Quality Management
- Storm Sewer System Map
- Water Quality Concerns
- Compliance Schedule Items Due
- MS4 Program Evaluation

Required Attachments and Supplemental Information

Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

*Required Item

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.

Storm Sewer System Map

 File Attachment

[Storm Sewer Map.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[1 - 2023 NCWSC Annual Report--Public Education and Outreach \(AutoRecovered\).docx](#)

AR TMDL

 File Attachment

[TMDL Implementation Plan Letter signed.doc](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Attach - Permit Compliance Documents

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

1. Read and Accept the Terms and Conditions
2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Wisconsin Rapids, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality's governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- Authorized municipal contact using WAMS ID.
- Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name: Andrew Kiefer

Title: Design Engineer

Authorized Signature.

- I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|akiefer on 2024-03-29T12:31:05

You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
1. Illicit Discharge Detection and Elimination			
a. Notice on Stormwater Coalition website (http://www.ncwrpc.org/NCWSC/) under Local Contacts.	Members of the public who may be looking for it in the following counties: Lincoln, Marathon, Wood, and Portage; and City of Baraboo.	Passive	The <u>Local Contacts</u> page was viewed about 15 times throughout the last quarter of 2023. The website hosting was moved in the last quarter and statistics are no longer available for earlier in 2023.
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing			
a. Rubber Ducky, 30-second TV commercial on WSAW/WZAW in Wausau (which covers 11 counties) for a couple days before Earth Day (April 22, 2023).	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	Our Rubber Ducky PSA was seen by about 122,250 households in the 11 County viewing area that WSAW/WZAW (CBS and FOX) serves. Of those households, our PSA was seen 3x times by the same person (frequency). We reached over 71% of households watching broadcast television during the time our ad aired.
b. Rubber Ducky, 30-second TV commercial on WAOW in Wausau (which covers 11 counties) for a couple days before Earth Day (April 22, 2023).	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	Our Rubber Ducky PSA was seen by about 97,029 households in the 11 County viewing area that WAOW (ABC) serves. Of those households, our PSA was seen 4.16 times by the same household. We reached over 52.11% of households watching broadcast television.
c. Rubber Ducky, 30-second TV commercial on TV43 and on 99.7 FM in Baraboo for Thursday through Sunday around Earth Day (April 22, 2023).	General Public in Baraboo.	Passive	Our ad reached 10,680 households in the Baraboo viewing area that TV43 serves. On the radio side, our ad was heard by about 10,000 people in the Baraboo listening area that 99.7 FM serves. On average, the ad reached a viewer or listener 2-3 times.
d. Rubber Ducky Stormwater video presented April 4 2023 (6:45pm) and discussed how it impacts the Village.	Village of Rothschild General Public	Active	About 150 people.
e. Rothschild had a booth at Business Expo where shammies with Village and Stormwater Coalition logos on them.	General public in Rothschild, Schofield, Weston, Kronenwetter, Mosinee, Wausau, and Rib Mountain.	Active	About 40 shammies were taken at the Business Expo.

**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
3. Yard Waste Management/Pesticide and Fertilizer Application			
a. Presentation and t-shirts given away at Stratford Middle School & High School classes (3-7-2023).	Students in agricultural, environmental, or science classes.	Active	About 100 students.
b. Stormwater Coalition website has the Learn More About Stormwater Runoff web page with information about Natural and Urban Water Cycles and how to infiltrate that water onsite, and about how to maintain a healthy lawn.	General Public for following counties: Lincoln, Marathon, Wood, and Portage; and City of Baraboo.	Passive	The Learn More About Stormwater Runoff web page was accessed about 14 times throughout the last quarter of 2023. The website hosting was moved in the last quarter and statistics are no longer available for earlier in 2023.
c. Home compost bin and pail sale available to all Marathon County residents (April-May 2023) with 2 pick-up locations (Wausau & Weston).	General Public in Marathon County.	Active	
d. Fall Leaf Pick-up video created and posted on Rothschild's Fall Leaf Pick-Up web page.	General Public in Rothschild.	Passive	The Fall Leaf Pick-up webpage was viewed about 250 times throughout fall of 2023.
e. News story by WAOW – Experts say removing leaves from your lawn may not be the best option. Nov. 9, 2023.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	The news story was seen by about 117,100 households in the 11 County viewing area that WAOW (ABC) serves.
f. News story by WKOW – Experts say removing leaves from your lawn may not be the best option. Nov. 8, 2023.	General Public for City of Baraboo.	Passive	The news story was seen by the whole viewing area, which includes Baraboo, that WKOW (ABC) serves.

4. Stream and Shoreline Management			
a. Stormwater Coalition website has a link to a page with streambank and shoreline erosion control information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage, and City of Baraboo.	Passive	The Stream banks and shorelines: erosion control pull down menu was accessed less than 5 times throughout 2023.

**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
5. Residential Infiltration			
a. Rain garden located at Prairie River Middle School, Merrill.	General population of Merrill’s middle school.	Passive	About 550 students are enrolled in middle school.
b. Rain garden located at Doepke Park, Town of Rib Mountain.	General population that attends Doepke Park.	Passive	Since this rain garden is at the Town’s most prominent park, then most Town residents may see this annually.
c. Rain garden located outside Marathon County’s CPZ offices in Wausau.	All staff and visitors to CPZ offices.	Passive	About 1,300 people may pass by the rain garden and see the sign annually.
d. Rain garden prominently located outside the Baraboo Zoo.	General population attending zoo in Baraboo.	Passive	About 1,000 people may pass by the rain garden and see the sign annually.
e. Rain garden located at the Kronenwetter Municipal Center.	All staff and some visitors to Village of Kronenwetter Municipal Center.	Passive	Since this rain garden is in the back of the building, at the main secondary entrance, then all Village staff and many committee attendees pass by this location annually.
f. Rain garden located at the Weston Municipal Center.	All staff and visitors to Village of Weston Municipal center.	Passive	Since this rain garden is at the place where all Village meetings occur, then many Village residents may see this annually.
g. Rain garden located at 4501 Highway 66, Stevens Point Municipal Airport Terminal.	All visitors and staff to the Municipal Airport.	Passive	Everyone that visits the airport passes by the rain garden, which is about 2,000 people annually.
h. Rain gardens located at 1925 Cypress St, Public Utilities Garage, Stevens Point.	All employees, vendors, and some public.	Passive	Employees daily pass by with vendors on a regular basis. The general public pass by daily from outside the parking lot the garden is adjacent to. About 3,000 people pass this rain garden annually.
i. Rain garden at fire station, Marshfield.	???	Passive	???
j. Stormwater Coalition website has rain garden information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage, and City of Baraboo.	Passive	The <u>Rain Gardens</u> page was viewed about 8 times throughout the last quarter of 2023. The website hosting was moved in the last quarter and statistics are no longer available for earlier in 2023.
k. Stormwater Coalition website has rain barrels, native landscaping, stormwater trees, soil amendments, green roofs, and porous pavement information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage; and City of Baraboo.	Passive	The <u>Residential Stormwater Management</u> web page was accessed less than 5 times throughout 2023.

**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
6. Construction Sites and Post-Construction Storm Water Management			
<ul style="list-style-type: none"> The City of Wisconsin Rapids gave out erosion control resources as needed to contractors in their municipality. 	Contractors applying for permits.	Active	About 7 people were provided a field guide or other reminder document about erosion control.

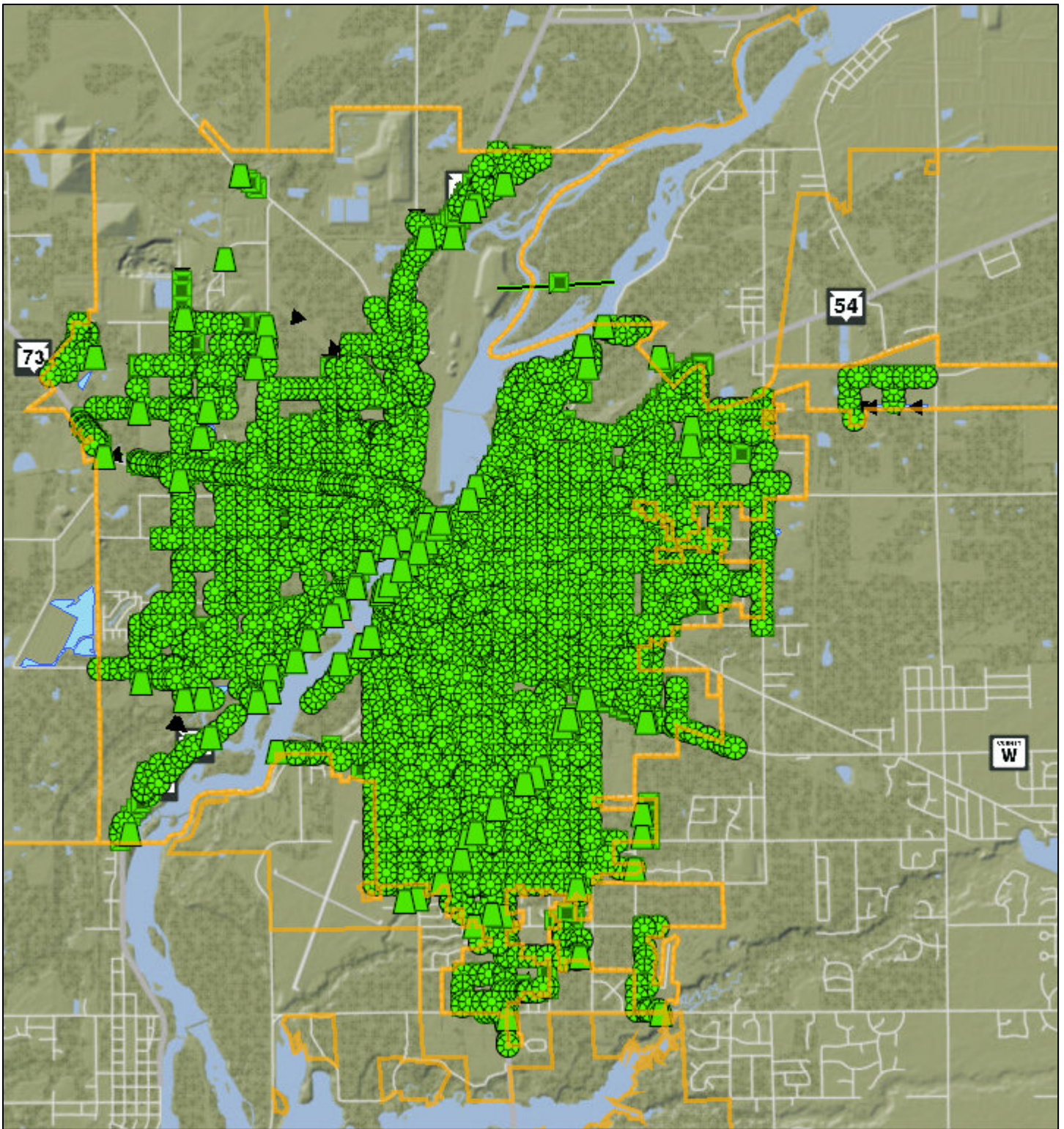
**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
7. Pollution Prevention			
a. News story by WAOW – Experts warn of high levels of salt contamination in state waterways. Jan. 3, 2023	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	The news story was seen by about 117,100 households in the 11 County viewing area that WAOW (ABC) serves.
b. Smart Salting PSA broadcast via streaming TV (OTT advertising) in every Member Zip Code from Tue., Jan. 24 through the end of Sun., Jan 29.	General public over 18 yrs old that owns or rents a house in each Stormwater Coalition Member’s Zip Code (all of Marathon County was not included, but the urban Member Zip Codes were included).	Passive	Our ad was seen by over 30,480 viewers on personal devices and connected TVs in the 13 Member community Zip Codes. Of those viewers, our ad was seen about 4 times by the same person/household.
c. Sponsored the Moving Fenwood Forward event, April 11, 2023, at Country Aire Restaurant, Bar & Banquet Hall (Stratford, WI 54484).	Targeted the general public from the Fenwood Creek watershed in western Marathon County.	Active	About 150 people attended the event in Stratford WI.
d. Presented the stormwater planning document to County Board	Marathon County Board	Active	About 55 people were in attendance at County Courthouse. The proceedings were also broadcast online for live public viewing and are available for later viewing too.
e. Salt Wise Sidewalk and Parking Lot Training Session for Winter Maintenance at UW Extension in Wausau on Sept. 7, 2023.	Targeted group training of invited Coalition Member municipal staff.	Active	25 staff from the communities of Marathon County Parks and Maintenance, Merrill, Wausau Schools and Nicolet College attended.

**2023 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition**








Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
8. Green Infrastructure/ Low Impact Development			
a. See all the public rain gardens listed under: “Delivery Mechanism” #5 Residential Infiltration.			
b. Stormwater Coalition website has rain barrels, native landscaping, stormwater trees, soil amendments, green roofs, and porous pavement information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage; and City of Baraboo.	Passive	The <u>Residential Stormwater Management</u> pull down menu was accessed less than 5 times throughout 2023.
c. Stormwater Coalition website has rain barrels, rain gardens, native landscaping, stormwater trees, soil amendments, green roofs, porous pavement, bioswales, and wetlands information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage; and City of Baraboo.	Passive	The <u>Business / School Stormwater Management</u> pull down menu was accessed less than 5 times throughout 2023.

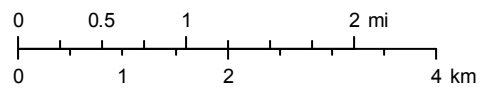
City Of Wisconsin Rapids GIS



3/22/2022, 3:22:41 PM

1:72,224

-  City Boundary
-  SW Leads
-  SW Discharge Point
-  SW Gravity Main
-  SW Manholes
-  SW Detention Pond
-  SW Catch Basins



Storm Sewer Map is accessible at <https://gis.wirapids.org/CityViewer/index.html>

Contact City Engineer, Joe Eichsteadt jeichsteadt@wirapids.org for login credentials

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2024 (3/29/2024)

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request from Rayome for Quiet Zones for trains on the east side of city. (2023)
3. Review the Change Order policy and consider updates. (2023)
4. ~~Consider a request to allow residential properties additional garbage bins for an additional fee.~~
(2023)
5. Request from Melanie Minervini (1722 3rd St N) to review, revise and update Ch 27 Parking regarding parking meters and overnight parking 27.13(4)(e).
6. Request from Jake Cattenach on behalf of Bob and Marlene Holtz at 740 Oak St to consider adjusting parking and signage on Oak St directly next to their home. (3/27/24)



**Human Resources Committee
Meeting Minutes
April 8, 2024**

Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting on Tuesday, April 8, 2024, at 2:30 p.m. in the First Floor Conference room at City Hall, 444 W. Grand Ave. Alderperson Bemke was present. Also present were Mayor Blaser, Alderperson Polach and HR Manager Hartman.

Agenda

Due to lack of a quorum on April 8, 2024, the meeting was called and then adjourned, with no action taken.



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE HISTORIC PRESERVATION COMMISSION MEETING

October 30, 2023

The Historic Preservation Commission met at 6:00 p.m. on October 30, 2023 in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. It was also streamed live on the City of Wisconsin Rapids Facebook page, Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present include: William Parker, Jackie Bredl Dietrich, Justin Pluess and 1st Alternate Jeff Penzkover. Mike Hittner was absent. Also present were Associate Planner Carrie Edmondson, Alderperson Dennis Polach and Alderperson Tom Rayome.

The meeting was called to order at 6:00 p.m. by Jackie Bredl Dietrich, Vice Chairperson.

1. Approval of the reports from the July 27, 2023, August 2, 2023 and October 18, 2023 Historic Preservation Commission meetings

Motion by Pluess to approve reports from the July 27, 2023, August 2, 2023 and October 18, 2023 Historic Preservation Commission meetings; second by Parker.

Motion carried (4 – 0)

2. Grant request to apply for a 2024 Certified Local Government Grant Program grant to conduct a Citywide property survey update

Carrie Edmondson provided information on the grant request including the progression and a timeline on the process.

Motion by Pluess that the Historic Preservation Commission submit the grant request application for the City-wide survey; second by Parker.

Motion carried (4 – 0)

3. Historic district tour summary

Carrie Edmondson presented the highlights of the events that took place on the tour. William Parker and Jeff Penzkover shared their comments about the tour. Alder Rayome asked about the St. Peter and Paul church building to which Ms. Edmondson responded.

4. Staff updates – discussion/information only
5. Commissioner updates – discussion/information only
6. Next meeting date

The next Historic Preservation meeting is scheduled for Thursday March 28, 2024 at 6:00 p.m.

7. Adjourn

Motion by Penzkover to adjourn the meeting; second by Bredl Dietrich.

Meeting adjourned at 6:24 p.m.

Respectfully submitted by Erika Esser, Secretary



Board of Trustees

Meeting Minutes for

January 17, 2024

1. Call to Order: President Galván called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Kim Heniadis

Ryan Austin

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Sheri, Library Staff; Rick Manthe, Attorney; Tom, Finishing Touch Design; Jessica Mederson, Attorney; Dennis Martin, library patron; Eric Miller, member of the public

3. Open Meetings Declaration: President Galván established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Minutes: Motion by K. Heniadis, second by S. Kellogg to approve minutes of the December 20, 2023 full Board meeting. Motion carried unanimously.

K. Schill arrived at 5:02pm

5. Donor Signage Update: Tom from Finishing Touch Signs provided an updated design for donor wall and signage, board discussed. Feith would like to see donor signage with names on one line, some background colors that are complementary and provide enough contrast.

Tom will provide an updated proof and proposal.

6. Treasurer's Report

a. Monthly Finance Reports: Feith shared December report; one change resulted in a credit. January report reviewed and updated; monthly charges equal \$140,346.73. Elchert noted the one time payment to SCLS is made in January which increases the monthly bills.

b. Payment of the Bills:

W. Clendenning motions to approve the bills at \$140,346.73, second by K. Schill. Motion carried unanimously.



Board of Trustees

S. Kellog makes a motion, K. Schill seconds to approve Rotary dues for Parrish from the Endowment Fund. Motion carried unanimously.

7. Director's Report

a. Library Use and Events: Wood Co. able to appoint another rep based on the amount of funding given to the library, starting in May, Wood Co. could have another board rep appointed; winter staff development day occurred on Jan. 15th; Library Assistant moved on to full time job, new Library Associate started in January; new storytime started; MyPC software staff use to control computers, updated booking time to two hours from one

Facility updates: Elchert walked through the building with Tyler from City Hall IT, seven additional doors will be added; all City buildings are making this change; quote included in packet.

b. Statistics: Elchert reviewed December statistics.

c. Miscellaneous:

d. Meet the Board: Library staff Sheri introduced herself.

8. Committee Reports

a. Services Committee: Services met last Tuesday, policy to recommend further into agenda; started completing inclusive services guide, Heniadis will share sections for other committees to complete in the near future; mission statement possibilities will be reviewed at next meeting.

b. Buildings & Grounds Committee: committee met Jan. 10th; Austin and Elchert met with Eichsteadt from the City who informed them they could include 2-3 handicap parking spots in the Lincoln St project; also looked at East Grand entrance, biddable documents ready by this spring; Otis will be on site on January 24th at 1pm to look at elevator.

c. Finance Committee: committee met Jan. 10th; carry over information has not been shared from the City Finance Dept; planned to recommend to the Board that \$50,000 from carryover be used to match Legacy Grant, but will wait until carryover document made available.

Endowment Board a walking quorum; S. Schill will confirm.

d. Personnel Committee: did not meet in January.

9. Closed Session

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by



Board of Trustees

the body with respect to litigation in which it is or is likely to become involved.”

In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.

6:17pm W. Clendenning makes a motion to go into closed session, seconded by S. Feith. Motion passed unanimously.

7:10p.m. W. Clendenning motions to move into open session.

10. Old Business

a. Donor Signage: N/A

b. 2024 Facility Updates: N/A

11. New Business

a. Programming Policy: Elchert reviewed the policy.

E. St. Myers motions to approve the programming policy, K. Heniadis seconds. Motion passed unanimously.

12. Information Requests: N/A

13. Items for Next Agenda: N/A

14. Adjournment

S. Kellog motions to adjourn.

Meeting adjourned by President Galván at 7:17p.m.

Respectfully Submitted: Claire Parrish, Assistant Director



Board of Trustees

Meeting Minutes for

February 21, 2024

1. Call to Order: Vice President St. Myers called the meeting of the McMillan Library Board of Trustees to order at 5:00p.m.

2. Roll Call:

Board Members:

Andrea Galván

Kim Heniadis

~~Ryan Austin~~

William Clendenning

Evan O'Day

Karen Schill

Craig Broeren

Scott Kellogg

Elizabeth St. Myers

Emily Kent

Susan Feith

Administration: Katherine Elchert, Library Director; Claire Parrish, Assistant Director

Others in Attendance: Allie, Library Staff; Dean Veneman, City Councilman; Eric Montag, member of the public

3. Open Meetings Declaration: Vice President St. Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Approval of Minutes: Motion by K. Heniadis, second by S. Kellogg to approve minutes of the January 17, 2024 full Board meeting. Motion carried unanimously.

Galván joined the meeting at 5:05pm

5. Treasurer's Report

a. Monthly Finance Reports: Elchert gave an explanation of charges related to the building

b. Payment of the Bills: \$64,555.61

C. Broeren motions to approve payment of the bills, \$64,555.61. W. Clendenning seconds. Motion carried unanimously.

Kent joined the meeting at 5:15pm

6. Director's Report

a. Library Use and Events: hiring a Library Assistant, downstairs has been painted, hoping to also paint the Tech Services work room; recommendation to install new lighting on first floor; installing vape detecting sensors in a few areas upstairs.

b. Statistics: 11,000 visits in January, circulated over 15k items; programming numbers strong, including an increase in movie attendance.

c. Miscellaneous: N/A

d. Meet the Board: Allie, Customer Services Lead in Tech Services, shared about her role.



Board of Trustees

7. Committee Reports

a. Services Committee: Did not meet

b. Buildings & Grounds Committee: updated numbers for sign design; talked through different upcoming projects; digitizing the library's blueprints

c. Finance Committee:

- Met on the 14th, in order to facilitate moving forward with obtaining Legacy Grant, structural engineer needs to take a look at the building; would need to get two RFPs - structural engineer to see if could just refurbish/can expand the cab or widen the door opening; second RFP would go out to decide which elevator vendor who would do the work.

C. Broeren moves to have Jerry Feith coordinate a RFP to get structural engineering quotes for potential elevator expansion, second by E. O'Day. Motion carried unanimously.

- Discussed signage cost in relation to materials used, preferred the better quality material and larger size. Board would like an actual mockup with a longer donor name and an updated proposal with taxes removed. Donor name list also needs to be finalized.

C. Broeren moves that every board member has to review the donor name list within 48 hours, then the list will be submitted as complete and the board will proceed with signage as discussed, E. O'Day seconds. Motion carried unanimously.

- Most current Endowment fund numbers are available; carry over funds still in process, Finance Director needs to share most updated numbers with Elchert and Feith.

d. Personnel Committee: Met 2/15; personnel policy statement later in meeting; inclusive services guide

Discussion about Library Board members knowledge of the Endowment Board as well as meeting postings. Board agreed to post notice of meetings with no library business discussion occurring in the event of a quorum.

8. Closed Session

The Board may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

In closed session, the Board will discuss negotiations and strategy regarding an agreement for the solar panel array located on the McMillan Memorial Library roof. The Board will return to open session and may take action regarding the aforementioned solar panel agreement.



Board of Trustees

6:18pm K. Heniadis motions to go into closed, K. Schill seconds. Roll call vote, Henaidis, Schill, Kent, Galván, O’Day, Broeren, St. Myers, Kellogg, and Feith in favor, W. Clendenning against. Councilperson Dean Veneman joined the closed session at the invitation of the Board.

6:44 W. Clendenning motions to go into open, C. Broeren seconds. Motion carried unanimously.

9. Old Business

- a. 2024 Facility Updates: Austin not present
- b. Elevator / E Grand Ave Entrance Project Updates: covered in committees

10. New Business

- a. Personnel Policy Statement: recommendation from Personnel is that the statement be applied to City personnel policies, above the Purpose section

C. Broeren motions that policy statement added to all policies adapted from the City. S. Kellogg seconds. Motion carried unanimously.

b Project Manager for the Elevator / Entrance Project: discussed earlier, wouldn’t need a project manager, scope of project small enough

- c. 2023 Annual Report: Elchert discussed the annual report

C. Broeren moved to approve the annual report with the signature of the vice president, second by W. Clendenning. Motion carried unanimously.

11. Information Requests: NA

12. Items for Next Agenda: Endowment presentation for April meeting

13. Adjournment

K. Heniadis moved to adjourn, K. Schill seconds. Motion carried.

Meeting adjourned by Vice President St. Myers at 7:17p.m.

Respectfully Submitted: Claire Parrish, Assistant Director



Personnel Committee

Meeting Minutes for
February 15, 2024

1. Call to Order: Chair St.Myers called the meeting of the McMillan Personnel Committee to order at 4:01 p.m.

2. Open Meeting Declaration: Chair St.Myers established that this was a public meeting and appropriate public notice with Zoom access was given.

3. Roll Call:

Committee Members:

~~Andrea Galván~~
~~Craig Broeren~~ (excused)

Scott Kellogg
Karen Schill

Elizabeth St.Myers
Evan O'Day

Other Board Members:

~~Emily Kent~~
~~William Clendenning~~

~~Susan Feith~~
~~Kim Heniadis~~

~~Ryan Austin~~

4. Approval of Minutes: Motion by S. Kellogg, seconded by K. Schill to approve the Personnel Committee minutes of December 14, 2023. Motion carried by unanimous vote.

5. Personnel Policy Statement: Chair St.Myers reiterated that the Library Board had directed St.Myers and Elchert to develop a Personnel Policy Statement, which would be included on any library personnel policies adapted from City of Wisconsin Rapids personnel policies. The proposed personnel policy statement was reviewed before the February Personnel Committee meeting by City Attorney S. Schill.

Proposed Personnel Policy: For the purpose of policy interpretation, Mcmillan Memorial Library employees are considered both employees of the Library as well as employees of the City of Wisconsin Rapids. Policy wording may include either references to "City" employees or "Library" employees, both of which apply if approved by the McMillan Memorial Library Board.

S. Kellogg recommended that the statement should be moved near the top of library personnel policies.

K. Schill motions to send the Personnel Policy Statement to the full board for approval, E. O'Day seconds. Motion carried unanimously.

6. Inclusive Services Guide: passed to committee by Services; Elchert reviewed status of those related to library personnel.

7. Set Next Meeting Date: April 11, 2024 @ 4pm

8. Items for Next Agenda:

- Policies

9. Adjournment

Meeting adjourned at 4:34pm

Respectfully submitted by Katherine Elchert, Library Director



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE ZONING BOARD OF APPEALS

January 18, 2024

The Zoning Board of Appeals met at 2:00 p.m. on January 18, 2024 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Cable Channel 985 and Solarus HD Cable Channel 3. Board members present in the Chambers were: Mike Hittner, Bruce Kluver, and 1st Alternate Peggy Montag. Member Montag served as a voting member to fulfill the requirements of a quorum. Dave Laspa attended via Zoom and Jerry Feith was absent. Others present included Associate Planner Carrie Edmondson, Duane Hafermann, Cheryl Hafermann and Todd Ferkey. Community Development Director Kyle Kearns attended the meeting via Zoom.

The meeting was called to order at 2:01 p.m.

1. Approval of the report from the May 31, 2023, Zoning Board of Appeals meeting

Motion by Kluver to approve the report from the May 31, 2023 Zoning Board of Appeals meeting;
second by Montag.

Motion carried (4 – 0)

2. **23-001205 Duane and Cheryl Hafermann**; public hearing and action on a request for a variance to allow a reduction in the required minimum front yard setback in the Mixed Residential “R-2” District and to place an accessory building ahead of the front face of the principal building at 911 25th Avenue South (Parcel ID 3404173).

Carrie Edmondson provided background information on the property and a synopsis of the request. The Department of Natural Resources performed a wetland review prior to the construction of the home determining that approximately 0.8 acres was developable land of the 3.4-acre lot. The accessory structure was added to the developable portion of the lot in 2023 without a building permit. Staff recommended denial of the request based on the analysis and findings in the standards of review for a variance.

Cheryl Hafermann and Todd Ferkey expressed their reasonings for why the variance should be granted. Dave Laspa asked about the extent of the trees that would need to be removed in order to relocate the shed, to which Ms. Hafermann replied.

Public hearing opened at 2:18 p.m.

Speaking in favor:

- Todd Ferkey, 2210 Russell Street
- Cheryl and Duane Hafermann, 911 25th Avenue South
- A letter with signatures from neighbors in favor of the current placement of the Hafermann’s shed was supplied by the applicants and was included in the ZBA packet.

Speaking against: none

Public hearing closed at 2:19 p.m.

Motion by Montag to deny the request; second by Laspa.

Motion carried (3 – 1, Hittner Nay)

3. Adjourn

Motion to adjourn the meeting by Montag; second by Kløver

Motion carried (4 – 0)

Meeting adjourned at 2:22 p.m.

Respectfully submitted by Erika Esser, Secretary



**Community Development
Department**
City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE ZONING BOARD OF APPEALS

March 25, 2024

The Zoning Board of Appeals met at 1:00 p.m. on March 25, 2024, in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Cable Channel 985 and Solarus HD Cable Channel 3. Board members present in the Chambers were: Chairperson Dave Laspa, Mike Hittner, Bruce Kluver, Michael Timm and 1st Alternate Peggy Montag. Jerry Feith was absent. Others in attendance included Community Development Director Kyle Kearns, Associate Planner Lizebeth Edwardsen, Susan Feith and Kevin Fangman. Anita Whetstone joined the meeting via Zoom.

The meeting was called to order at 1:00 p.m.

1. Approval of the report from the January 18, 2024, Zoning Board of Appeals meeting

Motion by Hittner to approve the report from the January 18, 2024 Zoning Board of Appeals meeting; second by Kluver.

Motion carried (5 – 0)

2. **24-000134 – Kevin Fangman;** Public hearing and action on a request for a variance from the accessory structure maximum size and height requirements, as well as setback requirements within the Mixed Residential (R-2) District to construct a detached garage at 710 3rd Street South (Parcel ID 3408477)

Kyle Kearns provided a synopsis of the request. Staff recommended denial based on the analysis and findings in the staff report for the variance standards of review.

Mike Hittner inquired about floodplain and alternative placements of the structure and Michael Timm asked about the slope of the lot, to which Mr. Kearns responded by summarizing other developable locations on the property. He further noted a 50' shoreland setback is required from the ordinary high-water mark.

Public hearing opened at 1:08 p.m.

Kevin Fangman provided information about the characteristics of the lot for the proposed accessory building, including slopes and lot orientation, and why he was requesting the variance, which included dimensions of vehicles. Mr. Fangman also spoke to the character of the neighborhood and viewshed of neighbors relating to accessory structure options.

Commissioner Montag asked the applicant for clarification on the location of the proposed structure and scale of the map. Mr. Fangman responded saying that the structure would fit between a utility box and large tree along Mead Street.

Dave Laspa asked the applicant to expound on his reasonings for the variance and regarding the size of the equipment desired to be housed inside. Mr. Fangman replied by referencing his recreational vehicle lengths and lawn tractor. He commented further on a physical disability resulting in migraine headaches and the need for having access around vehicles within the garage.

Peggy Montag asked what existed previously in the area of the proposed structure, to which Mr. Fangman indicated possibly trees and describe a recent instance with a vehicle colliding into the property from Mead Street. Commissioner Montag then asked if an existing garage existed onsite, to which Mr. Fangman confirmed and described in detail.

Mike Hittner inquired about the conditions on the Fangman property sale that were mentioned in the staff report. He further referenced a comment in the application from an attorney regarding the potential granting of a variance for a larger garage upon the sale of the property, to which Director Kearns commented, citing an email correspondence with the attorney regarding a smaller structure that would not have needed a variance. Mr. Fangman also commented that a larger structure was pursued with the potential for a variance to be obtained.

Speaking in favor of the variance: Kevin Fangman, 710 3rd St S, Wisconsin Rapids

Speaking against: Susan Feith, 700 Belle Isle, Wisconsin Rapids

Ms. Feith addressed the Board with her concerns regarding building aesthetics, City planning and zoning regulations, utilities, and other considerations.

Commissioner Hittner asked Ms. Feith which option she would prefer for accessory structures, to which she responded that no reasons exist to violate City ordinance.

Public hearing closed at 1:43 p.m.

Mr. Hittner asked staff to provide a utility map to identify the sanitary sewer referenced, to which Mr. Kearns said he could do so after the public hearing.

Anita Whetstone inquired about the anticipated timeline for construction if the variance were to be approved to which Mr. Fangman replied by indicating a construction timeline did not exist.

Further discussions took place about utilities on the property between staff, ZBA members, the applicant and Ms. Feith.

Mr. Kearns passed out copies of the email correspondence with Mr. Fangman's attorney (attached).

Mr. Fangman commented that a structure or multiple structures will be built meeting the code, or this one aesthetically pleasing structure which requires variances.

Mr. Hittner asked the applicant about his willingness to compromise on the size of the structure to which Kevin Fangman responded that the southwest corner stall of the structure could have a reduced stall and patio behind to meet the requirement.

Susan Feith commented that the structure will cause aesthetic problems and traffic problems. She suggested moving the structure up the hill.

Motion by Hittner to approve the request for a variance from the accessory structure maximum size and height requirements, as well as setback requirements within the Mixed Residential (R-2) District to construct a detached garage at 710 3rd Street South (Parcel ID 3408477); second by Timm.

Motion failed (2 Ayes – 3 Nays; Laspa, Kluver and Montag)

3. Adjourn

Motion to adjourn the meeting by Montag; second by Timm

Motion carried (5 – 0)

Meeting adjourned at 2:01 p.m.

Respectfully submitted by Erika Esser, Secretary

Attachments:

- A. PowerPoint Presentation
- B. Email from City Staff to Attorney

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, January 31, 2024 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:32 p.m.

1. ROLL CALL:

Present: Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, Dave Henke, JoAnn Grode and Mary Vang

Also present: Jolina Janus

2. ELECTION OF OFFICERS

Commissioner Helmer moved to vote on a slate of officers, nominating Commissioner Grode as Chair, Commissioner Helmer as Vice Chair, and the Executive Director, Mary Vang, per the by-laws as Recording Secretary. Commissioner Reith-Kincaid seconded the slate of officers. All aye votes.

3. MINUTES REVIEWED

- A. Commissioners reviewed minutes from the December 20, 2023, meeting. Commissioner Henke moved to approve the minutes of the December 20, 2023, meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

4. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 31 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. The next distribution date is scheduled for February 20, 2024.
- B. Restitution payment: Mary reported that on January 2, 2024, a restitution payment of \$455 was received from the criminal property damage incident that occurred at Parkview last year, leaving a restitution balance of \$2,663.09.

5. CONSIDERATION OF BILLS

- A. Approve December 2023 bills (Quickbooks register and purchasing card transaction detail): Commissioners reviewed the December 2023 bills. Commissioner Henke moved to approve the December 2023 bills, seconded by Commissioner Smith. Commissioner Grode inquired about the security deposit check refund on December 15, 2023 in the Quickbooks register for \$200, as this was a tenant transfer from one

apartment building to another. Mary stated that since the transfer occurred between two different programs, the refund is necessary to close out the tenant's account under the Public Housing program, and the tenant would issue a new security deposit for Huntington House LLC. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there is one vacancy at Parkview due to a tenant moving into assisted living. This vacancy has been filled off the waiting list with a move-in date of January 31, 2024. There will be another upcoming vacancy due to a transfer from Parkview to Tenth Avenue apartments. There is one vacancy at Tenth Avenue apartments due to tenant moving out of area. The vacancy will be filled off the waiting list with tentative move-in date of February 16, 2024. There is one scattered site vacancy due to a change in household composition. The two-bedroom vacancy will be filled off the waiting list with a tentative move-in date of March 1, 2024.
- B. Huntington House Redevelopment, LLC Occupancy: Mary reported there is one vacancy at Huntington House due to the tenant being deceased. This unit has been filled off the waiting list with a move-in date of March 1, 2024.
- C. Section 8 program status: Mary reported that as of January 23, 2024, there are 202 families under contract with the current waiting list running approximately 9 months. There are currently 345 families on the waiting list. Section 8 activity for the month consists of the following: one VASH voucher holder, two new admissions, one portability move-in and two vouchers that expired. There was no activity with portability move-outs, new vouchers issued, end of participations and cumulative voucher holders.
- D. Capital Funds Program grant status: Mary reported that the 2020 grant has a \$36,161.86 balance in operations for insurances and miscellaneous operating expenses, \$10,060.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations and \$13,318.49 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$175,155.06 balance in operations for insurances, PILOT, and miscellaneous operating expenses: \$16,861.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects. The 2023 grant has \$295,951 balance in operations and \$27,000 in general capital activities for appliances, in unit floor repairs/replacement, unit turnover/modernization, Parkview windows, and HVAC repairs at Parkview & 10th Avenue apartments. A drawdown was made for the FEMA annual insurance renewal payment for \$6,746.

- E. State Debt Collection (SDC) program status: Mary reported that no payments were received from the SDC program for January 2024. Jolina did process one SDC entry for 2024.
- F. Annual Parkview flood insurance renewal: Mary reported that the annual FEMA flood insurance renewal payment was made for the amount of \$6,746. It is anticipated that coverage rates may increase as FEMA's National Flood Insurance Program has requested an updated building cost value, as the current \$250,000 building coverage is no longer adequate. She has been in contact with the city assessor to request for documentation that can be provided to FEMA for re-evaluation of coverage amounts.
- G. Audit Proposals: Commissioners reviewed the two audit proposals received from Collins & Associate and Cavanaugh & Company for the 2024-2026 CY's. Mary reported that Collins & Associates proposal came in \$12,050 lower than Cavanaugh & Company. She stated that one of the primary reasons that Cavanaugh & Company's proposal came in higher was due the amount of additional administrative work that it would take to in establishing the housing authority as a new customer. In addition, once established there would be a 3-5% increase per year, which would drive up the costs for the following two audit years. Commissioner Henke moved to approve the audit proposal from Collins & Associates, S.C., seconded by Commissioner Smith. Commissioner Henke stated that it would make sense to stay with Collins & Associates to keep costs low. All aye votes.
- H. Rental Assistance Demonstration (RAD) Portfolio CHAP update: Mary reported that the housing authority has requested to withdraw its RAD CHAP Portfolio award, and if in the future the housing authority decides to pursue RAD again, another application can be submitted.

7. RESOLUTION

- A. 2024_1 Housing Choice Voucher Administrative Plan: Commissioners reviewed Resolution 2024_1 Housing Choice Voucher Administrative Plan. Commissioner Henke moved to approve Resolution 2024_1 Housing Choice Voucher Administrative Plan, seconded by Commissioner Helmer. Mary reported that the changes to the Administrative Plan are related to the addition of Chapter 19 for special purpose vouchers. The added chapter will allow the housing authority to work with Wood County Human Services in providing Foster Youth to Independence (FYI) vouchers for those youth who are aging out of the foster system. All aye votes.

- 8. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the two white chairs at Huntington House apartments that were added to the bench at the first bend of the east corridor. She stated that the chair is in a location that makes it difficult to get a cart around the corner, and recommended that if the chairs could replace the current laundry room chairs. Mary stated that the chairs were purchased during the renovations, and she will further investigate the situation.

Commissioner Reith-Kincaid also stated that there are places throughout the corridor where strands of carpet are coming up, and if there was a way to resolve this from occurring. Commissioner Henke stated that the sublayer beneath the carpet is more than likely breaking down and causing this to happen. Mary stated that she would talk with the caretaker to have these strands cut, to prevent tripping hazards. Commissioner Reith-Kincaid inquired about getting an outlet in the common area that could be tied into the backup generator, so that tenants could use it when there is a power outage. Mary stated that there is probably code enforcement to something like that but will further look into it with maintenance.

- 10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 28, 2024, in the community room of Huntington House Apartments.
- 11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:20 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____



Wastewater Facility
2540 First Street South
Wisconsin Rapids, WI 54494-5798
Phone (715) 421-8237 Fax (715) 421-8292
Derek Budsberg – Wastewater Superintendent
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:35 p.m. on February 14, 2024** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, Tammy Steward, and David Yonkovich; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the January 10, 2024 meeting:** A motion was made by David Yonkovich and seconded by Tammy Steward to approve the minutes of the January 10, 2024 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month's activities.
 - b. Monthly Plant Report: Al Belke gave an up-to-date report on plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Biron contract update:** Derek Budsberg gave an update on the proposed Biron Wastewater Contract.
- 4. Review Emergency Lateral fund Policy:** Derek Budsberg provided updates regarding changes to the current policy including monthly fee increases and language revision. No approval requested at this time.
- 5. Acceptance of bills and revenues:** A motion was made by David Yonkovich and seconded by David Laspa to accept the bills and revenues for January. **Motion Carried.**
- 6. Referrals:** Biron Wastewater Contract, Emergency Lateral fund, Letter to Strand on Westside Lift Station
- 7. Adjourn:** A motion was made by David Yonkovich and seconded by Tammy Steward to adjourn at 2:15 pm. **Motion Carried**

Respectfully submitted Jessica Beaton



Wastewater Facility
2540 First Street South
Wisconsin Rapids, WI 54494-5798
Phone (715) 421-8237 Fax (715) 421-8292
Derek Budsberg – Wastewater Superintendent
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:30 p.m. on March 13, 2024** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, Tammy Steward, David Yonkovich, Jim Neitzel, Tom Rayome, and Peter Jennings; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the February 14, 2024 meeting:** A motion was made by David Yonkovich and seconded by Jim Neitzel to approve the minutes of the February 14, 2024 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month's activities.
 - b. Monthly Plant Report: Derek Budsberg gave an up-to-date report on plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Biron contract update:** Derek Budsberg gave an update on the proposed Biron Wastewater Contract.
- 4. Review Rudolph discharge manhole replacement costs:** A motion was made by David Laspa and seconded by Jim Neitzel to direct staff to negotiate with Rudolph using the City Engineer's recommendation of cost sharing up to \$42,942 or 56% of total replacement costs. **Motion Carried.**
- 5. Review Emergency Lateral fund Policy:** A motion was made by Jim Neitzel and seconded by Peter Jennings to adopt the proposed Emergency Lateral Fund Policy and raise the monthly fee from \$0.25 to \$0.50. **Motion Carried.**
- 6. Acceptance of bills and revenues:** A motion was made by David Yonkovich and seconded by Peter Jennings to accept the bills and revenues for February. **Motion Carried.**
- 7. Referrals:** Biron Wastewater Contract
- 8. Adjourn:** A motion was made by Jim Neitzel and seconded by David Yonkovich to adjourn at 2:30 pm. **Motion Carried**

Respectfully submitted Jessica Beaton

Regular Meeting of the Water Works and Lighting Commission
Wednesday, February 14, 2024

There were present:

Commissioner Jay Bemke
Commissioner John Bergin
Commissioner John Harper
Commissioner Rick Merdan

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Shawn Reimer, Adam Breunig, Tyler Sneen, Lynn Schroer and Sean Wall.

1. Call to Order

Chairman John Bergin called the meeting to order at 2:00 PM. Commissioner Jeff Penzkofer was excused from today's meeting.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held January 10, 2024

There was a motion made by Rick Merdan, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on January 10, 2024, and to place them on file. There were no nay votes recorded.

3. Action items

There were no action items presented.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed and discussed the Safety Coordinator's monthly report. Sean Wall answered questions regarding the recent CPR/First Aid/AED/BBP (Bloodborne Pathogens) training.

4.2 Line Superintendent's Report

This report was reviewed and January call-ins and projects were discussed. Josh Elliott answered questions regarding the higher-than-normal call-in number of vehicle accidents.

4.3 Water Department Operations Report

This report was reviewed and Adam Breunig answered questions regarding January maintenance water projects.

4.4 Customer Support Supervisor's Report

This report was reviewed and Lynn Schroer answered questions regarding the regulations and procedures for water disconnections.

4.5 Director of Finance's Report

This report was reviewed and Jeff Kuhn answered questions regarding the financial statements.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. In Matt Stormoen's absence Todd Weiler answered questions regarding our new antivirus software.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding the on-site energy assessment that was performed at North Shore Health Care. Shawn also stated that WW&LC will once again be participating in the Lincoln High School Reality Check which is a financial simulation for graduating seniors.

4.8 Electrical Engineer's Report

This report was reviewed and was discussed. Tyler Sneen answered questions regarding our transformer inventory.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler answered questions regarding the disposal of the Northern Steel Castings Substation transformer. Todd stated that all the WW&LC equipment at this location has now been removed.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding various legislative bills that MEUW is continuing to watch such as electric charging vehicles, and the right of first refusal transmission construction. Jem also

answered questions regarding a video conference call he participated in to discuss potential GLU participation in a combined cycle natural gas power plant.

5. Review of accounts payables

A listing of all invoices and checks covering January was provided to the commission for review and all questions answered.

6. Adjourn

There was a motion made by Rick Merdan, seconded by Jay Bemke, and carried to adjourn at 2:23 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary

Regular Meeting of the Water Works and Lighting Commission
Wednesday, March 13, 2024

There were present:

Commissioner Jay Bemke
Commissioner John Harper
Commissioner Rick Merdan
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Matt Stormoen, Shawn Reimer, Adam Breunig, Todd Weiler, Tyler Sneen, Lynn Schroer and Sean Wall.

1. Call to Order

Acting Chairman Rick Merdan called the meeting to order at 2:00 PM. Commissioner John Bergin was excused from today's meeting.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held February 14, 2024

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to approve the minutes of the Regular Commission Meeting held on February 14, 2024, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Summer help request

After discussion there was a motion made by Jay Bemke, seconded by John Harper, and carried to approve a request from Customer Support Supervisor Lynn Schroer to hire one limited term summer employee. This employee will work in the office assisting with customer service duties and will also be assisting the water department with the lead copper rule revision regulations. There were no nay votes recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed and discussed the Safety Coordinator's

monthly report. Sean Wall answered questions regarding safety awards and the upcoming respirator fit testing.

4.2 Line Superintendent's Report

This report was reviewed and February call-ins and projects were discussed.

4.3 Water Department Operations Report

This report was reviewed and Adam Breunig answered questions regarding February maintenance water projects and the Lincoln Street water main project.

4.4 Customer Support Supervisor's Report

This report was reviewed and Lynn Schroer answered questions regarding the upcoming April 15th moratorium.

4.5 Director of Finance's Report

This report was reviewed and Jeff Kuhn answered questions regarding the financial statements.

4.6 Information System's Administrator's Report

This report was reviewed and discussed. Matt Stormoen answered questions regarding the network hardware cleanup and fire alarm rebuild.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding the Focus on Energy Community Impact Program. Shawn also stated that WW&LC participated in the Lincoln High School Reality Check. This is a literacy simulation that helps to prepare graduating seniors with a realistic experience in budgeting, understanding financial responsibilities and making potential life choices while interacting with business and community members.

4.8 Electrical Engineer's Report

This report was reviewed and was discussed. Tyler Sneen answered questions regarding our transformer inventory.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler stated that he was

informed by APPA that WW&LC once again received the Platinum Award as a Reliable Public Power Provider. WW&LC has received this distinguished honor since 2011 having earned 2 “Gold”, 2 “Platinum”, and 2 “Diamond” RP3 titles.

4.10 General Manager’s Report

This report was reviewed and discussed. Jem Brown answered questions regarding the various conference calls he attended regarding Great Lakes Utilities (GLU) and Alliance for Cooperative Energy Services (ACES) projects.

5. Review of accounts payables

A listing of all invoices and checks covering February was provided to the commission for review and all questions answered.

6. Adjourn

There was a motion made by Jay Bemke, seconded by Jeff Penzkover, and carried to adjourn at 2:24 PM. There were no nay votes recorded.

Respectfully submitted,

John Harper, Acting Secretary

ALEXANDER FIELD

SOUTH WOOD COUNTY AIRPORT

MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

Shane Blaser, Mayor
Jason Warren, Supervisor
Joseph Zurfluh, Trustee
Brad Hamilton, President

MUNICIPALITIES:

City of Wisconsin Rapids
Town of Grand Rapids
Village of Port Edwards
City of Nekoosa

3/7/24

The South Wood County Airport Commission met on Thursday March 7, 2024 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Brad Hamilton, Jason Warren, and Joe Zurfluh. Also in attendance were Randy Gustafson, Dennis Polach, Paul Tranal, Tom Davis, Mike Esser, Bill Menzel, Jeff Christensen, Ryan Falch, Dan Minarcik, Hunter Geishart, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:00 AM.

2. Approval of previous month's minutes (1-4-23):

Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve the minutes as presented. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. Sickler reported that there is an ongoing and a forthcoming consultant selection and the Commission will be asked to submit a preference based on the review of the proposals. Sickler also reported that fuel sales for the month of February were higher than most historical February figures.

Ryan Falch from SEH provided the Commission with an update on the status of the Master Plan project. The scope for the project is set and there is a fee negotiation meeting forthcoming.

Mark Graczykowski from WI BOA provided the Commission with an update on the funding status for Airport projects. The Commission is in a good position financially with Federal entitlement dollars and State apportionment dollars available for funding the majority of the forthcoming projects.

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

4. New Business

a. Discuss and consider action regarding full time position creation: Sickler presented a proposal for eliminating the existing part time Airport Attendant position and creation of a full time position. Discussion ensued regarding, funding the position, staffing hours, employee retention, staffing at nearby airports, and municipal contributions. The next steps will be for approval by the City HR Committee and City Council. Motion by Commissioner Blaser, 2nd by Commissioner Hamilton to eliminate the part time position and approve the creation of a new full-time position based on the job description provided. Roll call vote: Motion carried unanimously.

b. Consultant selection: Chairman Blaser recited the Closed Session Statute. Motion by Commissioner Hamilton, Second by Commissioner Zurfluh to go to closed session at 08:56. Motion Carried. Motion by Commissioner Hamilton, Second by Commissioner Zurfluh to go to open session at 0908. Motion Carried. Motion by Commissioner Blaser, Second by Commissioner Zurfluh to recommend Short, Elliott, and Hendrickson as the preferred consultant for the tree removal project. Motion Carried.

5. Review of Financial Statements

Sickler presented the financial statements for the month of February 2024. Discussion ensued. Motion by Commissioner Hamilton, second by Commissioner Zurfluh to approve the financial statements as presented. Motion carried.

6. Future agenda items:

Airport vehicle, airport hangar security.

7. Public Comment

EAA Chapter attendees listed the events scheduled for the upcoming summer season and shared them in an email.

8. Correspondence received: None

9. Set next meeting date:

Thursday April 4, 2024 at 8:00 AM.

10. Adjourn:

Motion made by Commissioner Blaser, 2nd by Commissioner Hamilton to adjourn at 09:13 AM. Motion carried.

Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Blaser

City of Wisconsin Rapids Ethics Board

Meeting Minutes

Date: Thursday, March 14, 2024, at 4:30 p.m.

Location: First Floor Conference Room at City Hall

Members Present: Robert Teeselink, Eric Daven, Renee Fischer, Lee Gossick, Mike Derrie and Alderperson Patrick Delaney

Members Absent: Alternate Alderperson Matt Zacher

Others in Attendance: City Attorney Sue Schill and Alderperson Dennis Polach

1. Meeting called to order at 4:34 p.m. by Chairman Teeselink
Motion by Teeselink, second by Derrie to allow Alderperson Polach to be present for closed session.
Motion carried.
2. The Board may vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility;" and Section 19.85(1)(a), which reads " Deliberating concerning a case which was the subject of any judicial or quasi-judicial trial or hearing before that governmental body;" and Section 19.85(1)(f), which reads "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 except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations."

In closed session, the Board will preliminarily review and consider an ethics complaint submitted to the Ethics Board, including the Board's jurisdiction and whether an investigation and/or hearing is necessary. The Board may adjourn in closed session or may return to open session and may take any necessary action or make any recommendations needed as a result of the discussion in closed session.

Motion by Fischer, second by Derrie to go into closed session. Roll call vote taken all voting affirmative, motion carried.

During closed session discussion and preliminary review was conducted on an ethics complaint submitted.

Motion by Teeselink, second by Fischer to return to open session at 5:15pm. Motion carried.

In open session, motion made by Daven, second by Derrie that the submitted complaint does not allege violations over which the Wisconsin Rapids Ethics Board has jurisdiction, and thus no further hearing or action is necessary, and the complaint is dismissed.

Roll call vote taken, all voting affirmative, motion carried.

3. Meeting adjourned at 5:17 pm by motion by Teeselink, second by Derrie. Motion carried.

Eric Daven
Ethics Board Secretary



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

ENGINEERING DEPARTMENT Monthly Activity Report

March 2024

Permits & Degradation

- 16 Permits/Licenses (19 last month) for asphalt paving (1), driveway grades/concrete pour inspections (5), storm water (0), excavating (4), Street Privilege (0), storm connection (1), permit parking (2), banner (0), environmental testing well (0), contractor licenses (3)
 - 2024 – 61 permits & licenses
 - 2023 – 278 permits & licenses
- 187 Diggers Locates for Storm Sewer & Sanitary Sewer (123 last month)
 - 0 Emergency locates (0 outside of normal business hours)
- Degradation fees this month = \$8,854.59
 - This year = \$24,674.98

Traffic

- Stop Sign / Yield Sign Requests / Speed Studies
 - A request was received to check speeds on 4th St between Chestnut St and Birch St. The counter was moved on 2/29/24. 85th % speed = 28 mph; AADT=160 vpd
 - A request was received to install a stop sign on Apricot St at 14th St on 3/12. The primary concern is related to speed. 85th % speed = 31 mph; AADT=102 vpd
- Traffic Study – N/A
- Vision Issues – N/A
- ITS Standalone Signal Grant
 - 2023 Project @ Expy and W Grand Ave started on September 25th. Reimbursement Request was made to the DOT. Punch list items continue.
 - 2024 Project @ Expy and High St and Expy and Chase St – Project is currently out for bid with a bid opening scheduled for 10am on April 4th.
- Signal complaints
 - Flashing Yellow Arrows requested at Expressway and Plover Rd and Plover Rd and Washington St. (January 2024) – Applications are being prepared for submission in April.

Project Designs/Construction underway:

2024 Projects

- Contracts
 - Concrete Contract (bid opening 2/8/24) – awarded to Sommers Construction.
 - Asphalt Paving Contract (bid opening 2/8/24) – awarded to American Asphalt



ENGINEERING DEPARTMENT
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- Design
 - 9th St S (Peach St to Chestnut St) – 100%
 - Lincoln St (Expressway to Peach St) – 100%
 - Detailed Schedule information was sent out to properties adjacent to the project along with the Hospital.
 - A project walk-thru was held March 26 at 4pm
 - Real Estate Purchases continue – 2 parcels have been obtained and payment sent. Several properties had been sold and we are re-engaging with the new owners. Several other properties having documents signed with partial mortgage releases in process.
 - **Construction to begin April 1st.**
 - Wylie St (8th St N to 12th St N) – 100%
 - Sewer Manhole Connecting to Rudolph's Force Main – 100%
 - Dixon Parking Lot – 95%
- Bidding Projects
 - Bridge Lighting – Bid opening was Wednesday, March 13th at 10am with 2 bidders.
 - Library alternative ADA entrance – provided a review of an RFP for elevator related to the ADA entrances
- Construction Activity
 - SW Cutting began in March by SafeStep
 - Sidewalk and Curb Maintenance began on 3/25 by Sommer Construction and City Crews.
- 2025 Projects
 - Preliminary Survey for 2024 and 2025 Projects
 - 14th Ave N (W Grand Ave to Fremont St) – 100%
 - McKinley St (8th Ave to 14th Ave) – 100%
 - E Jackson St (Jackson St Bridge to E Grand Ave) – 100%
 - Mead Field Pickle Ball Courts – 100%
 - Design for future Projects
 - 14th Ave N (W Grand Ave to Fremont St) – 50%
 - McKinley St (8th Ave N to 14th Ave N) – 50%
 - E Jackson St – 30%
 - Mead Field Pickle Ball Courts – survey is complete. Grading plan was developed in March.

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - State/Municipal Agreement was signed on 2/29/24 and returned to the DOT.



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Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

- Strand was awarded the project 12/20/23 and three-party agreements have been signed.
- Request for Qualifications were sent out on 11/17/23 with a due date of 12/8/23.
- Design will commence in 2024 with construction proposed in 2025
- 8th St S – Lakewood Ln to Whitrock Ave – DOT is working on selecting a design consultant to begin designing this project. Wastewater crews are busy televising infrastructure for this project.
- Rail Notification – Predictive Mobility Project
 - Project is on hold until the federal government and state government authorize additional funding.

Transportation Utility – 5 account updates in March 2024.

Storm Water Utility – 0 utility updates in March 2024

- MS4 Annual Report completed and submitted.
- TMDL Implementation Plan completed.
- One Mile Cr.
 - Project Update letters will be sent out in April to adjacent property owners notifying them of the status of the project.
 - Dredging Permit – Hazardous material discharge permit is ready for approval. The Ch. 30 Permit is continuing to move forward; however, two comments were provided back which appear to be permit conditions once approved:
 - To avoid greatest impacts to amphibians/reptiles, a slow drawdown is required starting in late summer (mid-August) and ending in mid-September. Late summer to early fall drawdowns are preferred.
 - Fisheries also has a window of time from *mid-March to mid-May* where work needs to be avoided.
 - Dam Permit – DNR is reassigning the review of this permit to another staff member as of 12/2/23. Communication has been ongoing with new contact regarding details of the project.

Other Highlights

- Parking Ordinance Draft



**PUBLIC WORKS
DEPARTMENT**
1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

March 2024

Refuse and Recycling

- Garbage Collection estimate 350.3 tons, 382.35 tons in 2023
- Recycling Collection estimate 75.88 tons, 95.37 tons in 2023

Construction

Shorewood Terrace (1st Street North – Dead End)

- Project is completed, yards were finish graded and raked, seeded, hydro mulched and landscaped areas were mulched

Apricot/ Broadway Street Intersection

- Yards on Broadway and Apricot were finish graded and raked, seeded and hydro mulched, existing pavement and curb and gutter were removed and ready for contractor

Items to complete

- Sidewalk, Curb and Gutter on Apricot Finish Grade and Pave Apricot

Lincoln Street (Peach Street – East Riverview Expressway)

- Waiting for Gas Company to switch over to new main, project is estimated to start on Monday April 1, 2024

Streets Maintenance

- Removed trees in construction area that were needed to complete the projects or would have been damaged
- Shouldered 20th Street, 16th Street and Two mile Ave
- Picked up sand barrels from street locations
- Fixed plow damage on sidewalk routes
- Took delivery of pipe and construction materials
- Saw cutting asphalt patches and curb repairs
- Catch basin maintenance
- Concrete sidewalk construction at Centralia Center and Dog park
- Removed topsoil, sub graded and hauled in gravel to proposed Pickle Ball Courts at Mead field off of Alton Street
- Pour concrete at Zoo project
- Clean up and shoulder 17th Ave North (CTH F) after water main project
- Assisted with landscape cleanup and new landscape mulch at city buildings
- Assisted Parks with Tree Care
- Cold Patch City Streets
- Swept streets

- Cutting brush in right of way on mowing routes
- Picked garbage from green spaces along the highways
- Finished maintenance on various Park Buildings and Compost Sheds
- Started repairing grass that was damaged plowing snow
- Worked on a few small snow events

Paint and Signs

- Continue replacement of the Stop, Yield and regulatory signs that no longer meet the requirements of the MUTCD
- Replaced Speed Limit Signs and Parking restriction signs in 2024 maintenance area
- Inventoried signs in Street maintenance area and set priority of replacement
- Replaced signs that were damaged due to accidents

Shop and Repairs

- Routine service work fleet trucks
- Service Police and Fire's fleet
- Annual Maintenance on Vermeer Compost turner
- Annual Maintenance on Trummel Screener
- Replaced head Gasket and head on 24 year old construction roller
- Took delivery on two dump trucks ordered in 2022
- Inventoried, checked/tested and recharge fleet and City garage fire extinguishers'
- Replaced Spring and

Overtime that occurred in March 2024:

Snow and Ice Control:	\$2500.78 for labor to salt minor snow events. Total used of budget amount \$21,882.20. Budgeted amount for 2024 season is \$121,815.00
Garbage Collection:	\$184.86 for labor on Holidays and coverage on days off. Total used of budgeted amount \$ 806.67. Budgeted amount for 2024 season \$2242.00
Recycling Collection:	\$299.74 for labor on Holidays and coverage on days off. Total used of budgeted amount 926.59. Budgeted amount for 2024 season \$1121.00
Airport:	\$88.66 for labor to plow at the Airport. Non budgeted item, get reimbursed by Airport commission.



SOUTH WOOD COUNTY AIRPORT
Jeremy Sickler, Airport Manager

March 2024

Airport Development:

Obstruction Removal update: Waiting on BOA for consultant selection. WI BOA held the consultant selection meeting for the tree removal consultant selection on April 2, 2024. The Commission has provided it's input for both of the outstanding consultant selections.

Fuel Type	Previous month	Current month	This month last year	2024 year to date	2023 year to date	Year over Year
100 LL	857.25	1337.03	523.93	2671.38	1257.60	212%
Jet A	830.00	1908.00	790.80	3886.53	2257.01	172%
TOTAL	1687.25	3245.03	1314.73	6557.91	3514.61	187%

Airport Monthly Revenues:

Sales

Fuel:	\$18667.95
Ramp Fee:	\$0.00
Lav Fee:	\$0.00
GPU:	\$0.00
Call Out Fee:	\$150.00
Transient Hangar:	\$624.53
Catering:	\$0.00
Oil:	\$0.00

Year over year total fuel gallon sales comparison through February:

2022 – 6897.84 gallons
2021 – 4396.50 gallons

Other Airport Items:

Vehicle Purchase: A vehicle has been purchased.

Previous project updates: A few last items are still incomplete from the fuel system project. Efforts to have them completed are underway. A landscaping crew has visited to estimate the cost for completion. These costs are the responsibility of the contractor not the Commission.

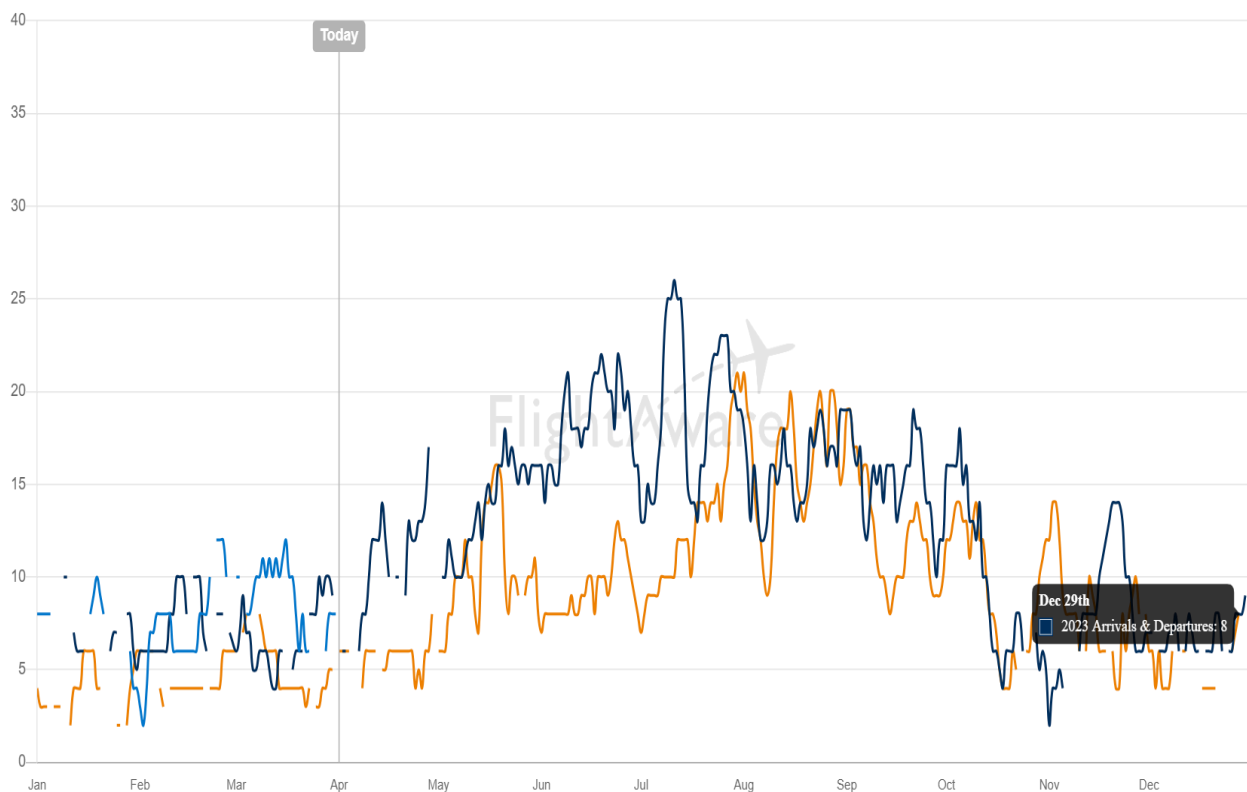
Insurance claim: Expenses resulting from a lightning storm last fall are being compiled to submit as an insurance claim. The Commission "Property in the Open" policy has a \$10,000 deductible.

ARPA/CRSAA submission: At the March meeting, Mark Graczykowski mentioned available grants under the ARPA and CRSAA programs for non-primary airports. Applications and materials for these grants have been submitted. SWCA is eligible for \$45,000.

Hangar security system: Installation is scheduled to take place the week of April 8.

Wind sock: Was repaired shortly after being brought up at the March meeting

East Gate (Two Mile) loop: The estimate for the repair has been signed and returned to the contractor.



TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
Month of: March 2024

Report:

Collections

- Televised-3058 ft. of Sanitary
- Sewer calls-4
- Main line cleaned- 15000ft.
- 1lift station cleaned
- The collections crew also spent over 20hrs repairing televising equipment and doing other fleet maintenance.

Operations/Maintenance

- All effluent discharge limits were well within permit limits.
- Worked on pouring a concrete pad for the new pump at 1st and 2 mile
- Finished rebuilding a spare RAS pump.
- Replaced Roots blower on generator conditioning skid
- Troubleshooting and seal replacement on W3 water system
- Waxed floors
- Ras pump #2 VFD replaced
- Fixed UV disinfection communication issues
- Controls for Westside pumping station were re-configured.

Plant administration.

- Put together a sludge management plan for the DNR for steps to distribute and control our sludge.
- Continued to do lab testing for volatile organics to help optimize the plant biology.
- Continued to do extra lab testing to identify where high molybdenum levels are coming from.
- Continued working with contractors to develop a plan to replace Dewey MCC lift station.
- Staff spent time reviewing and modifying the right-of-way lateral repair policy.



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

"Commitment to Excellence"



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council
From: Todd Eckes, WRFDFire Chief
Date: April 1, 2024
RE: Monthly Summary for March 2024

WRFDFmeetings, events, training, and notable calls for the month of March 2024:

- Police and Fire Commission meeting
- Common Council meeting
- Finance & Property Meeting
- Human Resources Meeting
- Held a Management Meeting
- Held a Labor/Management meeting.
- Held a Guardian Angel Project meeting.
- PD/FD Meeting
- One member attended the Wood County Fire Investigation Task Force Meeting
- Fire Vision Committee meeting
- Monthly EMR training
- Monthly Cadet Training
- Wisconsin State Fire Chiefs Board Meeting
- Attended North Central Fire Chiefs meeting.
- Attended Wisconsin Fire Chiefs Education Conference.
- Fire Safety Presentation for "Sons of Norway" (Lithium Battery Safety)
- Garrett Huber started as a new Firefighter/Medic
- Neck up Checkups all month
- Car seat Clinic at Station I
- Received Trans 309 Ambulance Inspection from the Wisconsin State Patrol
- Ambulance Standby for WAA Gymnastics Tournament

March Anniversaries: Adam Yerke 16 Years, Dustin Lease 15 Years, Jarod Miller 6 Years

Notable Responses:

Structure Fire: 0 Incidents

Motor Vehicle: 6 Incidents

Carbon Monoxide/Odor Calls: 2 Incidents

False Alarms: 2 Incidents



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

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WRFDNotes:

March had many positive and many negative components within it. We completed all our ‘Neck up Checkups’. Many thanks to the Council for allowing us to try these annual Mental Health checkups. There were many positive comments from the members regarding the program. Our industry exposes us to citizens’ worst moments, and those memories are many times carried with us into our family life. Traditionally as Firefighters we would bottle those emotions thinking we are tough and could handle those effects on our mental health. The reality is our profession has lost many great members that succumb to those emotions with no help to understand and decode them leaving us feeling alone and broken. Going forward, this professional component to our Mental Health Wellness Program will allow our members to work through those emotions and learn to understand them teaching them to cope with those exposures in a positive manner.

By the end of March as a department we saw ourselves 4 members down on our Roster. This started in January when we lost our first member, followed by one in February, and two in March. Two members that left did so to improve themselves by accepting promotions with other departments. The two others followed lifelong dreams to move to other states that they wanted to live in. Although lateral moves, they were important moves for them in their personal lives. On March 18th, we hired one Firefighter/EMT that is currently in the Paramedic program at MSTC and will graduate in May. On April 9 & 10 four candidates will interview with the Fire Department Command Staff and the PFC respectively. We hope at the end of the day, April 10th that we can offer positions to three of those four candidates. Barring any problems with their Physicals and Psych exams hopefully they will come online sometime mid-April filling out our roster.

Lastly, March 19th the Council approved the purchase of a new Ladder to replace our current 31-year-old Ladder Truck. We have historically done a great job to complete annual maintenance on this apparatus, and it has served us well, but in the last few years it has started to cost us a lot to maintain annually. When the new apparatus arrives our deployment model will change from our current response. We do not have enough personnel to get two engines and the ladder out the door on the first alarm. We need to analyze the dispatch information and decide if we take both engines or the Ladder Truck and an Engine. When the new Ladder arrives, it will be built to respond as an engine or a Ladder, allowing us to make that decision once we arrive on scene and get a better look at the need for resources and decide to use it as an Engine or the need requires it to be used as a Ladder. We know that anytime money in this amount needs to be allocated it is always a hard decision. Many Thanks to the Council for doing their due diligence to look at all options and ask the hard questions that they did with regards to the apparatus and the need. I assure you that that decision made will benefit this city and will help in the end with strategic planning for both the Department and the city.



Wisconsin Rapids Fire Department

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WRFD March 2024 MONTHLY RESPONSE REPORT

Type of Emergency	March 2024 Responses	Total # of 2024 Responses	March 2023 Responses	Total # of 2023 Responses
EMS 911	367	1,151	415	1056
EMS IFT	3	4	3	3
COMMUNITY PARAMEDICINE	1	2	0	0
FIRE	0	7	8	11
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	3	13	1	7
SERVICE CALLS	4	15	3	5
GOOD INTENT	8	16	2	9
FALSE ALARMS/WEATHER	10	36	3	12
TOTAL CALLS FOR SERVICE	396	1,244	435	1,103

Notes:

- Fire 100 Series: Fire (s *structure, vehicle, wildland*)
- Fire 200 Series: Overpressure, Rupture, Explosion, Overheat (*No Fire*)
- Fire 300 Series: Rescue & Emergency Service Incident (*Motor vehicle accident, EMS Calls*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 600 Series: Good Intent (*Dispatched and cancelled, Citizen needs help*)
- Fire 700/800 Series: (700) False Alarms (800) Severe Weather/Natural Disasters

Runs by District	March 2024	2024 Totals	March 2023	2023 Totals
Wisconsin Rapids	317	921	320	841
Saratoga	19	70	28	71
Village Port Edwards	7	45	10	30
Village Biron	7	47	35	59
Town of Port Edwards	2	17	10	23
Nekoosa	24	87	16	54
Granmoor	0	1	0	1
Mutual Aid Given	10	16	9	11
Mutual Aid Received	10	40	7	13
TOTALS	396	1,244	435	1,103

Confined Space Stand-by	March 2024	Total # 2024	March 2023	Total # 2023
TOTALS	19	62	44	130



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

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WRFD TRAINING CENTER FOR MARCH 2024

Category	Topic
Fire	Fire Inspection Class
Officer	None
Motor Pump Operator	None
Technical rescue	None
Hazardous Materials	Wisconsin All Hazards Materials Response (Conference)
EMS	Cardiac
EMR	Resuscitation
Cadet	CPR

Total Training Hours for the Month	101
Inspections for the month	0



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

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March Overtime Paid Summary

Overtime Summary in Hours												
Month	Jan	Feb	Mar	Apr	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Running Total
Category												
Comp Paid Out	2.75	24										26.75
FMLA	24		72									96.00
Emergency Call ins	23.5	104	87.54									215.04
Sick	146.3	86	96.5									328.80
Stay-Over	5.5	3.5	2.54									11.54
Meeting/Committee		5.5										5.50
BC VAC		12	48									60.00
ODT		5										5.00
Training	26.75	19.17	28									73.92
Short Crew			72									72
Monthly Total	228.80	259.17	406.58	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	894.55

O.T. Rate	\$39
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Comp Pay Out over 100 hours	\$7,442
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March Total O.T. Cost	\$15,855.06
Year to Date O.T. Cost	\$34,882.77

Jan. Crew Transfer Pay	\$200
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Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF
TEL: (715)-423-4444
FAX: (715)-423-4408

Date: April 8, 2024

To: Mayor Shane Blaser

Wisconsin Rapids Police and Fire Commission

Wisconsin Rapids Common Council

From: Daniel Hostens, Chief of Police

RE: Report on the Police Department activity for March 2024

Departmental Activity/Training:

Police and Fire Commission meeting

Wood County Law Enforcement Executives meeting.

North Central Chiefs of Police Meeting.

Meeting with ODC on grant for Co-Responder Program

Command staff meeting.

Completed mandated training and monthly range training.

Monthly Special Response Team (SRT) and Crisis Negotiator (CNT) training

Sergeant Burger attended the Supervising Patrol During Critical Incidents online class.

Officer Guse, WRPD Chaplain Turner, and WRPD Chaplain O'Connor attended the International Conference of Police Chaplains – Regional Training in Lake Geneva, WI.

Officer Contreras and Office McHugh attended an active shooter training hosted by MSTC in Wisconsin Rapids.

Sgt. Jazdzewski, Officer Plowman, and Officer Jaye attended Special Response Team training.

Sgt. Borchardt attended Hostage Negotiation Level II training and Community Leadership.

Officer Krier attended Instructor Development training.

SRO Pelot and SRO Olivares attended 32 hours of Active Shooter Threat training.

Sgt. Daven attended a 9-hour Property and Evidence Procedure training.

Sgt. Daven, Detective Richter, and Detective Wetterau provided patrol crew training and updates. Some topics covered were evidence collection/packaging, storage, digital evidence, drug collection/testing, and report writing.

SRO Olivares attended the Level II Crisis/Hostage Negotiator training with the Negotiator team.

For the month, 2024 vs. 2023:

Calls for Service	2024	1,399	2023	1,429
OWI	2024	8	2023	5
Traffic Crash Inv.	2024	43	2023	29
Traffic/Municipal Citations	2024	175	2023	229
Written Warnings	2024	361	2023	441
Restricted Parking Tickets	2024	79	2023	183

Administration Staff

Ordinance	March Days Worked	Calls for Service	Written Warnings	Citations	Complete without Enforcement Action	Parking Citations	OWI	Arrests	Crash Reports	Totals
Andrys	15	20	0	0	20	0	0	0	0	20

Open Records	Request	Completed	Denials	Redactions	Pending Release	Time (in hours)
March	53	51	0	3	2	8.7

Notable Incidents

Officers were sent to a report of multiple juveniles who were said to have jumped the fence and were actively trespassing on the property. Officers Drew and McHugh canvassed the area on foot and made visual contact with five people inside the gated area of private property. They were given verbal commands to stay put, and all the juveniles fled on foot, where a foot pursuit ensued. Sgt. Killian caught one of the juveniles who had jumped a fence, and two others gave up and complied. Officer Drew contacted one party by the YMCA and got a verbal confession that he had fled on foot from the scene. That male was 17 and was arrested for Resisting/Obstructing an Officer. Wood County Sheriff's Department assisted with the search for additional involved persons and was able to catch and detain an additional juvenile. All juveniles were transported to the Police Department, where guardians were contacted. WRPD worked with WCSD to apprehend all the involved persons without significant incident. Wood County intake was contacted and made aware as all involved parties are known to the PD with multiple prior Police contacts. The incident resulted in 1 criminal arrest for Resisting, five municipal citations for trespass to land, four municipal citations for Resist/Obstruct, 1 citation for underage possession of alcohol, 1 citation for underage alcohol consumption, and 1 citation for underage possession of tobacco products.

Wood County Dispatch advised that there was a disabled truck in the travel lanes in front of the courthouse on Market Street. Officer Krummel contacted the vehicle and found significant front-end damage, but the vehicle was not occupied. Officer Krummel investigated the incident and was able to follow antifreeze on the roadway to Spring Street, where he found the vehicle was involved in a hit-and-run accident with a fire hydrant. Contact was attempted at the registered owner's house and was not successful. The vehicle was towed by Nieman's tow service and held until contact was made with the registered owner. Contact was made with the owner the next day, and the owner attempted to say that his vehicle had been stolen. Officer Khang was working on a separate case with the owner and shared information with Officer Krummel that cast doubt on the validity of the stolen vehicle. The owner was ultimately cited for the owner's liability. Officer Krummel went beyond the normal scope of investigations to track the vehicles' route and find the location of the Hit and Run crash.

Officers responded to a report of a male juvenile being choked by an adult. Officers responded and found that there was an event at the Performing Arts Center, and many people had gathered outside because of the disturbance. Officers contacted the juvenile, who was crying and was in distress. EMS staff was called to the scene, and petechia was observed in one of the juveniles' eyes because of the altercation. Information for the suspect was given out, and Officer Krummel was able to locate the suspect vehicle and suspect in the south student lot. Officers Mortel and Greening collected witness statements and collaborated with SRO Olivares, who was able to provide access to school cameras as there were conflicting stories regarding what had happened. Ultimately, cameras showed the suspect adult male attempting to remove his girlfriend's son from one of the classes as he was causing a

disturbance. After entering the hallway, a physical altercation ensued where the suspect placed the juvenile in a rear choke hold with his arm firmly placed around the juvenile's neck. The suspect was subsequently arrested for physical abuse of a child and strangulation.

Officers responded to a neighbor who called and stated a juvenile female was at her door with cuts on her arms and said she had been in a physical altercation. Officer Greening arrived on the scene and contacted the juvenile. The juvenile stated that her family makes and sells egg rolls, and she sold some of them to her teacher. Her teacher did not have all the money and said she would get it to her after spring break. The juvenile reported this to her father, who became upset and accused the juvenile of stealing money. Through the physical actions of the father, the juvenile ended up on the ground, after which the father stepped on her head two separate times intentionally and kicked her in the ribs. Officers contacted the father, and he was arrested for physical abuse of a child and transported to the Wood County Jail without incident.

Officers were dispatched to a report of a highly intoxicated female on the premises that was causing a significant disturbance. Officers Drew and Greening arrived on the scene and contacted the female, who was found to have an outstanding warrant for her arrest. When they attempted to affect the arrest, the female became physically resistive and combative. Additional units responded to the scene and assisted with the arrest. The suspect continued to resist LE and EMS staff while being transported to the hospital for medical clearance. The suspect was eventually transported to the Wood County Jail and booked on charges of Disorderly Conduct, Resisting/Obstructing, and the outstanding warrant. One Officer sustained a minor injury and was treated at the ER, and associated paperwork was completed regarding the incident.

Lt. Lubeck responded to a death investigation involving a 13-month-old child. The child was found deceased in her crib. Interviews were completed for all witnesses, and a canvas of the apartment complex and neighboring residence was drawn. Lt. Lubeck worked with the Wood County Coroner's office, and an autopsy was completed at UW Hospital in Madison. The investigation remains ongoing, pending a final autopsy report and toxicology report.

Detective Bailey is working on an ICAC case involving a juvenile female from Wisconsin Rapids and an adult male from Florida. The adult male was paying the juvenile female to send inappropriate photos of herself. Detective Bailey will attempt to coordinate with federal agencies as this crime covers multiple states.

Sgt. Daven investigated a case where an adult male was placing a hidden camera in a bathroom inside of his home and capturing nude photographs/videos of numerous victims. Sgt. Daven was able to identify and contact ten victims who were being video recorded or photographed without their knowledge while using the restroom. The suspect in this case was a youth counselor and former coach at a local high school. Many victims were former athletes he had coached previously and are now adults. As a result of this investigation, Sgt. Daven referred 34 charges to the District Attorney's office for Representations Depicting Nudity, statute 942.09(2) (am)(1).

Ofc Brockman conducted a traffic stop on 8th St S near Airport Ave for a vehicle without working registration lamps. After stopping the car, the male passenger exited the car and tried walking away from the stop. Ofc. Brockman instructed the male to get back in the vehicle. K9 Ofc. Paltz arrived, and K9 Kubo conducted a free-air sniff around the car. K9 Kubo indicated a positive indication for the scent of controlled substances. A search of the vehicle was performed, and 7 grams of methamphetamine, 4 grams of THC, drug paraphernalia, and prescription medications were located.

Ofc. Brockman attempted to pick up a warrant at a residence. Ofc. Brockman located two subjects in the residence with active warrants. One of the subjects had a Department of Corrections warrant that had been active for over six months. Both subjects were arrested.

Officers were advised of a pursuit initiated by the Wood County Sheriff's Department headed into the city. Officers joined in the pursuit and followed to the vehicle owner's residence. It was learned that a passenger in the vehicle had a gunshot wound, and officers were able to assist WOSO in locating the firearm that was tossed from the car. WOSO investigated the gunshot wound as it happened outside of the city.

Officer Krier was observing traffic on HWY 34 at High St. and observed a motorcycle N/B at a high rate of speed and driving recklessly. Officer Krier attempted a traffic stop. The driver failed to stop, resulting in a brief pursuit.

The motorcycle driver failed to maintain control and crashed north of town at HWY 34 and HWY 66. The subject was taken into custody without any further resistance. Upon searching the subject, 28.2 grams of methamphetamine were located.

Officers Jaye and Brockman were dispatched to a non-responsive female infant. Upon arrival, medical personnel were on the scene and stated the 1-year-old was deceased. WRPD detectives were contacted and are currently handling this investigation.

Officer Plowman stopped a vehicle for a cracked windshield. Upon stopping, Officer Plowman learned that the driver had an active warrant and was placed under arrest. During Officer Plowman’s search of this subject, he located a total of 16.32 grams of methamphetamine. The subject was also out on felony bond.

Other Activity

- Judge Wolf signed an Order for Dismissal on March 13, 2024, officially dismissing 22-CF-440, which is the first-degree intentional homicide trial against Donald Maier. Maier is now deceased.
- WRPD received 14 Child Protective Service Reports from Wood County Human Services for investigation and review.
- Sgt. Borchardt was on FML for ten days due to an injury.
- Sgt. Jazdzewski was off on workers comp for five days due to a work-related injury.
- Officer Zalewski was off for ten days on FML due to the birth of his son.
- SRO Pelot gave a “Risky Youth Behavior” presentation and a presentation to a local Cub Scout group.
- SRO Olivares continued overseeing the student academy throughout March. Detective Richter, Detective Wetterau, and SRO Pelot presented at the student academy in March.

K9 Kubo

Narcotics Deployments	Narcotics Found	Patrol Deployments	Demonstrations	Training Hours	Agency Assists

* Information was not available at the time

K9 Lex

Narcotics Deployments	Narcotics Found	Patrol Deployments	Demonstrations	Training Hours	Agency Assists
3	2	2	2	12.5	3

Drugs Taken In:

Marijuana	10.62 grams 2 THC Cart.
Methamphetamine	69.67 grams 10ml liquid in a syringe
Fentanyl	.9 grams
Cocaine	.18 grams
Psilocybin Mushrooms	31 grams
Other: Gabapentin	1 Unit

Overtime:

Overtime Hours							
	Crew A	Crew B	Crew C	Crew D	Detectives	Code Enf.	Totals
Call time	2.00	6.00	6.00	10.00	10.00	0.00	34
Chapter 51	5.63	0.00	0.00	0.00	0.00	0.00	5.63
Community	6.00	3.75	8.25	0.00	34.50	0.00	52.5
Court	0.00	24.00	12.00	16.00	2.67	0.00	54.67
Emergency call	0.00	0.00	0.00	0.00	0.00	0.00	0
FMLA	87.00	153.00	4.50	39.00	6.00	0.00	289.5
Grant	0.00	0.00	0.00	0.00	0.00	0.00	0
Late Call	11.63	3.75	11.63	7.50	1.50	0.00	36.01
Other	1.50	2.50	0.00	1.50	22.50	0.00	28
Sick	0.00	27.50	18.00	19.00	3.00	0.00	67.5
Training	72.75	12.63	79.50	45.75	18.74	3.00	232.37
Cover Training	18.00	12.00	13.50	2.25	0.00	0.00	45.75
Vacation	15.00	12.00	11.25	31.50	0.00	0.00	69.75
Worker's Comp	0.00	0.00	0.00	0.00	0.00	0.00	0
Search Warrant	0.00	0.00	0.00	0.00	0.00	0.00	0
FTO Pay	0.00	20.25	4.50	13.51	0.00	0.00	38.26
K9 Pay	21.00	0.00	0.00	21.00	0.00	0.00	42
Total	240.51	277.38	169.13	207.01	98.91	3.00	995.94

COPY



Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF
TEL: (715)-423-4444
FAX: (715)-423-4408

To: Sgt. Dean Fleisner
Date: February 28th, 2024
Re: Letter of Commendation

Shift commander Sergeant Dean Fleisner displayed high quality leadership abilities while assisting and leading Crew A through a more in-depth suspicious persons complaint. Sgt. Fleisner was leading Crew A through a call that was investigated to the fullest extent and in result was able to make numerous high-quality arrests.

On February 28th, 2024, Officers on Crew A received a complaint of suspicious activity at a local bar and requested a walk through of the establishment. Officers recognized the description of subjects as possibly the same individuals at a gas station earlier in the shift who were called in as doing suspicious possible drug activity in the bathroom. As Officers arrived 2 individuals took off running and made it inside of a residence. This residence was also previously reported as possible drug activity as short-term traffic was observed taking place. Officers were able to make contact with two individuals who came outside and were arrested on probation holds. While officers were searching the subject they located cocaine on him. Due to the fact the owner of the residence was on probation and had drugs on him along with the other suspicious drug activity an ACT 79 search was conducted of the residence. Officers believed that other subjects were still hiding inside, Sgt. Fleisner deployed his K9 partner Lex and gave commands from the front door. Two other subjects did comply and exit the residence. One of which had active warrants for his arrest. Once a protective sweep of the house was done a more thorough ACT 79 search was completed which Officers located:

- 120g of Marijuana.
- Numerous Drug Paraphernalia.
- 1.1g of Methamphetamine.
- 4.1g of Cocaine.

Charges that were requested to the DA's Office included: Possession of THC, Possession of Cocaine, Possession of Methamphetamine, Possession of Drug Paraphernalia, and Maintaining a Drug Trafficking House.

Sgt. Fleisner you are commended for your leadership abilities and willingness to lead by example. This level of leadership and work ethic displays what the Wisconsin Rapids Police Department embraces in the WRPD Vision Statement which are Professionalism, Dedication, and Effective leadership.

Well Done!

Scott M. Dewitt
Deputy Chief

Dan Hostens
Chief of Police

COPY



Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF
TEL: (715)-423-4144
FAX: (715)-423-4408

To: Detective David Bailey
Date: March 18, 2024
Re: Letter of Commendation

Detective Dave Bailey is commended for his commitment and dedication to the investigation involving the death of Benny Skruggs. This investigation began in 1985 and involved numerous generations of Investigators from various agencies; the most recent being Detective Bailey. In September 2022, Donald W. Maier was charged with 1st-Degree Murder for the intentional killing of Benny Skruggs. Unfortunately, on February 22, 2024, Maier was found deceased in his prison cell prior to the conclusion of his court proceedings. Although this case did not reach the final disposition desired due to circumstances outside of the criminal justice system's control, Detective Bailey's hard work did not go unnoticed. Detective Bailey was faced with many difficult tasks throughout this investigation and handled them with great perseverance. Detective Bailey was asked to learn a complex investigation that began decades before his employment at the Wisconsin Rapids Police Department. Many key contributors to this investigation such as witnesses, associates of the suspect and victim, and former investigators have since passed. All former investigators in this case have retired and are no longer members of their respective agencies. The case file for this investigation contained approximately 566 pages of written reports, which resembled the complexity and extensive amount of time spent on this investigation Detective Bailey was tasked with learning and investigating. Throughout this investigation, Detective Bailey displayed his ability to work well with other contributors such as former investigators, various prosecutors, Judges, and State Crime Lab staff, to name a few. Detective Bailey was tasked with reviewing many, potentially hundreds of letters written by Maier to various contributors to this case, proving to be a timely and cumbersome process. Detective Bailey completed additional follow-up interviews to prepare this case for an anticipated jury trial as new information became available and was very actively working to bring a complete, thorough investigation in front of a jury.

At the conclusion of this investigation, it was clear that Detective Bailey displayed tremendous dedication, commitment, and attention to detail through his contributions to this lengthy and complex investigation. Detective Bailey's ability to successfully manage this decades old investigation, as well as his current caseload, is a testament to his commitment to this department and those who have spent countless hours investigating this homicide previously.

Well Done!

Scott M. Dewitt
Deputy Chief

Dan Hostens
Chief of Police



Police Department City of Wisconsin Rapids

444 West Grand Avenue Wisconsin Rapids, Wisconsin 54495

DANIEL HOSTENS, CHIEF
TEL: (715)-423-4444
FAX: (715)-423-4408

To: Cherylynn West
Date: March 14, 2024
Re: Letter of Commendation

On March 14, 2024, Cherylynn West assisted a citizen who was in the lobby at the Police Department window. Cherylynn West immediately recognized that the female was in a wheelchair and had some difficulties communicating through the window. Cherylynn West was able to gather that citizen was there to drop off paperwork in reference a Financial Fraud complaint. Citizen reported that her husband had been using her identity to open accounts in her name, file and kept her tax returns, all against her knowledge or consent. Knowing the difficulties that were presented Cherylynn went out into the lobby to speak with her.



Cherylynn West you are commended for your compassion and extra effort you took to assist this citizen. This response and level of service is what the Wisconsin Rapids Police Department embraces in the mission, vision, and values.

Well Done!

Scott M. Dewitt
Deputy Chief

Dan Hostens
Chief of Police