

W I S C O N S I N



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
THURSDAY, APRIL 13, 2023
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 13, 2023 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 21, 2023 (See Attachment #1)**
- 5. Mayoral Recognition**
- 6. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:**
 - A. Finance and Property Committee meeting held on April 11, 2023:**
 1. Call to Order
 2. Review bid results for replacing the existing lighting control system at the Centralia Center and consider bid award
 3. Review and consider for approval a change order for the replacement of the HVAC controls at Centralia Center
 4. Review bid results for replacing the roof at Centralia Center and consider bid award
 5. Review bid results for prairie dog glass exhibit work and consider bid award
 6. Consider for approval a special event application from Wood County Human Services, 111 W. Jackson Street, for a Foster Family Appreciation Street fair to be held on Thursday, May 18, 2023 from 5:00 p.m. to 7:00 p.m.
 7. Review and consider for approval the 2023 Humane Society contract
 8. Review and consider for approval policies for the Mass Transit Grant
 9. Audit of the bills
 10. Set next meeting date
 11. Adjournment.
 - B. Public Works Committee meeting held on April 13, 2023:**
 1. Call to order
 2. Review Engineering & Street Department Monthly Activity Report
 3. Review and consider removing the no parking restrictions on 3rd Street South from East Grand Avenue to Oak Street
 4. Review and consider modifying Chapter 33 Stormwater Management Utility to remove charges imposed for undeveloped parcels prescribed in 33.09 Charge Formulas (4) Undeveloped
 5. Review the 2022 MS4 Annual Report
 6. Review referral list
 7. Set Next Meeting Date

8. Adjourn
- C. Human Resources Committee meeting held on April 13, 2023:**
 1. Call to order
 2. Discuss and consider for approval the revision of City Hall hours to be Monday thru Thursday, 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m. This will begin a six-month trial period to begin on May 5, 2023.
 3. The Committee 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".
In closed session the Committee may discuss negotiations and strategy regarding possible amendments to provisions in the City's Labor Agreements with WRPPA and IAFF as a result of revised qualifications for new hires in each of those departments
 4. The committee may return to open session to take action on approval of side letter agreements between the City and IAFF and WRPPA
 5. Adjournment
- 7. Reports of Other Committees, Commissions, Boards, and Department Reports:**
 1. McMillan Memorial Library Personnel Committee held February 8, February 15 and March 1; Board of Trustees held February 15; Building and Grounds Committee held March 8; Finance Committee held March 8, 2023
 2. Water Works and Lighting Commission held March 8, 2023

Department Reports for March 2023:

 3. Engineering Department
 4. Public Works Department
 5. Wastewater Treatment Plant
 6. Wisconsin Rapids Fire Department
- 8. Referrals to Committees**
- 9. 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."**
In closed session, the Council may confer with legal counsel and discuss negotiations and litigation strategy regarding a wastewater services agreement with the Village of Biron.
- 10. The Council will adjourn in closed session.**

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 21, 2023

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 21, 2023, at 6:01 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 6:01 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present:

<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"/>
Sheri Evanson	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. Officer of the Year Presentation by the Wisconsin Rapids Police Department

Interim Police Chief Potocki presented the Officer of the Year award to Officer Travis Plowman

5. Reading of the Minutes of the Previous Meeting held on February 21, 2023

It was moved by Veneman, seconded by Zacher 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	Motion	<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"/>
Sheri Evanson	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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Consider for adoption a Resolution Authorizing the City of Wisconsin Rapids to File Objections Concerning Verso Corporation d/b/a Verso Minnesota Wisconsin, LLC Manufacturing Real Property Assessment

It was moved by Austin, seconded by Delaney to adopt a Resolution Authorizing the City of Wisconsin Rapids to File Objections Concerning Verso Corporation d/b/a Verso Minnesota Wisconsin, LLC Manufacturing Real Property Assessment. Motion carried, 8 ayes and 0 nays. Resolution No. 4 (2023):

<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"/>
Sheri Evanson	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"/>

7. Consider for adoption a Resolution for No Mow May

It was moved by Delaney, seconded by Zacher to adopt a Resolution for No Mow May. Motion carried, 8 ayes and 0 nays. Resolution No. 5 (2023):

<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"/>
Sheri Evanson	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	Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Discuss and set April business and reorganizational Council meetings

April Council business meeting was set for Thursday, April 13, 2023 at 6:00 p.m.

April Council reorganizational meeting was set for Tuesday, April 18, 2023 at 6:00 p.m.

9. Consider for Adoption the Actions of the Planning Commission at its meeting held on March 6, 2023:

Date of Meeting: March 6, 2023

Reported to Council: March 21, 2023

The Planning Commission met at 4:00 p.m. on March 6, 2023 in the Council Chambers at City Hall. Members present included Ryan Austin, Lee Thao, Eric Daven, Susan Feith, Ben Goodreau and Thad Kubisiak; Ryan Austin served as Chairperson. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson as well as several other attendees as listed on the sign-in sheet. Rick Katz attended via Zoom.

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

1. Approval of the report from the February 6, 2023, Plan Commission meeting

Motion by Goodreau to approve the report from the February 6, 2023, Plan Commission meeting; second by Daven. Motion carried (6 – 0)

2. PLAN-22-000177; James Gannigan – request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366).

Carrie Edmondson provided a brief synopsis of the request. Approval was recommended with the conditions outlined in in the staff report. One person called the Community Development Department stating that they were in support of the project.

Susan Feith inquired about the building location and Eric Daven asked about fencing requirements, to which Ms. Edmondson replied.

Motion by Goodreau to approve PLAN-22-000117, request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366), subject to the following conditions:

- A stormwater management plan that details swales and/or depression locations must be submitted to the Engineering Department prior to obtaining building permits.
- Sidewalk shall be installed along the length of Airport Avenue to the specification of the Engineering Department.

- c. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines and 0.1 foot-candles at neighboring residential property lines.
- d. Development has not been permitted in the nearby floodplain and any improvements shall meet floodplain standards within the Zoning Ordinance.
- e. Applicable permits through the City shall be obtained.
- f. Community development department shall have the authority to approve minor modifications to the plans.
- g. A privacy fence shall be installed along the west property line the length of the residential property located directly adjacent to the west.

Second by Daven. Motion carried (6 – 0)

Jane Przychocki representing the applicant presented the Commission with documents referring to Constitutional rights.

- 3. 23-000081; The Hannah Center, Inc. – public hearing and action on a request for a conditional use permit to operate a temporary residential shelter at 1320 Pepper Avenue (Parcel ID 3412666). Kyle Kearns provided background information and a review of the request. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 4:14 p.m.

Speaking in favor:

Brian Spranger, 1730 Bobolink Ct, Town of Grand Rapids

Christy Nievinski, 3930 Cliff St, Wisconsin Rapids

Speaking against: none

Kyle Kearns noted that Dan Kositzke of 1211 Pepper Avenue called the office to state that he was neither against or in favor of the request at this time but is wary of future expansion.

Public hearing closed at 4:20 p.m.

Susan Feith asked about the hours and staffing of the facility to which Christy Nievinski responded.

Motion by Goodreau to approve the request for a conditional use permit to operate a temporary residential shelter at 1320 Pepper Avenue (Parcel ID 3412666), subject to the following conditions:

- a. Approval of the conditional use permit shall include the marking of ten on-site parking spaces and one ADA-approved parking space.
- b. Any proposed parking lot reconstruction shall include appropriate surfacing, marking, drainage, and landscaping, and stormwater management to be reviewed and approved by the Community Development Department.
- c. The number of residents shall not exceed 15 at one time.
- d. Any trash containers located outside shall be concealed or suitably screened from public view, to be reviewed and approved by the Community Development Department.
- e. Applicable building permits through the City shall be obtained.
- f. Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Kubisiak. Motion carried (6 – 0) **Resolution No. 6 (2023)**

- 4. 23-000100; TWAS Properties, LLC. – request for a site plan and architectural review to construct a car wash at 1110 East Riverview Expressway (Parcel ID 341176A).

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

Mr. Kubisiak asked staff about the exit location for the facility and members Feith and Daven inquired about signage; Carrie Edmondson, Kyle Kearns and the applicant replied. Member Kubisiak also inquired about water laterals to which Mr. Kearns responded.

Motion by Goodreau to approve the request for a site plan and architectural review to construct a car wash at 1110 East Riverview Expressway (Parcel ID 341176A), subject to the following conditions:

- a. Directional signage must be installed to identify one-way and two-way drive aisles.
- b. The accessory building and refuse enclosure shall match the design and colors of the primary building.
- c. A final landscaping plan, meeting all applicable requirements, shall be submitted for review and approval by the Community Development Department.
- d. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines.
- e. Applicable permits through the City shall be obtained.

- f. Community development department shall have the authority to approve minor modifications to the plans.

Second by Austin. Motion carried (6 – 0)

5. 23-000083; City of Wisconsin Rapids – public hearing and action on a request to permanently zone four recently annexed parcels located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) to B-5 Mixed Use Commercial district.

Mr. Kearns provided a review of the request. Approval was recommended by staff.

Public hearing opened at 4:35 p.m.

Speaking in favor: Bruce King of 1111 20th Place, Wisconsin Rapids

Mr. Kearns indicated that an e-mail was received from Ken and Sara Reeves, 2331 Saratoga Street indicating that they were in favor of the request.

Speaking against: none

Public hearing closed at 4:37 p.m.

Motion by Austin to approve the request to permanently zone four recently annexed parcels located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) to B-5 Mixed Use Commercial district; second by Daven. Motion carried (6 – 0)

6. 23-000095; City of Wisconsin Rapids – request for site plan review to establish a dog park at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) and Parcel ID Numbers 3410668 and 3410669.

Kyle Kearns summarized item 23-000095; staff supports the use and recommended approval.

Commissioners inquired about refuse, park maintenance, fencing, budget, asphalt, and curb and gutter to which Mr. Kearns responded. Bruce King asked about park hours and lighting and Kyle Kearns replied.

Motion by Goodreau to approve the request for site plan review to establish a dog park at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) and Parcel ID Numbers 3410668 and 3410669; second by Feith. Motion carried (6 – 0)

7. Adjourn

Motion by Kubisiak to adjourn; second by Thao. Meeting adjourned at 4:46 p.m.

It was moved by Austin, seconded by Evanson to approve and adopt the actions of the Commission. Rayome requested that item #2 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #2 out for separate vote. No objection was made, and the motion was so amended. 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"/>
Sheri Evanson	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #2, it was moved by Zacher, seconded by Austin to approve this item as presented. Motion carried, 6 ayes and 2 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Second	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Consider for Adoption the Actions of the Standing Committees of the Common Council, as follows:

A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON MARCH 7, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: March 7, 2023

Report to Council: March 21, 2023

The Finance and Property Committee met at 4:02 p.m. on Tuesday, March 7, 2023, 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.

1. Call to Order

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

2. Consider a request from the Wisconsin Rapids Fire Department to approve the funding for the Station II Remodel

It was moved by Bemke, seconded by Veneman to approve funding for the Station II Remodel. Motion carried, 3-0.

3. Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave

It was moved by Zacher, seconded by Veneman to approve a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave. Motion carried, 3-0.

4. Review and consider for approval the 2023 Humane Society contract

It was moved by Veneman, seconded by Bemke to approve the 2023 Humane Society contract in the amount of \$76,500. Motion carried, 3-0.

5. Audit of the bills

This item will be considered at the April Finance and Property Committee meeting. No action was taken.

6. Set next meeting date

The next regular Committee meeting is set for Tuesday, April 11, 2023 at 4:00 p.m.

7. Adjournment

It was moved by Bemke, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:25 p.m.

It was moved by Zacher, seconded by Bemke to approve and adopt the actions of the Committee. Bemke requested that item #4 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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 #4, it was moved by Bemke, seconded by Zacher to hold this over to the next Finance and Property Committee 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		<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"/>

Sheri Evanson	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON MARCH 9, 2023:
 Matt Zacher, Chairperson Dean Veneman, Vice-Chairperson Jay Bemke
 Date of Meeting: March 9, 2023
 Reported to Council: March 21, 2023

The Finance and Property Committee met at 4:30 p.m. on Thursday, March 9, 2023, 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. Also present were Tom Rayome, Dennis Polach, Jake Klingforth, and Mayor Shane Blaser.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:30 p.m.

2. Review dog park fence bid results and consider bid award.

It was moved by Bemke, seconded by Veneman, to award the base bid to the lowest qualified bidder American Fence Company for \$49,548.85. Motion carried 3-0.

3. Adjournment

It was moved by Zacher, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:33 p.m.

It was moved by Zacher, seconded by Veneman to approve and adopt the actions of the Committee.

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		<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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MARCH 7, 2023:

Ryan Austin, Chairperson Sheri Evanson, Vice-Chairperson Dennis Polach
 Date of Meeting: March 7, 2023
 Reported to Council: March 21, 2023

The Public Works Committee met on Tuesday, March 7, 2023 in the Council Chambers at City Hall. Ryan Austin, Sheri Evanson, Dennis Polach, Tom Rayome, Jay Bemke, and Dean Veneman were in attendance.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report

The reports were reviewed.

3. Review the 2023 Asphalt Paving Contract bid results and consider awarding the contract to the low, qualified bidder

American Asphalt was the sole bidder with a bid of \$410,960.30. Motion by Evanson, second by Polach to award the 2023 Asphalt Paving Contract to American Asphalt in the amount of \$410,960.30. Motion carried (3-0).

4. Review the 2023 Concrete Contract for Reconstruction Projects and consider awarding the contract to the low, qualified bidder

The City received bids from S.D. Ellenbecker and Sommers Construction for the 2023 Concrete Contract for Reconstruction Projects. S.D. Ellenbecker was found to be the lowest qualifying bidder with a bid of

Attachment #1

\$561,462.00. Motion by Evanson, second by Polach to award the 2023 Concrete Contract for Reconstruction Projects to S.D. Ellenbecker, Inc. in the amount of \$561,462.00. Motion carried (3-0).

5. Review the 2023 Crushing Contract and consider awarding the contract to the low, qualified bidder The City received bids from seven contractors for the 2023 Crushing Contract. PGA, Inc. was found to be the lowest qualifying bidder with a bid of \$106,300.00. Motion by Austin, second by Polach to award the 2023 Crushing Contract to PGA, Inc. in the amount of \$106,300.00. Motion carried (3-0).

6. Review and consider installing sidewalk on the east side of 16th St S between E Riverview Expressway and 1,075 feet south

Discussion was generally focused on the type of hard surface (asphalt/concrete) to be utilized, the width of the sidewalk/trail, and if the City or school district would be responsible for the cost of the proposed work.

Motion by Evanson to install concrete sidewalk from Expressway to 1,000 feet south at same width as existing sidewalk to south, with the City levying special assessments to the school district for the cost of installing the sidewalk. Motion failed due to lack of a second motion.

With the school district taking the responsibility of completing the work, motion by Austin, second by Polach to require the materials to be either concrete at the same width as sidewalk to the south or asphalt at the same width as the existing trail to the north. Motion carried (3-0).

7. Review the Wisconsin Rapids Rail Feasibility Study

The rail feasibility study, including various alternatives the City could take to mitigate delays associated with rail traffic, was summarized. Costs associated with quiet zones were also discussed.

8. Review the concept drawings for Lincoln Street between E Riverview Expressway and E Grand Ave proposed for reconstruction in 2024

Conceptual drawings for the upcoming Lincoln Street project were reviewed. There was some concern as to the location of the trail on the west side and the proximity to the existing homes and some preference to move the proposed trail to the east side of Lincoln Street, particularly north of Chestnut Street.

9. Review referral list

The referral list was reviewed and updated.

10. Set next meeting date

Next meeting was set for Thursday, April 13th, 2023 at 5pm.

11. Adjourn.

Motion by Austin, second by Evanson to adjourn at 6:21 pm. Motion carried (3-0).

It was moved by Bemke, seconded by Veneman to approve and adopt the actions of the Committee. 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"/>
Sheri Evanson	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON MARCH 9, 2023:

Jay Bemke, Chairperson

Patrick J. Delaney, Vice-Chairperson

Tom Rayome

Date of Meeting: March 9, 2023

Reported to Council: March 21, 2023

The Human Resources Committee held a meeting in the 1st Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids on Thursday, March 9, 2023 at 2:00 p.m. Members present were Chairperson Bemke, Aldersperson Rayome, and Aldersperson Delaney. Others in attendance were Aldersperson Polach, Mayor Blaser, City Attorney Sue Schill, and HR Manager Ryan Hartman.

1. Call to order

Chairperson Bemke called the meeting to order at 2:00 p.m.

2. Update on City Hall hours

Discussion took place. No action taken.

3. Update on Wage Study
Update was given. No action taken.

4. HR Update
a. Seasonal Positions
Update was provided. No action taken.

5. Adjournment.

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. Meeting adjourned at 2:15 p.m.

It was moved by Rayome, seconded by Delaney to approve and adopt the actions of the Committee. 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"/>
Sheri Evanson	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"/>

E. REPORT OF THE COMMITTEE OF THE WHOLE MEETING HELD ON MARCH 9, 2023:

Date of Meeting: March 9, 2023

Reported to Council: March 21, 2023

A meeting of the Committee of the Whole of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue on Thursday, March 9, 2023, at 5:00 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.

All Alderspersons were present. Also present were Joe Eichsteadt, Nick Dums, and Mayor Shane Blaser.

1. Call to Order

Council President Veneman called the meeting to order at 5:00 p.m.

2. Review and discuss the Wisconsin Rapids Rail Feasibility Study.

The item was discussed, and no action was taken.

3. Adjourn

There being no further business before the Committee, the meeting adjourned at 6:04 p.m.

It was moved by Austin, seconded by Zacher to approve and adopt the actions of the Committee. 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

1. McMillan Memorial Library Board of Trustees held January 18; Building and Grounds Committee held February 8; Finance Committee held February 8, 2023
2. South Wood County Airport Commission held February 2, 2023
3. Police and Fire Commission held February 8, 2023
4. Wastewater Treatment Commission held February 8 and March 8, 2023
5. Water Works and Lighting Commission held February 8, 2023

Department Reports for February 2023:

6. Engineering Department

- 7. Public Works Department
- 8. South Wood County Airport Commission
- 9. Wastewater Treatment Plant
- 10. Wisconsin Rapids Fire Department
- 11. Wisconsin Rapids Police Department

It was moved by Bemke, seconded by Evanson to place the reports on file. 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

12. Referrals to Committee

Aldersperson Evanson submitted two referrals:

- a. Public Works and Legislative Committees regarding ATV routes
- b. Finance and Property and Legislative Committees regarding funding sources for City updates

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

- a. In closed session, the Council may discuss negotiations and strategy regarding a new wastewater services agreement with the Village of Biron and also litigation strategy regarding litigation with the Village of Biron.

The Council will return to open session

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"/>
Sheri Evanson	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 discussed discuss negotiations and strategy regarding a new wastewater services agreement with the Village of Biron and also litigation strategy regarding litigation with the Village of Biron.

It was moved by Evanson, seconded by Zacher to return to open session. Motion carried, 8 ayes and 0 nays, and the Council returned 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		<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"/>
Sheri Evanson	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. Consider and take action on the issuance of an order to the Village of Biron under Section 8.18(4) of the Municipal Code for a violation of the Sewage Regulations for nonpayment of sewer use fees

It was moved by Evanson, seconded by Rayome to issue an order to the Village of Biron under Section 8.18(4) of the Municipal Code for a violation of the Sewage Regulations for nonpayment of sewer use fees. 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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"/>

15. 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 OSection 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."

a. In closed session, the Council may discuss negotiations and strategy and may consider a settlement agreement regarding Wood County Circuit Court Case No. 19-CV-190, Ronald Bohn vs. City of Wisconsin Rapids, et al.

The Council may return to open session, or may adjourn in closed session. If the Council returns to open session, the Council may take action on approving a settlement agreement regarding the aforementioned litigation.

It was moved by Bemke, seconded by Evanson 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		<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"/>
Sheri Evanson	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

In closed session, the Council discussed negotiations and strategy and considered a settlement agreement regarding Wood County Circuit Court Case No. 19-CV-190, Ronald Bohn vs. City of Wisconsin Rapids, et al.

It was moved by Austin, seconded by Evanson to return to open session. Motion carried, 8 ayes and 0 nays, and the Council returned 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	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"/>
Sheri Evanson	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"/>

It was moved by Evanson, seconded by Austin to approve the proposed Settlement Agreement and Release of All Claims in the Bohn litigation, assuming no material changes are made to the agreement, and directing Mayor Blaser to sign the agreement on behalf of the City. Motion carried, 5 ayes and 3 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Second	<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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

16. Adjournment

It was moved by Evanson, seconded by Rayome to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 7:33 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	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"/>

Respectfully submitted,

Jennifer M. Gossick, City Clerk

The report of the Finance and Property Committee held on April 11, 2023 will be distributed at the Common Council meeting on April 13, 2023.



Committee Referral

Name of Committee: Finance

Date of Request: 4/11/23

Requestor: Jake Klingforth

Request/Referral: Lighting Control System

Background information: Replace the existing lighting control system at the Centralia Center. Parts are no longer made and we running out of relay boards.

Options available: 2 price quotes have been attached

Staff recommendation: replace

Action you are requesting the committee take: vote yes on replacing the controllers

How will the item be financed? _____

Please attach all supporting documentation.

4610 Plover Road
P.O. Box 324
Wisconsin Rapids, WI
54495-0324



Phone: (715) 423-8440
Fax: (715) 423-8323
E-mail: econ@econelectric.com

March 10, 2023

Gordon Ashbeck
City of Wisconsin Rapids

Quote #4198A- Lowell Center Lighting Control Panel Replacement

Hello Gordy,

E-Con Electric Inc is pleased to quote a price of **\$23,380.00** for the lighting control panel replacement at the Lowell Center as discussed. Included in our price is the following:

1. We propose to supply and install a Lutron Athena system. We chose Lutron as it is a widely known in the lighting and lighting control industry and will be for many years in the future. This system is reliable and has many options for lighting control. It will cover all the needs that you currently have and is expandable as well if needed.
2. We will document and remove all the existing conduit and wiring from the control panel.
3. Remove panel.
4. Install new panel, conduits, and wiring into the panel as needed.
5. Terminations of all wiring.
6. Labor, materials, tools, insurance, and applicable taxes.

Approved by: _____

Econ Electric Inc: Greg Hartjes

A handwritten signature in black ink that reads "Greg Hartjes".

Thanks again,

Greg Hartjes
Project Manager/Estimator
Vice President
Office: 715-423-8440
Cell: 715-697-3527
Email: hartjesg@econelectric.com
WI Electrical Master License #652644

Every Project Done Safe, Done Right, On Time, Every Time



Committee Referral

Name of Committee: Finance

Date of Request: 4/11/23

Requestor: Jake Klingforth

Request/Referral: change order

Background information: HVAC controllers

Options available: change order has been provided

Staff recommendation: replace

Action you are requesting the committee take: vote yes on the additional cost

How will the item be financed? _____

Please attach all supporting documentation.



2431 49th Street South, Wisconsin Rapids, WI 54494
Phone 715-421-1525

March 28, 2023

Estimating Department

Project: Centralia Center
Subject: HVAC Controls - added equipment

We propose the following:

- DDC Controls for 1 RTU
- DDC Controls for 7 VAV's
- DDC Controls for 3 ERV's (Excludes Fan Status)
- DDC Controls for 8 EF's (Excluding Fan Status)
- Install transformer panel in electrical room, relocate HVAC transformers in electrical room to new panel
- If the RTU isn't wanted, deduct \$3,600.00 from the below cost

Total Cost ----- \$26,928.00

Sum of: Twenty Six Thousand Nine Hundred Twenty Eight Dollars and No Cents

If you have any questions, please call me.

Adam Lubeck
(715) 741-3027



Committee Referral

Name of Committee: Finance Commission

Date of Request: 4/3/23

Requestor: Jake Klingforth

Request/Referral: Centralia reroofing bid approval

Background information: The roofing bids for the Centralia closed on April 3 2023.

Options available: We had 3 companies place a bid

Staff recommendation: approval

Action you are requesting the committee take: Approval of the lowest bid for the project to be finished in 2024

How will the item be financed? ARBA funds

Please attach all supporting documentation.

Centralia Center Roof Replacement (#8422665)

Owner: Wisconsin Rapids WI, City of

Solicitor: Wisconsin Rapids WI, City of

04/03/2023 12:00 PM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Estimate		Nick Michels & Sons, INC.		Quality Roofing Inc		Oshkosh Industrial Roofing & Shee		
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	
Centralia Center Bid Quantities														
	1	1	Roof System & all associated work	LS	1	\$460,000.00	\$460,000.00	\$412,552.00	\$412,552.00	\$555,575.00	\$555,575.00	\$710,000.00	\$710,000.00	
	2	2	Skylight - small	EA	3	\$6,666.67	\$20,000.01	\$15,750.00	\$47,250.00	\$2,000.00	\$6,000.00	\$10,000.00	\$30,000.00	
	3	3	Skylight - large	EA	1	\$15,000.00	\$15,000.00	\$25,200.00	\$25,200.00	\$20,000.00	\$20,000.00	\$30,000.00	\$30,000.00	
	4	4	Skylight engineering certification	LS	1	\$5,000.00	\$5,000.00	\$4,200.00	\$4,200.00	\$3,000.00	\$3,000.00	\$7,000.00	\$7,000.00	
Bid Alternate 1														
	5	5	Roof System & all associated work with non-tapered insulation	LS	1	\$750,000.00	\$750,000.00			\$555,575.00	\$555,575.00	\$710,000.00	\$710,000.00	
Bid Alternate 2														
	6	6	Roof System & all associated work with tapered insulation	LS	1	\$850,000.00	\$850,000.00			\$726,901.00	\$726,901.00	\$810,000.00	\$810,000.00	
Base Bid Total:								\$500,000.01		\$489,202.00		\$584,575.00		\$777,000.00



Committee Referral

Name of Committee: Finance Commission

Date of Request: 4/3/23

Requestor: Jake Klingforth

Request/Referral: glass work for prairie dog exhibit

Background information: This work is for the prairie dog exhibit glass work

Options available: K& W was the only company that bid this project

Staff recommendation: approval

Action you are requesting the committee take: Approval of the bid

How will the item be financed? Teske funds

Please attach all supporting documentation.

Wisconsin Rapids Prairie Dog Exhibit-Glass (#8423770)

Owner: Wisconsin Rapids WI, City of

Solicitor: Wisconsin Rapids WI, City of

04/03/2023 02:00 PM CDT

Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Estimate		K & W Glass, Inc.	
						Unit Price	Extension	Unit Price	Extension
Prairie Dog Exhibit-Glass Bid Quantities									
	1	1	36" Glass Walls, 3/8" thickness	LF	120	\$280.00	\$33,600.00	\$298.17	\$35,780.52
	2	2	120' base shoe with Brushed Stainless covers	LF	120	\$20.00	\$2,400.00	\$0.00	\$0.00
	3	3	36" glass door with stainless steel hardware/with lockable door	EA	1	\$1,000.00	\$1,000.00	\$0.00	\$0.00
Bid Alternate 1									
	4	4	Upgrade additive - all glass to 1/2" thickness	LS	1	\$5,000.00	\$5,000.00	\$1,827.00	\$1,827.00
Base Bid Total:							\$37,000.00		\$35,780.52

CITY OF WISCONSIN RAPIDS
SPECIAL EVENTS/STREET CLOSURE
PERMIT APPLICATION

FOR OFFICE USE ONLY	
License Fee _____	Receipt # _____
	Date _____

FULL LEGAL NAME OF ORGANIZATION Wood County Human Services Dept.

MAIN CONTACT Jessica Nehmer PHONE NUMBER 715-389-0238

ADDRESS 111 W Jackson St, Wisconsin Rapids, WI 54495

EVENT DAY CONTACT same as above CELL PHONE NUMBER 715-864-2543

DATE OF EVENT (WITH EXACT START & END TIMES) 5/18/2023 5-7 pm

EVENT TITLE AND DESCRIPTION OF EVENT Foster Family Appreciation Street Fair

ACCURATE DESCRIPTION OF STREET(S) OR PUBLIC AREAS TO BE USED FOR EVENT
1st Ave S between W Grand Ave and the Tribune Building
closures @ 1st Ave S / W Grand; 1st Ave S / Johnson St
and 1st Ave @ Tribune

DETAILED DESCRIPTION OF USE FOR WHICH STREET CLOSURE PERMIT IS REQUESTED
see above

CHECK ALL THAT APPLY:

- Liability Insurance Attached
- IRS 501(c) Exempt Letter Attached
- Vending at Event
- Temporary Class "B"/Class "B" Retailers License N/A
- Request Open Container Ordinance Suspension N/A
- Affected Residence Contacted Regarding Street Closure N/A

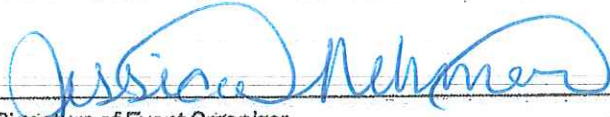
To ensure appropriate review of your Event, your site/route plan should be demonstrated in a clear and legible manner on a separate sheet of paper.

If the Organization is a bona fide tax exempt, non-profit entity, please attach a copy of your IRS 501(C) tax exemption letter.

Organization shall be responsible for set-up and clean-up; clean-up must be completed within 12 hours of event or by start of business week.

I certify that the information contained in the forgoing application, including the information contained in the event questionnaire and any other supporting documentation or forms, is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Event. I understand that this application is made subject to the rules and regulations established by the Common Council. The applicant agrees to comply with all other City, County, State, or Federal requirements which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Wisconsin Rapids.

I, on behalf of the organization, am also authorized to commit that the organization shall indemnify, defend, and hold harmless the city and its officers, employees, elected and appointed officials, and agents from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys fees and costs of litigation, arising out of this event.



Signature of Event Organizer
On behalf of Organization

1/13/2023

Date:

EVENT QUESTIONNAIRE

Please answer all questions:	NO	YES	Describe Specifically and Fully (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
1. Is the event open to the general public? List your estimated attendance.	X			
2. Have you reserved or rented your event's location? (Parks Department @ 421-8240 for park facilities)	X			
3. Do you charge an admission or entry fee?	X			
4. Will there be wine or beer served?	X			
5. If there will be wine/beer served, have you applied for and obtained a temporary liquor license with the City Clerk (421-8200) and arranged for licensed bartenders at the event?	X			
6. If there will be wine/beer served, have you obtained and erected fencing to comply with the City's enclosure policy?	X			
7. Are you planning to erect a stage(s)? City staging may not be available.	X			
8. Are you planning to have tents or temporary structures for the event? (This would require receiving a temporary structure permit from the Planning and Economic Development Department at 421-8228, and a safety inspection by the Fire Department. Have all underground utilities been located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline (1-800-242-8511) for property at least 10 days prior to set up.	X			

9.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Wood County Health Department? (421-891.1)		X	- La Taguiera - Rocky Rococo	
10.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with your events application?		X	I Heart Art Face Painting	
11.	Have you provided sufficient restroom facilities or portable toilets for your event, in accordance with Wood County Health Department (421-891.1) requirements?		X	Gotta Go Rentals 2 porta-potties	
12.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premise after the event? Contact Parks Department (421-8240)		X		
13.	Is there entertainment such as bands, amplifiers, performances, etc., Have you notified neighboring residences in writing of the noise expectations of your event?		X	Joe G. musician	
14.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?		X		
15.	Will there be fireworks or pyrotechnics at your event? Have you obtained permission from the Mayor and Fire Department? (423-1150)		X		

16.	Do you have an emergency plan in place for accidents, injuries, fires, severe weather, etc.?		X		
17.	Will your event require street closure? Have you notified your neighbors of your request to temporarily close the street and the affected times? Have you detailed the street closing plan on the events application to the city clerk?		X		
18.	Have you obtained orange safety vests and provided training for route guides on runs/walks?	X			
19.	Do you have traffic control, crossing assistance, security or parking issues with your event? Have you consulted with the Police Dept (423-4444)?	X			
20.	Have you obtained and provided to the Clerk adequate liability insurance with the City of Wisconsin Rapids named as the additional insured?		X		
21.	Have you provided a complete time schedule and location itinerary of the parade staging & route?	X			

We would also like sandbags to anchor the bounce house. 8 total?

* Needing picnic tables/benches *

Wood County HSD paying all vendors; no products / food being paid for by families in attendance

Please list all vendors participating in your event.
(You may attach additional pages if necessary.)

Vendor Business Name La Tagueria
Individual Contact Name Oscar Herrera 715-255-7281
Streets Address 1345 8th St S
City/State/Zip Wisconsin Rapids, WI 54494
Type of Merchandise being sold Food
State of Wisconsin Seller's Permit (Sales Tax) Number _____
Wood County Health Department Permit (Food/Beverage Products) Number _____

Vendor Business Name Rocky Rococo
Individual Contact Name Craig
Streets Address 1541 8th St S, Wisconsin Rapids, WI 54494
City/State/Zip _____
Type of Merchandise being sold Food
State of Wisconsin Seller's Permit (Sales Tax) Number _____
Wood County Health Department Permit (Food/Beverage Products) Number _____

Vendor Business Name I Heart Art
Individual Contact Name Becky Winter
Streets Address 340 W Grand Ave #101
City/State/Zip Wisconsin Rapids, WI 54495
Type of Merchandise being sold face painting
State of Wisconsin Seller's Permit (Sales Tax) Number 84-2955249
Wood County Health Department Permit (Food/Beverage Products) Number _____



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240

Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park Equipment to be Reserved:

Trash (50 gallon)/Recyclable Carts \$2 each, if you pick up. (Delivery charge for 1-15 carts is \$55.) Per ordinance, recycling is required. (For each trash cart rented, a recyclable cart must be rented.)

Trash Carts 4 / Cost \$ _____ # Recyclable Carts _____ / Cost \$ _____ Delivery Needed? Yes No
Total Cost: \$ 8 Address for delivery (if different): _____

* For Picnic Tables and Benches – please contact the Heart of Wisconsin Chamber of Commerce at (715) 423-1830. *

Park Rental Information and Applicable Ordinances

City park hours are 8 a.m. until 11 p.m. Park must be vacated by 11 p.m. The removal of all equipment, structures, and materials for your event must occur prior to park closure on your day of rental. Decorating, setup, caterers, DJ and cleanup must all be completed within your rental time. Please note that we cannot guarantee condition of open shelters as they are not secured and may be used without the City's knowledge.

Circuits are 20 amp and high-draw items (crock pots, Nescos, etc.) may trip the breaker. If it is necessary for our staff to reset the breaker, **you may be charged a fee.** On weekends or after Parks Department hours, call the Police Department's non-emergency number, (715) 423-4444, press #2, and they will reach Parks Department staff. If you leave a message at the Parks Department on a weekend, your message will not be received until Monday morning.

Pets/Weapons/Fires/Noise Ordinance

No pets are allowed in any City park shelters and on any of the above park grounds or in any picnic/playground areas. No weapons are allowed in any City buildings, whether concealed or not. No fires are allowed except in authorized fireplaces or on portable heating or cooking stoves. While using the park, keep in mind it is a violation of City Ordinance 25 to exceed 55 dB of sound at the property line. If you intend to use sound amplification (band, speakers), you may be required to obtain a variance to the noise ordinance. Please see the City Clerk.

Smoking/Tobacco Products/Vaping are prohibited in ALL Wisconsin Rapids Parks and City buildings. Wisconsin Rapids Ordinance 25.35.

Checklist for Clean-Up/Garbage/Recycling

The facility must be left in a clean and orderly condition. Facility must be cleaned and emptied the day of your rental. If facility is left in an unacceptable condition, you will forfeit the \$100 deposit and be charged the balance of the actual costs needed to return facility to its original state. **Please note that no glass beverage containers are allowed in parks.**

1. Put garbage in waste receptacles outside (renter must supply additional bags; most are 56 gallon).
2. Recycling must be separated from trash and placed in the appropriate cart (bags are not required for recyclable carts).
Please Note: For Robinson Park and Sand Lot, please place cart 3 feet from dumpster. For Helen's House, place recyclable cart by receptacle near entrance gate.
3. Sweep out the shelter (broom may be available).
4. If kitchen was used, please wipe down counters. (Renter must provide toweling, spray cleaners, etc.) Wipe out the refrigerator and wipe down all tables.
5. Remove everything you have brought in, including all decorations.
6. Bathrooms should be unlocked and left that way. Be sure all other doors to the shelter or kitchen are locked.

Unsafe Conditions/Vandalism/Damage: Report any unsafe conditions, damage, vandalism or other issues to the Parks & Recreation Department during regular business hours, (715) 421-8240. On weekends or after hours, call the Police Department's non-emergency number, (715) 423-4444, and press #2.

Parking is only permitted in designated parking areas that have paved or gravel surfaces. Parking is not permitted on grass, in landscaped areas, or under tree canopies. Vehicular access to picnic shelters and other rented facilities is allowed only for the purpose of loading and unloading.



Application for Rental of Park Shelters/Equipment

Wisconsin Rapids Parks & Recreation Department
444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780 / (715) 421-8240
Web: parks.wirapids.org / Email: parksdepartment@wirapids.org

Park reservations may be made one year in advance, and are on a first-come, first-served basis. Payment must be made at the time reservation is made (cash, check or credit card). The rental season starts approximately the second weekend of May until the second weekend of October, weather permitting. The Rapids Room at the Recreation Center is available year-round.

Group Name: _____ Estimated # of People Attending Event: _____

Type of Event: _____

Requested Date: _____ Time: _____ to _____

Person Responsible for the Group Above: _____

Address: _____ Phone: _____

Email: _____ Contact Phone (Day of Rental): _____

Park Shelter to be Reserved:

Park Staff Only: Approved Denied

Helen's House (Wisconsin Rapids Municipal Zoo, 1921 Gaynor Avenue) \$150 rental fee + \$100 key/security deposit. Enclosed shelter; holds approximately 50 - 60 people. Air conditioning, kitchen with refrigerator, sink with hot and cold water (no stove), counters with plug-ins; pass-through window; tables (eight 8-foot tables, two 6-foot tables, 60 chairs); restrooms. Temperature and fans will be set by staff, based on predicted outside temperature, and may not be adjusted.

Robinson Park (1150 17th Street North) \$100 rental fee (+ \$100 key/security deposit if band shell needed). Large open shelter; holds approximately 200 people. Power switch box in shelter house (no key necessary); water faucet; fireplace. Surrounding park area includes band shell, ball diamonds, play equipment, park pong, disc golf, horseshoe pits, volleyball court, and restrooms. **Please note:** lights automatically turn off at 11:15 p.m. Please note that restrooms have automatic locks and will open between 8 a.m.-11 p.m. Doors shall NOT be propped open before/after hours.

Sand Lot Park (453 Goodnow Avenue) \$100 rental cost + \$100 key/security deposit. Open shelter; holds approximately 75-100 people. Enclosed kitchen with refrigerator, sink with hot and cold water, counters with plug-ins; pass-through window; picnic tables; power (no key necessary); outdoor water faucet; and restrooms. No fireplace. Surrounding park area includes play equipment, ball diamonds, volleyball courts, horseshoe pits, and basketball court.

Rental permission is only for the shelter areas at the above parks. The other areas of the park will be open to the public. However, if you wish to utilize additional areas of the park, please indicate what areas and for what reason those areas will be used: _____

Please note that requests for additional areas may not always be honored, and require at least 7 business days advance notice. Robinson Park and Sand Lot ball diamonds have primary use tenants, therefore those fields may not be available.

Wisconsin Rapids Recreation Center Shelters (681 Chestnut Street) Surrounding park area includes play equipment, with seasonal amenities (aquatics center or skating pond). **Pool passes not included with rentals.**

Aquatics Rapids Room Resident rental: \$150 + \$100 key/security deposit; Non-Resident rental: \$250 + \$100 key/security deposit. Enclosed shelter; holds approximately 75 people. Kitchen with refrigerator, microwave, sink, serving window, counter space, eight 8' tables.

Aquatics Open Shelter (Park and enter from Apple Street) Rental: \$100 Covered shelter; holds approximately 60-70 people. Electrical outlets; eight 8' tables.

Aquatics Family Area Shelter (inside pool area) Rental: \$80 Covered shelter; holds approximately 35-40 people. Six 6' tables.



WISCONSIN DEPARTMENT OF REVENUE
 PO BOX 8902
 MADISON, WI 53708-8902

RECEIVED
 5/14/21

Contact Information:

2135 RIMROCK ROAD PO BOX 8902
 MADISON, WI 53708-8902
 ph: 608-266-2776 fax: 608-327-0232
 email: DORRegistration@wisconsin.gov
 website: revenue.wi.gov

Letter ID L0851254864

COUNTY OF WOOD
 PO BOX 8095
 WISCONSIN RAPIDS WI 54495-8095

May 11, 2021
 Batch Index: 72337920-599

This is your Wisconsin Sales and Use Tax Certificate of Exempt Status (CES). Purchases made by your organization or entity are taxable unless you provide the seller a fully completed Wisconsin sales and use tax exemption certificate (Form S-211 or S-211E), listing the CES number shown below.

If your organization makes sales subject to sales tax, it may need a seller's permit. Information on registration requirements can be found in Publication 206, Sales Tax Exemption for Nonprofit Organizations.

Forms and publications can be obtained through our website at revenue.wi.gov or through our forms ordering line at (608) 266-1961. Many questions can be answered by reviewing the Common Questions pages on our website. You may also contact us by telephone at (608) 266-2776 or by email at DORRegistration@revenue.wi.gov.



**WISCONSIN SALES AND USE TAX
 CERTIFICATE OF EXEMPT STATUS (CES)**
 (Governmental, Religious, Charitable, Scientific or Educational Organization)

Sales to this organization or entity are exempt from Wisconsin sales and use tax under sec. 77.54(9a) and 77.55(1), Wis. Stats.

This certificate is valid unless cancelled by the Wisconsin Department of Revenue.

CES NUMBER	008-1020421181-06
DATE ISSUED	5/6/1999

IMPORTANT:

Purchases made by your organization are taxable unless you furnish your supplier with the CES number shown above. Sales by your organization may be subject to tax. If your organization makes taxable sales, it may be required to obtain a seller's permit and remit sales tax to the Department of Revenue.

Questions: Contact the Department of Revenue by telephone at (608) 266-2776, FAX (608) 327-0232, email DORRegistration@wisconsin.gov, or at our website revenue.wi.gov

COUNTY OF WOOD
 PO BOX 8095
 WISCONSIN RAPIDS WI 54495-8095

CERTIFICATE OF INSURANCE

ISSUE DATE: 1/17/2023

AEGIS LLC – A CHARLES TAYLOR CO.
18550 W. CAPITOL DRIVE
BROOKFIELD, WISCONSIN 53045
TEL: (800) 236-6885

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

INSURED:
Wood County
P O Box 8095
Wisconsin Rapids, WI 54495

COMPANY AFFORDING COVERAGE:

WISCONSIN COUNTY MUTUAL INSURANCE CORPORATION

COVERAGES:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED, NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OF OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES, LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

TYPE OF INSURANCE	POLICY NUMBER	EFFECTIVE DATE	EXPIRATION DATE	LIMITS
LIABILITY GENERAL LIABILITY LAW ENFORCEMENT LIABILITY PUBLIC OFFICIALS E&O AUTOMOBILE LIABILITY ALL OWNED AUTOS HIRED & NON-OWNED AUTOS UNINSURED MOTORISTS	17223	1/1/2023	1/1/2024	EACH OCCURRENCE \$10,000,000

DESCRIPTION OF OPERATIONS/LOCATIONS/VEHICLES/SPECIAL ITEMS Certificate Holder is named as an additional insured in regard to the Wood County Human Services Department event; Foster Family Appreciation Street Fair 1st Avenue S, Wisconsin Rapids between W Grand Ave, and the Tribune Building on 5/18/2023 from 5-7 pm.

CERTIFICATE HOLDER:
City of Wisconsin Rapids
444 West Grand Ave
Wisconsin Rapids, WI 54495-2780

AUTHORIZED REPRESENTATIVE

Karen Flynn

CANCELLATION:

SHOULD ANY OF THE ABOVE-DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

2023
AGREEMENT FOR HUMANE SOCIETY SERVICES
BETWEEN
CITY OF WISCONSIN RAPIDS
AND
SOUTH WOOD COUNTY HUMANE SOCIETY, INC.

THIS AGREEMENT made this 1st day of January, 2023, is by and between the City of Wisconsin Rapids, hereinafter “City”, and South Wood County Humane Society, Inc., hereinafter “SWCHS”.

WHEREAS, City has a need for animal shelter and other humane society services; and

WHEREAS, SWCHS operates and maintains an animal shelter for the confinement of stray and surrendered dogs and cats;

NOW THEREFORE, it is agreed by and between the parties as follows:

A. TERM

The term of this agreement shall be from January 1, 2023, through December 31, 2023.

B. SERVICES

1. SWCHS shall:

- a. operate in accordance with all state, federal and local laws regarding the operation of an animal shelter.
- b. receive animals found or located within City and brought to the shelter by City, City law enforcement, the Wood County Humane Officer, and the public.
- c. supply, feed, house, and care for all animals received pursuant to this agreement.
- d. perform stray pick-up services on public and private property, Monday through Saturday, 8:00 a.m. to 8:00 p.m. City shall retain animals between 8:00 p.m. and 8:00 a.m., and SWCHS shall pick up those animals at 8:00 a.m. Animals must be contained or tied before SWCHS will pick up.
- e. Regarding sections a.-d. above, SWCHS shall not be required to assist with feral, non-domesticated felines, i.e., “working cats” and “barn cats”, due to inadequacies in housing, temperament rehabilitation, and proper medical services for these animals. SWCHS staff possess the ability to accurately evaluate behavior on scene or via pictures for any felines to determine their status.
- fe. provide on-duty personnel at the shelter during regular working hours.

- gf. accept fees and donations from the general public for all animals brought to the shelter by residents of municipalities with partial contracts, as well as euthanasia fees.
- hg. provide a fee schedule for reclamation, adoption, animal housing, emergency seizure, impoundment, and euthanasia.
- ih. make reasonable efforts to return impounded animals to the proper owner pursuant to City code.
- ji. comply with all provisions of City's municipal code, including City's dangerous animal ordinance.
- kj. cooperate with City officials, County Humane Officer, and City law enforcement on actions pertaining to animals and quarantine, and shall assist the City Attorney and City law enforcement in obtaining and presenting evidence in the civil or criminal prosecution of all violations of City ordinance or state law, pertaining to animal control.
- l. assist the City with the pet exemption permitting process, including residential visits and signing off on permits.

C. INSURANCE

1. SWCHS shall carry liability insurance with the following minimum coverage: \$1,000,000, combined with single limit bodily injury and property damage with City named as an additional insured. Said insurance must provide that City is to be notified by the insurance carrier not less than ten days before cancellation for nonpayment of premium or not less than sixty days for non-renewal. SWCHS shall forward copies of all insurance policies to City within 7 days of signing this agreement.
2. SWCHS does release, indemnify, and promise to defend and save harmless City, its elected officials, officers, employees, and agents, from and against any and all liability, loss, damages, expense, action, and claims, including costs and reasonable attorney fees incurred by City, its elected officials, officers, employees, and agents in defense thereof, asserting or arising directly or indirectly on account of or out of the performance of service pursuant to this agreement.

D. ACCOUNTABILITY

1. At the end of each quarter, SWCHS shall submit to City electronic reports reflecting the number of animals handled for City, broken down by address of their source, their disposition, along with a brief narrative highlighting the quarter's activities.
2. SWCHS shall make available for City inspection at any reasonable time all records relating to the services, inspection, care provided, reports, etc., for the services provided to City under this agreement.

E. CONSIDERATION

City shall pay to SWCHS \$86,500.00 for the services provided by SWCHS to City during the term of this agreement.

F. GENERAL

1. The parties intend that an independent contractor relationship will be created between City and SWCHS by this agreement. No agent, employee, or representative of SWCHS shall be deemed to be an employee, agent, servant, or representative of City for any purpose, and the employees of SWCHS are not entitled to any of the benefits City provides for its employees. SWCHS will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this agreement.
2. SWCHS is not an agent of City and does not have the authority to bind City to any fiscal or contractual obligation.
3. This agreement may not be assigned without prior written consent of the other party.
4. Nothing in this agreement is intended as a waiver of City's right or opportunity to rely upon the limitations and immunities contained within Wisconsin law, including Wis. Stat. §893.80 and 345.05; such limits, caps, and immunities are intended to be preserved by City and its agents, elected officials, officers and employees.

SOUTH WOOD COUNTY HUMANE SOCIETY, INC.

By: _____

Date: _____

CITY OF WISCONSIN RAPIDS

By: _____

Date: _____

City of Wisconsin Rapids

Title VI Nondiscrimination Plan

Revised on: (Insert the date the plan is signed)

Adopted by: Wisconsin Rapids Common Council

Original Title VI Plan

Adopted on: April 15, 2014

This plan is hereby adopted and signed by:

City of Wisconsin Rapids

Executive Name/Title: _____

Executive Signature: _____

As a recipient of USDOT Federal Transit Administration (FTA) funding, per [FTA Circular 4702.1B](#) the **City of Wisconsin Rapids** is required to prepare a Title VI Nondiscrimination Plan including the following elements:

- Evidence of Policy Approval
- Policy Statement, Log of Policy Updates, Contact Information/Program Administration
- Notice of Nondiscrimination (**Appendix 1**)
- Complaint Procedure (**Appendix 2**)
- Complaint Form (**Appendix 3**)
- Recording and Reporting Civil Rights Investigations, Complaints and, and Lawsuits (**Appendix 4**)
- Public Involvement Plan (**Appendix 5**)
- Limited English Proficiency (LEP) Plan (**Appendix 6**)
- Demographic Representation Information (**Appendix 7**)

Policy Statement

The **City of Wisconsin Rapids** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Wisconsin Rapids** in accordance with Title VI of the Civil Rights Act of 1964¹ and related nondiscrimination authorities.

The **City of Wisconsin Rapids** receives federal financial assistance to provide shared ride transportation service in city and surrounding communities.

Policy Updates – Activity Log

The **City of Wisconsin Rapids** will review and discuss Title VI Nondiscrimination Plan requirements with its third-party transit provider on an annual basis to ensure compliance with Title VI Nondiscrimination requirements and determine if modifications are necessary. The table below outlines the Title VI Plan reviews/revisions made by the **City of Wisconsin Rapids**.

Date	Activity (Review/Update/Addendum/ Adoption/Distribution)	Person Responsible	Notes
March 2, 2023	Updated Title VI Plan per WisDOT requirement. Revisions included updated Complaint Form, updated LEP Plan and Minority Representation Information with current US Census data	Karen Timm	Give a copy of the 2023 Title VI Plan to third party transit provider, River City Cab.
Oct 18, 2016	Clarifications to Language Assistance Plan	Cindy Schlichting	Met with Jim Brown of River City Cab to review the plan and make clarify the counting rule. We have not had the need for interpretation to date. Most of our Hmong and Spanish speaking clients also speak at least a minimal amount of English.
April 15, 2014	Develop a Title VI Plan	Dave Batten	

¹ **Title VI of the Civil Rights Act of 1964** states “No person in the United States shall, on the grounds of race, color or national origin, be excluded from, participation in, denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.” – [Title 42 USC Section 2000d](#)

Contact Information/Program Administration

Chief Executive

The **City of Wisconsin Rapids**' Chief Executive will ensure compliance with [Title VI of the Civil Rights Act of 1964 \(42 U.S.C. 2000d\)](#) and the U.S. Department of Transportation implementing regulations.

Name:	Shane Blazer
Email:	sblazer@wirapids.org
Phone:	715-421-8202

Civil Rights Coordinator

The **City of Wisconsin Rapids**' Civil Rights Coordinator ensures Title VI/Nondiscrimination and LEP compliance in accordance with the **City of Wisconsin Rapids**' federally funded transportation activities. The Civil Rights Coordinator has other duties and responsibilities in addition to Title VI/Nondiscrimination and LEP compliance. This position has a direct reporting relationship and access to the **City of Wisconsin Rapids**' Chief Executive.

Name:	Karen Timm
Email:	ktimm@wirapids.org
Phone:	715-421-8235

The Civil Rights Coordinator is responsible for initiating, monitoring, and ensuring compliance of the **City of Wisconsin Rapids**' nondiscrimination requirements, including the following activities:

- ✓ Program Administration
 - Ensure compliance with federal Title VI/Nondiscrimination and LEP requirements
 - Develop and implement the **City of Wisconsin Rapids**' Title VI/Nondiscrimination and LEP Plan
 - Update and maintain Title VI/Nondiscrimination and LEP program policies and procedures
- ✓ Complaints
 - Review, track, investigate and close Title VI/Nondiscrimination and LEP complaints
- ✓ Employee Training
 - Educate staff on Title VI/Nondiscrimination and LEP requirements and procedures
- ✓ Reporting
 - Prepare and submit Title VI/Nondiscrimination reports per state and federal regulations
- ✓ Public Dissemination
 - Notify the public of the **City of Wisconsin Rapids**' Nondiscrimination requirements via the **City of Wisconsin Rapids**' public area, on its website, in vehicles, etc.
- ✓ Oversight
 - Ensure contractors and lessees adhere to Title VI/Nondiscrimination and LEP requirements

Notice of Nondiscrimination

[FTA Title VI Circular 4702.1B](#) requires the **City of Wisconsin Rapids** as a recipient of federal financial assistance to notify the public of its obligations under U.S. DOT Title VI regulations and the protections against discrimination afforded to them by Title VI.

Title VI regulations require **City of Wisconsin Rapids** to inform the public of their rights under Title VI by posting a *Notice of Nondiscrimination*. The *Notice of Nondiscrimination* should be posted in the following locations: agency website, public areas of the agency office, and as applicable, inside vehicles, rider guides/schedules, and transit shelters/facilities.

The public notice must include a statement of nondiscrimination, information on how to request additional information about the agency's Title VI obligations, including information on how to file a complaint, the location of the complaint form, etc., and information on how to request Title VI information in another language.

The **City of Wisconsin Rapids'** *Notice of Nondiscrimination* is provided in the following locations:

- ✓ Agency website <https://www.wirapids.org/river-city-cab.html>
- ✓ Public Buildings in public areas including, City Hall, McMillan Library, Housing Authority, and Water Works and Lighting Commission
- ✓ Transit Provider
 - Inside vehicles
 - Rider Guides/Schedules

On English versions of the *Notice of Nondiscrimination*, a sentence is included in Spanish and Hmong to contact the **City of Wisconsin Rapids** at (715)421-8235 if additional information is needed in another language.

To view a copy of the **City of Wisconsin Rapids'** *Notice of Nondiscrimination*, please see **Appendix 1**.

Complaint Procedure and Complaint Form

The **City of Wisconsin Rapids**, as a recipient of federal financial assistance must develop a procedure for investigating, tracking, and resolving Title VI/Nondiscrimination and LEP complaints and make the procedures available to the public upon request.

Any person, group or firm that believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) by the **City of Wisconsin Rapids** may file a civil rights complaint.

Scope of Civil Rights Complaints

The scope of civil rights complaints covers all internal and external **City of Wisconsin Rapids** activities. Adverse impacts resulting in civil rights complaints can arise from many sources including the delivery of programs and services, or advertising, bidding and contracts.

Complaints can originate as a result of project and program impacts on individuals or groups. Examples include social and economic impacts such as access to programs, activities and services, failure to maintain facilities and vehicles, traffic, noise, air quality, and accidents.

Complaints can also originate from individuals or firms alleging inability to bid upon or obtain a contract with **City of Wisconsin Rapids** for the furnishing of goods and services. Examples include advertising for bid proposals; prequalification or qualification requirements; bid awards; selection of contractors, subcontractors, material and equipment suppliers, lessors, vendors, consultants, etc.

The **City of Wisconsin Rapids'** complaint procedure is shown in **Appendix 2** and made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
- ✓ Agency office – Assistant Director of Finance Office

A copy of the **City of Wisconsin Rapids' Complaint Form** is shown in **Appendix 3**.

Civil Rights Investigations

Recipients of federal financial assistance are required to maintain a list of any complaints alleging discrimination. The list shall include the date the civil rights complaint, investigation, or lawsuit was filed, a summary of the allegation(s), the status of the complaint, investigation, or lawsuit, actions taken by the recipient in response, and final findings related to the complaint, investigation, or lawsuit.

Appendix 4 is the **City of Wisconsin Rapids'** procedure and tracking mechanism to investigate, track and resolve complaints.

Since the last update of this Title VI Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Wisconsin Rapids**.

Public Involvement Plan

Recipients of federal financial assistance are required to develop a public involvement plan that includes outreach strategies and participation techniques to engage the public including minority, low-income, and limited English proficient (LEP) populations, as well as a summary of outreach efforts made since the last Title VI Nondiscrimination Plan.

While traditional means of seeking public involvement may not reach all individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

A copy of the **City of Wisconsin Rapids' Public Involvement Plan** is shown in **Appendix 5**.

Limited English Proficiency (LEP) Plan

As a recipient of federal USDOT funding, the **City of Wisconsin Rapids** is required under [Title VI of the Civil Rights Act of 1964](#) and [Executive Order 13166](#) to develop and implement a plan to ensure accessibility to its programs and services for persons who are not proficient in the English Language.

A copy of the **City of Wisconsin Rapids' Limited English Proficiency (LEP) Plan** is shown in **Appendix 6**.

The LEP plan outlines the policies and procedures the **City of Wisconsin Rapids** will use to address the needs of persons with limited English proficiency (LEP) that wish to participate in **City of Wisconsin Rapids** programs and services.

Demographic Representation Information

The **City of Wisconsin Rapids** understands that diverse representation on boards, councils, and committees help results in sound policy reflective of the needs of the entire population. [FTA Title VI Circular 4702.1B](#) requires recipients which have transportation-related, non-elected boards, advisory council or committees, or similar bodies, to report membership of these committees broken down by race and include a description of efforts made to encourage the participation of minorities on these committees.

A copy of the **City of Wisconsin Rapids' Minority Representation Information** is shown in **Appendix 7**.

Title VI - Notice of Nondiscrimination to the Public

City of Wisconsin Rapids' *Notice of Nondiscrimination* is as follows:

Notice of Nondiscrimination

City of Wisconsin Rapids

- ✓ The **City of Wisconsin Rapids** is committed to ensuring that no person is excluded from the participation in, denied the benefits of, or otherwise subjected to discrimination on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficiency (LEP) in any and all programs, activities or services administered by the **City of Wisconsin Rapids** in accordance with Title VI of the Civil Rights Act of 1964 and related nondiscrimination authorities.
- ✓ Any person who believes they've been aggrieved by any unlawful discriminatory practice may file a complaint with the **City of Wisconsin Rapids**.
- ✓ For more information on the **City of Wisconsin Rapids'** civil rights program, and the procedures to file a complaint, contact (715)421-8235, (for hearing impaired, please use [Wisconsin Relay 711 - https://wisconsinrelay.com](https://wisconsinrelay.com)); email ktimm@wirapids.org or visit the City Attorney's Office at 444 West Grant Avenue, WI Rapids, 54495. For more information, visit <https://www.wirapids.org/river-city-cab.html>
- ✓ A complaint may also be filed directly with the Federal Transit Administration, Office of Civil Rights, Attention: Complaint Team, East Building, 5th Floor-TCR, 1200 New Jersey Ave., SE Washington, DC, 20590; Phone: 1-888-446-4511; Email: FTACivilRightsCommunications@dot.gov.
- ✓ If information is needed in another language, contact (715)421-8235.
Si se necesita informacion en otro idioma de contacto, (715)421-8235.
Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau (715)421-8235.

Complaint Procedure

The **City of Wisconsin Rapids'** Complaint Procedure is made available in the following locations:

- ✓ Agency website, either as a reference in the *Notice of Nondiscrimination* or in its entirety
 - ✓ Agency office - Assistant Director of Finance Office
-

Any person who believes they've been discriminated against on the basis of race, color, national origin, disability, sex, age, religion, income status or limited English proficient (LEP) by the **City of Wisconsin Rapids** may file a complaint by completing and submitting the **City of Wisconsin Rapids'** Complaint Form.

The Complaint Form may also be used to submit general complaints to the **City of Wisconsin Rapids**.

The **City of Wisconsin Rapids** investigates complaints received no more than 180 calendar days after the alleged incident. The **City of Wisconsin Rapids** will process complaints that are complete.

Once the complaint is received, the **City of Wisconsin Rapids** will review the complaint and work to resolve the complaint informally, if possible.

If the complaint warrants a formal civil rights complaint process, the **City of Wisconsin Rapids** will follow the steps listed in this complaint procedure. The **City of Wisconsin Rapids** may also use this formal procedure to address general complaints. If the **City of Wisconsin Rapids** determines it has jurisdiction the complainant will receive an acknowledgement letter stating the complaint will be investigated by the **City of Wisconsin Rapids** as a civil rights complaint.

The **City of Wisconsin Rapids** has **45** business days to investigate the civil rights complaint. If more information is needed to resolve the case, the **City of Wisconsin Rapids** may contact the complainant.

The complainant has **15** business days from the date of the letter to send requested information to the investigator assigned to the case.

If the investigator is not contacted by the complainant or does not receive the additional information within **15** business days, the **City of Wisconsin Rapids** can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.

After the investigator reviews the complaint, one of two (2) letters will be issued to the complainant: a closure letter or a letter of finding (LOF).

- ✓ A closure letter summarizes the allegations and states that there was not a Title VI violation and that the case will be closed.
- ✓ A letter of finding (LOF) summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member, or other action will occur.

If the complainant wishes to appeal the decision, the complainant has **15** business days after the date of the letter or the LOF to do so.

A person may also file a complaint directly with the Federal Transit Administration, at FTA Office of Civil Rights, 1200 New Jersey Avenue SE, Washington, DC 20590.

If information is needed in another language, then contact (715)421-8235.

Si se necesita informacion en otro idioma de contacto, (715)421-8235.

Yog muaj lus qhia ntxiv rau lwm hom lus, hu rau (715)421-8235.

Complaint/Comment Form

City of Wisconsin Rapids is committed to providing you with safe and reliable transportation services and we want your feedback. Please use this form for suggestions, compliments, and complaints.

Please submit this form electronically at ktimm@wirapids.org or in person at the address below.

City of Wisconsin Rapids
 444 West Grand Avenue
 Wisconsin Rapids, WI 54495

You may also call us at 715-421-8235. Please make sure to provide your contact information in order to receive a response.

Section A: Accessible Format Requirements

Please check the preferred format for this document

<input type="checkbox"/> Large Print	<input type="checkbox"/> TDD or Relay	<input type="checkbox"/> Audio Recording	<input type="checkbox"/> Other (if selected please state what type of format you need in the box below)
--------------------------------------	---------------------------------------	--	---

Click or tap here to enter text.

Section B: Contact Information

Name <input type="text"/>	Telephone Number (including area code) <input type="text"/>
Address <input type="text"/>	City <input type="text"/>
State <input type="text"/>	Zip Code <input type="text"/>

Email Address

Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please provide the name and relationship of the person for whom you are complaining and why you are completing the form on their behalf in the box below.

Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Section C: Type of Comment

What type of comment are you providing? Please check which category best applies.

<input type="checkbox"/> Complaint	<input type="checkbox"/> Suggestion	<input type="checkbox"/> Compliment	<input type="checkbox"/> Other
------------------------------------	-------------------------------------	-------------------------------------	--------------------------------

Which of the following describes the nature of the comment? Please check one or more of the check boxes.

<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Religion
<input type="checkbox"/> Age	<input type="checkbox"/> Sex	<input type="checkbox"/> Service	<input type="checkbox"/> Income Status
<input type="checkbox"/> Limited English Proficient (L.E.P)		<input type="checkbox"/> Americans with Disability Act (A.D.A)	

Section D: Comment Details

Please answer the questions below regarding your comment

Did the incident occur on the following type of service? Please check any box that may apply.	<input type="checkbox"/> Paratransit	<input type="checkbox"/> Shared Ride Taxi	<input type="checkbox"/> Bus
What was the date of the occurrence?	Click to add date in the following format: Day, month, year		
What was the time of the occurrence?	Click to add the time		
What is the name or identification of the employee or employees involved?	Click or tap here to enter text.		
What is the name or identification of others involved, if applicable?	Click or tap here to enter text.		
What was the number or name of the route you were on, if applicable?	Click or tap here to enter text.		
What was the direction or destination you were headed to when the incident occurred, if applicable?	Click or tap here to enter text.		
Where was the location of the occurrence?	Click or tap here to enter text.		
Was the use of a mobility aid involved in the incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Please add any additional descriptive details about the incident.	Click or tap here to enter text.		

In the box below, please explain as clearly as possible what happened and why you believe you were discriminated against.

Click or tap here to enter text.

Section E: Follow-up

May we contact you if we need more details or information?

Yes

No

If yes, how would you best liked to be reached? Please select your preferred form of contact below

Phone

Email

Mail

If you would prefer to be contacted by phone, please list the best day and time to reach you.

Click here to add your preferred time

Click here to add your preferred day

Section F: Desired Outcome

Please list below, what steps you would like taken to address the conflict or problem.

Click or tap here to enter text.

If applicable, please list below all additional agencies you have filed this complaint with such as Federal, State, Local agencies, or with any Federal or State Court. Please include the contact information to where the complaint was sent.

Click or tap here to enter text.

Section G: Signature

Please attach any documents you have which support the allegation. Then date and sign this form and send it to the City of Wisconsin Rapids.

Name

Date: Click to add date in the following format: Day, month, year

Signature

Appendix 4

List of Complaints, Investigations and Lawsuits²

The **City of Wisconsin Rapids** maintains a log to track and resolve transit related complaints, investigations, and lawsuits.

Check One:

Since the last update of this Title VI Nondiscrimination Plan, there has been no transportation related civil rights investigations, complaints, or lawsuits filed with the **City of Wisconsin Rapids**.

There have been investigations, complaints and/or lawsuits filed against us. *See list below. Attach additional information as needed.*

Type Complaint Investigation Lawsuit	Date (Month, Day, Year)	Complainant's Name/Address	Basis of Complaint ³	Summary Complaint Description	Status	Action Taken/ Final Outcome if Resolved

² **Lawsuit:** The protected class under Title II is disability. The protected classes under Title VI are Race, Color and Nation Origin.

³ **Basis of Complaint:** Specify Race, Color, National Origin, Disability, Religion, Sex, Age, Service, Income Status, Limited English Proficient (LEP), Safety, Other

Public Involvement Plan

The purpose of the **Public Involvement Plan** is to establish procedures that allow for, encourage, and monitor participation of all citizens within the **City of Wisconsin Rapids** service area including but not limited to low income and minority individuals, and those with limited English proficiency (LEP).

While traditional means of soliciting public involvement may not reach such individuals, or might not allow for meaningful avenues of input, the intent of this effort is to take reasonable actions to provide opportunities for historically under-served populations to participate in transportation decision making efforts.

Goal

The goal of public involvement is to offer real opportunities for the engagement of all citizens within the **City of Wisconsin Rapids** service area to participate in the development of plans, programs and services.

Strategies

In order to promote inclusive public participation, the **City of Wisconsin Rapids** uses the following strategies, as appropriate.

- Coordination and Consultation
 - Coordinate and consult with partners, stakeholders, program participants and their caregivers, and the public affected by the distribution of state and federal transit grant programs.
 - Seek guidance and input from WisDOT on public involvement mechanisms and strategies.
 - Maintain an electronic distribution list of all potential program participants, partners, stakeholders, etc.
- Accessibility and Information
 - Meetings
 - Adhere to state and federal public hearing requirements
 - Provide a general notification of meetings, particularly forums for public input, in a manner that is understandable to all populations in the area.
 - Hold meetings in locations which are accessible and reasonably welcoming to all area residents including, but not limited to, low-income and minority members of the public.
 - Employ different meeting sizes and formats
 - Provide avenues for two-way flow of information and input from populations which are not likely to attend meetings.
 - Make public information available in electronically accessible formats
 - Use social media in addition to other resources to gain public involvement
 - Use radio, television or newspaper ads on stations and in publications that serve LEP populations. Outreach to LEP populations may also include audio programming available on podcasts.

- Expand traditional outreach methods by visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions, local festivals, etc.
- Timeliness
 - Provide timely information about state and federal grant programs to affected program participants, the public, partner agencies, and other interested parties.
 - Provide adequate notice of public involvement activities and time for public review and comment.
- Public Comment
 - Work openly and diligently to incorporate public comments received and to notify respondents of final plans, reports, programs, etc.
 - Provide for early, frequent and continuous engagement by the public
- Social/Environmental Justice
 - Seek and consider the needs of those traditionally underserved by participating in outreach efforts that address the needs of minority persons, the elderly, persons with disabilities, limited English Proficient individuals, and low-income households.
 - Determine what non-English languages and other cultural barriers exist to public participation within the **City of Wisconsin Rapids** service area.
- Training
 - Participate in training to continuously improve the knowledge and understanding of civil rights and environmental justice principles.
- Evaluation
 - Document and maintain records of public outreach efforts.
 - Review the effectiveness of public participation activities.
 - Seek news ways to providing public input opportunities.

Participation Techniques

The **City of Wisconsin Rapids** will use the following participation techniques as deemed appropriate. Participation techniques will be reviewed and modified each year, as necessary. If new techniques are tried and found to be successful, this list will be updated to include the new techniques.

- Booth at Community events (craft fair, festival, farmers market, parades, etc.)
- Advisory meetings and committees
- Direct mailings (letters, fliers, etc.)
- Website and social media
- Project-specific newsletter articles
- Public information meetings
- Legal advertisements
- Presentations to community partners, citizens/residents, etc.
- Press releases, meetings with local media representatives
- Surveys (telephone, internet, and public information meetings)
- Work with partner organizations

Public Outreach Activities

The **City of Wisconsin Rapids** maintains a log/record of the various types of outreach activities it uses to promote inclusive public participation. On an annual basis, the **City of Wisconsin Rapids** reviews its log of outreach activities to determine if additional or different strategies are needed to promote inclusive public participation.

The direct public outreach and involvement activities conducted by the **City of Wisconsin Rapids** are summarized below. Information collected on the size, location, meeting format, number of attendees, etc. as well as the scope of the distribution method (i.e. information posted to social media, fliers in grocery stores and community centers, etc.) will be used for future planning efforts.

Summary of Outreach Activities					
Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.)	Staff Members Responsible	Notes
Ongoing	Website, Facebook, Twitter	Website and Social Media Materials	Website and Social Media Materials	Agency Staff	www.wirapids.org
Ongoing	Transportation Routes Update	Newspaper, Community Resource Guides (ADRC), Parks and Rec Guide, Church Bulletin)	Advertisement/Transportation Route Summary	Jim Brown	
01/17/2023	Presentations to groups or at events (ODC, Inclusa and Connections)	Advertise meetings on website and newspaper	Meeting	Jim Brown	ODC
03/08/2023	Listening Session Presentations to Wood County and area Agencies	Advertise meetings on website and newspaper	Meeting	Jim Brown	Wood County
12/06/2023	City Council Meetings	Advertise meetings on website and newspaper	Public Meeting	Karen Timm	Agenda Item – Review & Consider Approval of 2023 Mass Transit Application & Budget Request

Summary of Outreach Activities

Event Date	Name of Event/Activity	Date Publicized and Communication Method (Public Notice, Posters, Social Media, etc.)	Outreach Method (Meeting, Focus Group, Survey, etc.).	Staff Members Responsible	Notes
2016	Daily Activity	Verbal	Introduction to ODC staffer	Cindy Schlichting	I met the ODC staff and discussed how the Cab service can be better used for their clients
10/4/2016	Finance Committee Meeting	Published in Newspaper & on City Website Notice of Meeting Agenda Notices also posted at City Hall & other Public Places 9/22/2016	Public Meeting	Cindy Schlichting	Agenda Item – Review & Consider Approval of 2017 Mass Transit Application & Budget Request
9/15/2015	Finance Committee Meeting	Finance Committee Meeting	Public Meeting	Cindy Schlichting	Agenda Item – Review & Consider Approval of 2016 Mass Transit Application & Budget Request
9/9/2014	Finance Committee Meeting	Published in Newspaper & on City Website Notice of Meeting Agenda Notices also posted at City Hall & other Public Places 9/2/2014	Public Meeting	Dave Batten	Agenda Item – Review & Consider Approval of 2015 Mass Transit Application & Budget Request

Limited English Proficiency (LEP) Plan

Overview

As a recipient of federal financial assistance, the **City of Wisconsin Rapids** is required to prepare a Limited English Proficiency (LEP) Plan to address its responsibilities relating to the needs of individuals with limited English language skills.

This plan has been prepared in accordance with [Title VI of the Civil Rights Act of 1964, 42 U.S.C 2000d, et seq.](#), and its implementing regulations which state that no person shall be subjected to discrimination on the basis of race, color, or national origin.

[Executive Order 13166 “Improving Access to Services for Persons with Limited English Proficiency”](#), issued in 2000 clarified Title VI of the Civil Rights Act of 1964. It stated that individuals who do not speak English well and who have a limited ability to read, write, speak, or understand English are entitled to language assistance under Title VI in order to access public services or benefits for which they are eligible. While most individuals in Wisconsin read, write, speak, and understand English, for some individuals English is not their primary language. If these individuals have a limited ability to read, write, speak or understand English, they are considered Limited English Proficient (LEP).

The US DOT [“Policy Guidance Concerning Recipients’ Responsibilities to LEP Persons”](#) discusses the concept of “safe harbor” with respect to the requirements for translation of written materials. The *Safe Harbor Threshold* is calculated by dividing the population estimate for a language group that “Speaks English less than very well” by the total population of the county. The *LEP Safe Harbor Threshold* provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less, of the population to be served) the **City of Wisconsin Rapids** must provide translation of vital documents (e.g., Notice of Nondiscrimination, Complaint Procedure and Complaint Form) in written format for non-English speaking persons.

Recipients of federal financial assistance are also required to implement LEP plans in accordance with guidelines of the federal agency from which the funds are provided. [FTA Circular 4702.1B – Title VI Requirements and Guidance for FTA Recipients](#) provides guidance and instructions for LEP Plan development.

Plan Summary

The **City of Wisconsin Rapids** has developed this *Limited English Proficiency Plan* to identify reasonable steps for providing language assistance to persons with limited English proficiency (LEP) who wish to access services provided by the **City of Wisconsin Rapids**.

This plan outlines how to identify a person who may need language assistance, how to inform LEP persons language assistance is available, the ways in which assistance may be provided, and staff training.

Plan Components

As a recipient of federal US DOT funding, the **City of Wisconsin Rapids** is required to take reasonable steps to ensure meaningful access to programs and activities by LEP persons.

This plan includes the following elements:

1. The results of the *Four Factor Analysis*, including a description of the LEP population(s), served.
2. A description of the following:
 - ✓ How language assistance services are provided.
 - ✓ How LEP persons are informed of the availability of language assistance services.
 - ✓ How the language assistance plan is monitored and updated.
 - ✓ How employees are trained to provide language assistance to LEP persons.

Meaningful Access - Four Factor Analysis

To prepare this plan, the **City of Wisconsin Rapids** conducted a four-factor analysis which considers the following:

Factor 1 - Demography

Number and proportion of LEP persons who may be served or are likely to encounter a City of Wisconsin Rapids program or service.

This plan uses [US Census Bureau – American Fact Finder \(2011-2015\)](#) language data available by Wisconsin county. More data is available on the [US Census Bureau ACS website](#).



Wood County LEP
Data 2015 Est.

The US Census Bureau – American Fact Finder (2011-2015) data shows there are numerous languages spoken in Wood County. Some of these languages include Spanish, Hmong, Other Native North American Languages, Vietnamese, German, Russian, Polish, Chinese, and Urdu. After English, the second and third largest language groups are Spanish and Hmong.

The Safe Harbor Threshold is calculated by dividing the population estimate for a language group that “speaks English less than very well” by the total population of the county. The LEP Safe Harbor Threshold provision stipulates that for each LEP group that meets the LEP language threshold (5% or 1,000 individuals, whichever is less), the **City of Wisconsin Rapids** must provide translation of vital documents in written format for non-English speaking persons.

US Census data shows that in Wood County with a population estimate of 69,938, 379 persons are identified as speaking Spanish and “speaks English less than very well” and 242 persons are identified as speaking Hmong and “speaks English less than very well”. These language groups are less than 1% and below the 5%, or 1,000 person threshold of the population to be served. This means the **City of Wisconsin Rapids** is not required to provide written translation of vital documents in Spanish or Hmong. All other language groups listed above are also below the Safe Harbor Threshold. This means, at this time, the **City of Wisconsin Rapids** is also not required to provide written translation of vital documents in these languages.

In the future, if the **City of Wisconsin Rapids** meets the Safe Harbor Threshold for any language group, it will provide written translation of vital documents in such languages and consider measures needed for oral interpretation.

Factor 2 – Frequency

Frequency of contact with LEP persons.

The **City of Wisconsin Rapids** and its transit provider provides transportation service for the **City of Wisconsin Rapids** and the surrounding communities, including, but not limited to, Kellner, Vesper, Port Edwards, Nekoosa and the Town of Rome.

The **City of Wisconsin Rapids** reviewed the frequency with which its staff, policy board, and contractors have, or could have, contact with LEP persons in the conduct of **City of Wisconsin Rapids** activities. This includes a review of documented phone inquiries, office visits, and encounters at public meetings and community events. Within the last year, **City of Wisconsin Rapids** staff, council members, and its transit provider have had (0) requests for interpreters and (0) requests for translated program documents in any setting.

City of Wisconsin Rapids staff, council members, transit provider will be trained on what to do when they encounter a person with limited English proficiency.

The **City of Wisconsin Rapids** with assistance from its transit provider, tracks the number of encounters and considers adjustments to its outreach efforts to ensure meaningful access to all persons and specifically to LEP and minority populations of the **City of Wisconsin Rapids’** programs and services. The *Log of LEP Encounters* is a tool to help track LEP encounters.

Log of LEP Encounters

Date	Time	Language Spoken By Individual <i>(if available)</i>	Name and Phone Number of Individual <i>(if available)</i>	Service Requested	Follow Up Required	Staff Member Providing Assistance	Notes

If a language barrier were to exist, **City of Wisconsin Rapids** would work to provide a reasonable accommodation. The *“I Speak” Language Identification Card* listed shown below is a document that can be used by **City of Wisconsin Rapids** staff to assist LEP individuals. Additional languages can be added, as needed, to match the demographic changes of the **City of Wisconsin Rapids’** service area. The languages

included in the “I Speak” Language Identification Card below represent many of the languages spoken within the **City of Wisconsin Rapids** service area.

“I Speak” Language Identification Card

Mark this box if you speak....	Language Identification Chart	Language
	I speak English	English
	Yo hablo español	Spanish
	Kug has lug Moob	Hmong
	我說中文	Chinese
	E nói tiếng Việt	Vietnamese
	나는한국어를	Korean
	Marunong akong mag-Tagalog	Tagalog
	Ich spreche Deutsch	German
	Я говорю по-русски	Russian
	Ja говорим српски	Serbian
	मैं हिंदी बोलते हैं	Hindi
	میں نے اردو بولتے ہیں	Urdu

Note: For additional languages visit the US Census Bureau website <http://www.lep.gov/ISpeakCards2004.pdf>

Factor 3 – Importance

Nature and importance of program to LEPs.

The **City of Wisconsin Rapids** receives federal financial assistance to provide shared ride transportation service in City of Wisconsin Rapids and surrounding communities.

The **City of Wisconsin Rapids** and its transit provider understands an LEP person with language barrier challenges also faces difficulties obtaining health care, education, access to employment and nutrition meal sites, recreational services and socialization. Transportation services provides a key role in connecting LEP persons to these essential services.

Factor 4 – Resources and Costs

Resources available and overall cost to provide LEP assistance.

Given the small size of LEP encounters and small LEP populations, full multi-language translations of our programs and services related to transportation services is not warranted at this time. However, this information can be made upon request. The **City of Wisconsin Rapids** will contact state and local units of government and community resources for assistance in translation services.

Even though the **City of Wisconsin Rapids** does not have a separate budget for LEP outreach, it continuously explores ways to implement low-cost methods of notifying LEP persons of transportation services. Outreach efforts include maintaining a website, utilizing social media, developing and printing

brochure/materials and having a visible presence in our community (e.g., participating in job fairs, parades, community events, etc.) to promote transportation services. Additional low-cost outreach methods to reach LEP communities include but are not limited to activities such as visiting ethnic stores/markets and restaurants, community centers, libraries, faith-based institutions and local festivals. The cost is relatively low but the ability to reach the LEP population is high.

Language Assistance Services

Overview - Language Assistance Services

If a person does not speak English as their primary language and is LEP, that person may be entitled to language assistance with respect to **City of Wisconsin Rapids'** programs and services. Language assistance can include interpretation and/or translation from one language into another language.

City of Wisconsin Rapids will take reasonable steps to provide the opportunity for meaningful access to LEP individuals who have difficulty communicating in English.

City of Wisconsin Rapids strives to offer the following measures:

- ✓ When encountering LEP persons directly, **City of Wisconsin Rapids** staff use the "*I Speak*" *Language Identification Card* or posters to identify the language and communication need of LEP persons.
- ✓ Maintain a *Log of LEP Encounters* to capture information on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Make translated versions (or provide for the interpretation of relevant sections) of all documents/publications available upon requests, within a reasonable time frame.
- ✓ Work with translation services as necessary to assist with the development of bilingual outreach materials.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>
- ✓ Utilize online resources such as Google Translate to assist with the translation of documents. The main downside of this approach is accuracy. As such, this option will be used by the **City of Wisconsin Rapids** on limited basis. Instead, the **City of Wisconsin Rapids** will seek assistance from fluent speakers.
- ✓ Prioritize the hiring of bilingual staff, as needed.

Public Outreach – Informing LEP Persons of Language Assistance Services

The **City of Wisconsin Rapids** uses the following steps to inform LEP persons of the availability of language assistance services:

- ✓ Posts the Title VI/LEP *Notice of Nondiscrimination* on its website. The notice includes a sentence written in Spanish and Hmong providing instructions on how to contact the **City of Wisconsin Rapids** to request information in another language.

- ✓ When encountering LEP persons directly, **City of Wisconsin Rapids** will use the “*I Speak*” *Language Identification Card* to identify the language and communication needs of LEP persons. **City of Wisconsin Rapids** may not be able to immediately accommodate or assist individuals self-identifying as a person not proficient in English but will seek means to follow up with the individual to address their needs in the language requested as soon as possible.
- ✓ Review outreach activities and information gathered from the *Log of LEP Encounters* on the frequency of contact with LEP individuals to determine whether additional language assistance services are needed.
- ✓ Develop and maintain cooperative relationships with key agencies/community organizations that serve LEP populations in the area or region. These entities can assist in providing or verifying translations and/or identifying gaps in assistance to persons with LEP needs.
- ✓ Utilize translation services such a fluent speaker on staff or seeking out language assistance from community organizations.
- ✓ Utilize Wisconsin Relay 7-1-1, the state of Wisconsin resource to assist with communication needs for individuals that are deaf, hard of hearing, deafblind, or those with a speech disability <http://www.wisconsinrelay.com/> and <http://www.wisconsinrelay.com/features>

Monitoring, Evaluating and Updating the Plan

The **City of Wisconsin Rapids** will review the LEP Plan on an annual basis. Review and updates will include the following:

- ✓ The number of documented LEP person contacts.
- ✓ How the needs of LEP persons have been addressed.
- ✓ Determine whether the need for translation services has changed.
- ✓ Determine with existing language assistance services are effective and sufficient to meet the needs of LEP persons.
- ✓ Determine whether complaints have been received concerning the **City of Wisconsin Rapids’** failure to meet the needs of LEP individuals.
- ✓ Sufficiency of staff training.
- ✓ Review of any new opportunities for LEP communication.
- ✓ Determine whether financial resources are needed to fund language assistance services.

Training Staff

The following training will be provided to **City of Wisconsin Rapids** staff:

- ✓ Information on the **City of Wisconsin Rapids’** Title VI Non-Discrimination Plan and LEP responsibilities.
- ✓ Description of language assistance services offered to the public.
- ✓ Use of the “*I-Speak Card*” as a tool to assist LEP individuals.
- ✓ Documentation of language assistance requests using the *Log of LEP Encounters*.
- ✓ How to handle Title VI Non-Discrimination and LEP complaints.

Demographic Representation Information⁴

A. Demographic Representation Table⁵

The table below depicts US Census population data by race in Wood County. The **City of Wisconsin Rapids** does not have transit-related, non-elected planning boards, advisory councils or committees, or similar bodies.



Body	Caucasian	Hispanic / Latino	Black/ African American	Asian American	Native American	Some other Race
Wood County Population	91.9%	3.19%	.8%	2.1%	.4%	1.61%
Common Council	The membership of City of Wisconsin Rapids' Common Council is by election.					

B. Efforts to Encourage Minority Participation

City of Wisconsin Rapids understands diverse representation on committees, councils and boards results in sound policy reflective of its entire population. As such, **City of Wisconsin Rapids** encourages participation of all its citizens.

As vacancies on non-elected boards, committees and councils become available, **City of Wisconsin Rapids** will make efforts to encourage and promote diversity.

To encourage participation on its boards, committees and councils, **City of Wisconsin Rapids** will continue to reach out to community organizations to connect with all population groups in its service area. In addition, **City of Wisconsin Rapids** will use creative ways to make participating realistic and reasonable, such as scheduling meetings at times best suited to its members.

⁴ If **City of Wisconsin Rapids** has transit-related, non-elected planning boards, advisory councils or committees, or similar bodies, the membership of which is selected by **City of Wisconsin Rapids**, Title VI regulations require **City of Wisconsin Rapids** to provide a table depicting the membership of those committees broken down by race and a description of efforts made to encourage the participation of minorities on such committees.

⁵ County data by race is available at the or the US Census Bureau website <http://data.census.gov>

FEDERAL AWARDS

Charging of Costs to Federal Awards

Only costs that are reasonable, allowable and allocable to a federal award shall be charged to that award directly or indirectly. All unallowable costs shall be appropriately segregated from allowable costs in the general ledger in order to assure that unallowable costs are not charged to Federal awards.

Criteria for Allowability

All costs must meet the following criteria in order to be treated as allowable direct or indirect costs under a federal award:

1. The cost must be "reasonable" for the performance of the award, considering the following factors:
 - a. Whether the cost is of a type that is generally considered as being necessary for the operation of the Organization or the performance of the award;
 - b. Restraints imposed by such factors as generally accepted sound business practices, arm's length bargaining, federal and state laws and regulations, and the terms and conditions of the award;
 - c. Whether the individuals concerned acted with prudence in the circumstances;
 - d. Consistency with established policies and procedures of the Organization, deviations from which could unjustifiably increase the costs of the award.
2. The cost must be "allocable" to an award by meeting one of the following criteria:
 - a. The cost is incurred specifically for a federal award;
 - b. The cost benefits both the federal award and other work, and can be distributed in reasonable proportion to the benefits received; or
 - c. The cost is necessary to the overall operation of the Organization, but where a direct relationship to any particular program or group of programs cannot be demonstrated.
3. The cost must conform to any limitations or exclusions of OMS Circular A-122 or the federal award itself.
4. Treatment of costs must be consistent with policies and procedures that apply to both federally financed activities and other activities of the Organization.
5. Costs must be consistent with Non Federal charges and be consistently treated over time.
6. The cost must be determined in accordance with generally accepted accounting principles.

7. Costs may not be included as a cost of any other federally financed program in the current or prior periods.
8. The cost must be adequately documented.

Personnel and Fringe Benefit Costs

The cost of fringe benefits in the form of compensation paid to employees during periods of authorized absences from the job, such as for vacation, family-related leave, sick leave, holidays, court leave, military leave, and other similar benefits, are allowed and provided for under the City of Wisconsin Rapids written employment compensation and benefits manual.

Procurement

The City of Wisconsin Rapids employees and board members shall comply with all applicable standards of conduct restricting the solicitation or acceptance of gifts, gratuities, favors, or anything of monetary value from contractors or potential contractors. This restriction also applies to any individuals with technical evaluation responsibilities for the procurement and/or assigned to a Source Selection Team.

The City of Wisconsin Rapids will adhere to all Wisconsin DOT Transit procurement procedures when 5311 Federal Grant monies are used, WisDOT Procurement Manual attached in the appendix.

Protest Policy for Mass Transit Grant Contracts

City of Wisconsin Rapids

This City of Wisconsin Rapids policy requires that all prospective contractors for federal mass transit grant contracts be accorded fair and equal consideration in the solicitation and award of contracts. Any interested party shall have the right to protest alleged inequities in the procurement process and to have its issues heard, evaluated and resolved administratively. "Interested party" is defined as an actual or prospective offeror whose direct economic interest would be affected by the award of a contract or by failure to award a contract

1.0 Submittal Procedures

An interested party wishing to protest a matter involving a proposed procurement or contract award shall file a written submission to:

City Attorney Susan Schill
444 West Grand Avenue
Wisconsin Rapids WI 54495

Protest must be filed by certified mail or other delivery method by which receipt can be verified. Electronic submission of protests will not be accepted.

The protest shall include, at a minimum:

- (a) The name and address of the protesting party and its relationship to the procurement sufficient to establish that the protest is being filed by an interested party;
- (b) Identity of the contact person for the protestor, including name, title, address, telephone, fax and email addresses. If the contact point is a third party representing the protestor, the same information must be provided, plus a statement defining the relationship between the protestor and the third party;
- (c) Identification of the procurement;
- (d) A description of the nature of the protest, referencing the portion(s) of the solicitation involved;
- (e) Identification of the provision(s) of any law, regulation, or other governance upon which the protest is based;
- (f) A complete discussion of the basis for the protest, including all supporting facts, documents or data; and
- (g) A statement of the specific relief requested.

The protestor is solely responsible for the completeness and validity of the information provided. Any documents relevant to the protest should be attached to the written submission. Documents which are readily available on the Internet may be referenced to an appropriate link.

Protests shall be submitted in accordance with the requirements of this Policy and any directions included in the solicitation, and shall be addressed to the City Attorney. The City of Wisconsin Rapids may decide a protest solely upon the written submission. The protest submission should therefore include all materials necessary to support the protester's position. Additional or supplemental materials may only be submitted at the request of, or with the permission of, the City Attorney. An informal notice of receipt of a protest must be given to the appropriate regional office of the Federal Transit Administration (FTA). The form of notice may be specified by the regional office.

1.2 Protests of the Evaluation Process

City Staff shall determine a recommendation for an award, and shall, prior to the submission of a recommendation to the City Council, notify all bidders/proposers of the recommended award. This notice will be transmitted to each proposer at the address contained in its proposal form. Transmittal may be by electronic means or by hard copy. Any proposer whose proposal is valid at the time of the staff determination may protest the recommended award on one or more of the following grounds:

- (h) That the recommended award does not meet the requirements of the solicitation;
- (i) That the bid or proposal recommended for acceptance does not meet the criteria of the solicitation for award;
- (j) That the evaluation process conducted by the City of Wisconsin Rapids is improper, illegal, or the decision to recommend award is arbitrary and capricious.

The protest must be received by the City of Wisconsin Rapids at the address specified in the solicitation, no later than five (5) calendar days after the date such notification is publicly posted or sent to the bidder or proposer, whichever is later. A written decision stating the grounds for allowing or denying the protest will be transmitted to the protestor and the proposer recommended for award in a manner that provides verification of receipt. Such decision shall be final, except as provided in 1.4 below or by applicable law or regulation. Upon receipt of a protest of this type, the City Attorney shall notify all offerors and any other known interested parties of the receipt and nature of the protest and request an extension of the validity period of their offers, if appropriate. Unless the City Attorney determines that delay will be prejudicial to the interest of the City of Wisconsin Rapids or that the protest lacks substantial merit, award will be withheld pending disposition of the protest. Should one or more offerors refuse a

requested extension of the validity of an offer, the City Attorney may reject such proposal unless it is determined that the protest can reasonably be resolved and the award process continued without need for such extension. Delay in an award shall be considered prejudicial to the City of Wisconsin Rapids if:

- (a) The equipment, supplies or services are urgently required; or
- (b) Failure to make a prompt award will economically or operationally damage the City of Wisconsin Rapids.

Should the protest be upheld in whole or in substantial part, the City Attorney may either (1) revise the evaluation process to correct the matter protested; or (2) cancel the solicitation in its entirety. In the event that the City of Wisconsin Rapids proceeds with the award for one of the reasons stated above, and the protest is subsequently upheld, the City Attorney shall determine whether the performance of the contract will reasonably permit its termination in order to correct the protested matter. Such termination shall be for the convenience of the City of Wisconsin Rapids.

1.3 Evaluation of Protests

A protest decision should ordinarily be written and published within ten (10) working days of receipt of the protest. The City Attorney may extend the response period if additional time is required to gather and evaluate information necessary for the decision or for other good cause. Upon receipt of a protest, the City Attorney shall notify parties involved in the procurement as identified above to determine the validity of the protest. A notice of the receipt of a protest should be sent to the FTA regional office, per **FTA Circular 4220.1F**, Chapter VII, Sec. 1.a(2). Copies of the protest submittal, or portions thereof, may be provided to the notified parties as appropriate. The City Attorney may request additional written information from the protestor or other parties, as necessary to determine the validity of the protest. At the discretion of the City Attorney, a formal or informal hearing may be held. If a formal hearing is held, testimony shall be given under oath and a transcript or electronic recording of the proceeding shall be made; the transcript or recording shall be provided to the protestor and made part of the protest record. The City Attorney shall redact from any submission under the protest process information which has been identified as proprietary.

1.4 Protests Filed with FTA

A protestor may file a protest with FTA only after exhausting all administrative remedies provided by the City of Wisconsin Rapids, on the basis described in **FTA Circular 4220.1F**, Chapter VII, Sec. 1.b. FTA's review of protests will generally be limited to allegations that (1) the City of Wisconsin Rapids does not have or fails to follow its protest procedures; (2) the City of Wisconsin Rapids failed to review a complaint or protest; or (3) the issue involves violations of Federal law or regulation. The FTA is not obligated to review any protest.

The report of the Public Works Committee held on April 13, 2023 will be distributed at the Common Council meeting on April 13, 2023.



PUBLIC WORKS DEPARTMENT

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

March 2023

- Eastside Compost site is scheduled to open on Monday April 17, with the Westside to open with extended hours on Tuesday April 18.
- First brush collection will begin the week of April 24th, with the Spring yard waste collection to start the week of May 1.
- Starting April 3, 2023, the City Garage is closed to all general public in-person foot traffic. The sale of compost, compost passes, pit materials, general questions of garbage/recycling collection and street maintenance/construction activities will now take place in-person at City Hall on the second floor at the Engineering Office or by calling the current phone number of 715-421-8218.
- We currently have three vacant positions due to one unforeseen retirement of an employee of 19 years and a resignation of an employee of 4 years. We currently are recruiting internally and advertised externally for vacant positions.

Refuse and Recycling

- Garbage Collection estimate 325.35 tons (2022 315.25 tons)
- Recycling Collection estimate 98.65 tons (2022 95.44 tons)

Construction

Lyons Park Flood Levee (1681 2nd Ave to Lyon Park)

Items to complete in spring:

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2nd Ave
- Asphalt patch between wall and back of curb

9th Ave North (West Grand Ave – Fremont Street)

Items to complete in spring:

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Fremont Street
- Some Concrete Carriage Walks

Fremont Street (7th Ave N – 10th Ave N)

Items to complete:

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

Oak Street (East Jackson Street – 16th ST N)

- Removal of trees necessary for Construction
- Trimming trees that would be damaged by excavator swing
- Moving equipment and trailers in preparation of start 4/10/2023

Streets Maintenance

- Patched city streets with cold patch
- Bike trail, brush trimming
- Remove sand barrels for the season
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Removed snow from Sidewalk complaints
- Removed snow from downtown business areas
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Completed annual OSHA 10 Training
- Assisted Parks with tree removal throughout the city
- Sanitary manhole repairs
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Assisted Waste Water with flushing of dead end manholes
- Assisted with Carpet Cleaning at Centralia Center
- Fixed snow plow damage from early and late snow events
- Assisted Waste Water with Dead End flushing and Sewer interceptor cleaning
- Assist with painting at the Centralia Center
- Prep Compost sites for Summer use
- Working on Spring cleanup of debris removal of islands and dirt from Winter on streets
- Remove partition walls from Centralia Center
- Service Equipment
- Constructed new hoses for construction season
- Review and replace SDS sheets for stockroom
- Remove Ice from 8th Street cross drain
- Excavate footings for Prairie Dog exhibited at Zoo
- Took delivery of remaining salt contract
- Dig out catch basins to prep for rain event
- Assisted with Sanitary, Water and Storm Install

Paint and Signs

- Replaced 30” Stop signs that no longer meet the MUTCD requirements as well as Speed Limit signs and Yield signs
- Replace seasonal banners
- Preparing to repair damaged signs due to winter plowing and poor driving

Shop and Repairs

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Paint Machine, Screen Plant)
- Service Police and Fire’s fleet
- Repaired broken Oil Pan in Garbage Truck



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 2023

Permits & Degradation

- 12 Permits/Licenses (19 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (5), Street Privilege (0), storm connection (0), permit parking (1), banner (0), environmental testing well (0), contractor licenses (6)
 - This year – 57 permits & licenses
- 134 Diggers Locates for Storm Sewer & Sanitary Sewer (44 last month)
 - 2 Emergency locates (2 after hours)
- Degradation fees - this year = \$12,842.07
 - This month = \$5,431.15 (\$1614.92 last month)

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4th Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February.
 - 13th St N & Prospect St – 10/6/22
 - Data gathering is complete. Initial review of the data confirms that all intersections except for 14th St N & Avon St are suitable as uncontrolled. We are further reviewing 14th St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield.
- Traffic Study
 - A memo with recommendations was provided to PD to share with the school on 3/15. Woodside School pick-up and drop-off traffic has created queueing and safety related issues on Two Mile Ave extending onto 8th St S. Observations were made on February 2nd and 3rd. From those observations recommendations have been developed and will be shared with the school and Police Dpt.
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study needs to be completed prior to modifying any signage.



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- ITS Standalone Signal Grant
 - ITS Standalone Signal Grant – Reapply for Chase St and High St - Grant submission on April 7th
 - 2023 Project
 - Material/equipment supplies are creating some challenges and schedule creation is pending.
 - Bid awarded to Pember Companies. Contracts are signed and Notice to Proceed has been issued.
 - Bid opening was Dec. 8th at 10am.
- Signal complaints
 - A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
 - STH 54 & CTH W – too few cars can get through (9/20/2022)
 - Chestnut & 8th St – too few cars can get through (9/20/2022)
 - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)
- Signal Equipment
 - Met with Gridsmart 3/29 to replace a damaged camera at Plover Rd and Baker St
 - Spare cabinet is ordered and is expected to arrive in September or October.

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – preparations were made in March regarding inspections and solicitation for the 2023 maintenance work.
- Sidewalk Cutting with Safestep is setup and ready to be begin work as soon as possible.

2023 Reconstruction Projects

The Oak St project walk-thru was held on 3/28 at 4pm. The walk-thru lasted about 1.5 hrs and Engineering Dpt staff met with about 30 of 77 property owners.

A preconstruction meeting was held on March 1st to review the projects and proposed 2023 work schedules with public utilities and city staff.

- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - Shorewood Terrace (1st St N to Termini) – 100%
 - Apricot St and Broadway St – 100%
- 2023 Contracts



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
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- Crushing Contract – Contract Documents are signed. Estimated start date is June 1st. Bid date was 3/2/2023
- Asphalt Contract – Contract Documents are signed. Bid date was 3/2/2023
- Concrete Contract – Contract Documents are signed. Bid date was 3/2/2023
- Sewer Lining Contract – 10%

2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 5%
 - 15th Ave N (W Grand Ave to High St) – 5%
 - McKinley St (8th Ave to 14th Ave) – 5%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 60%
 - Lincoln St (Expressway to Peach St) – 20%
 - Turning movement counts performed at Chestnut and Dewey 4/3 and 4/4
 - Design Meeting held April 6th
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Preliminary concepts were reviewed at the March meeting.
 - Information will be posted on the Engineering website.
 - Wylie St (8th St N to 10th St N) – 70%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Grant application was submitted in March
- Grand Ave Bridge Rehabilitation
 - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
 - A meeting is schedule on April 18th with the DOT bridge inspector to review the Grand Ave bridge.



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

Storm Water Utility

- Storm Utility Billing Update/Audit – WWLC and Engineering met March 6th to discuss the integration of the updated account data. It was determined to integrate all updates the month of March. This required several days of account review and updating from the Engineering Dpt.
- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – The DNR’s pre-application process is complete. We are currently working on obtaining a low hazardous waste exemption from DNR on dredged materials. After which, work will continue on the dredging permit application.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Transportation Utility

- March: updates included 2 accounts
- February: updates included 26 accounts

Capital Improvement Planning

- Annual CIP review process and updating will begin in April

Other Highlights

- Rail Feasibility Study –
 - CN – reached out to the government affairs employee at CN. They provided other contacts to reach out to regarding the rail study.
 - DOT – conversation with Jordan Kelbley on March 29th to discuss the rail study. He will get back to me once he discusses with other DOT staff.
 - Alternative route signage related to the Rail Study – BIL Carbon Reduction Grant. A grant application was prepared in March for submission on April 7th.
 - A follow-up meeting was held with Patrick Engineering on February 21st to further discuss the report and answer some preliminary questions.
 - A final report was delivered Feb. 6th. The document has been posted on the City’s website and provided for those interested in reviewing the report.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- W Jackson St Update
 - Final restoration work will be done immediately as soon as weather allows.
- Downtown Riverwall project scoping
 - No new updates
- Prairie Dog Glass Bids were prepared and advertised. The bid opening was April 3rd.
- Centralia Center Roof project was rebid and opened April 3rd.

Public Works Committee

Date of Request: 3/20/2023

Requestor: Joe Eichstadt (City Engineer) on behalf of Saint John the Evangelist Church

Request/Referral: Allow parking on 3rd Street South from East Grand Avenue to Oak St.

Background information: Saint John the Evangelist Church on 320 Oak St has seen an increase in visitors on Sundays, often exceeding the capacity of their parking lot. They would like for visitors to be allowed to park near the church entrance on 3rd Street South.

Currently, 3rd Street South, near the church entrance, is signed “NO PARKING” The signs correspond with ordinance 27.13(1)(a)(20)(g) “[No parking] 3rd Street North, both sides, from Oak Street to East Riverview Expressway”. There is an error the way the ordinance is currently written as it should be 3rd Street **South** not 3rd Street North.

Options available:

- Modify ordinance to allow parking on 3rd Street South from East Grand Avenue to Oak St. There would still be a blanket ordinance restricting parking in the downtown to 2-hour parking Monday thru Fridays from 9am to 5pm, but it would allow parishioners the ability to park on 3rd St S on Sundays without any restrictions.
- Keep existing no parking signs in place, modify ordinance to read “3rd Street **South**”

Action you are requesting the committee take: Modify ordinance to allow parking on 3rd Street South from East Grand Avenue to Oak St.

How will the item be financed? N/A

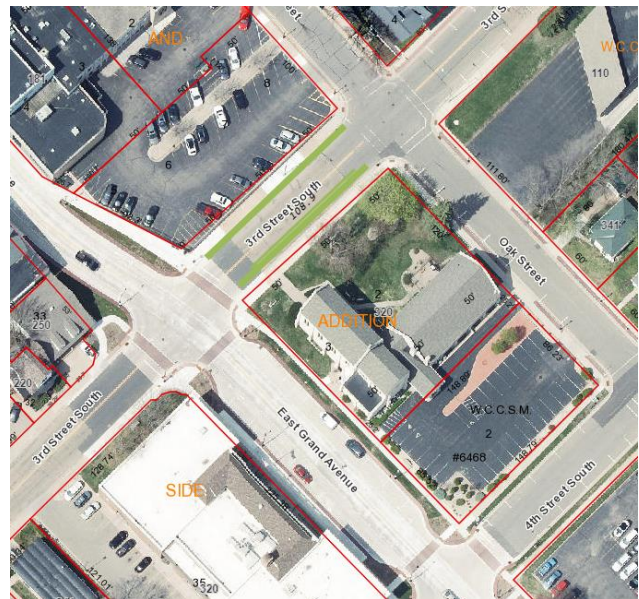


Figure 1 Proposed parking zone. 3rd St from E Grand Ave to Oak St



Public Works Committee

Date of Request: 4/7/2023

Requestor: Joe Eichsteadt (City Engineer)

Request/Referral: Review and consider modifying Chapter 33 Stormwater Management Utility to remove charges imposed for undeveloped parcels prescribed in 33.09 Charge Formulas (4) Undeveloped.

Background information: The ordinance imposes charges for undeveloped parcels; however, since it's codification in ~2009, undeveloped properties have never been charged. This is likely due to the fact that the utility charges are for impervious surfaces and undeveloped properties don't have impervious surfaces to charge. Therefore, it didn't seem appropriate to charge for undeveloped properties, but it was never updated in the ordinance.

This was identified during the recent audit of the storm water utility charges.

33.09 CHARGE FORMULAS

- (1) (a) Residential, Single Family, and Double Wide Mobile Homes. The charges imposed for residential properties comprised of living units that are unattached to other living unit(s) shall be the charge for one ERU times the number of living units, i.e.

Residential parcel charge = ERU charge x number of living units (MC#1085)

- (b) Residential, Single Wide Mobile Homes. The charges imposed for residential properties comprise of living units that are unattached to other living unit(s) shall be the fee of 0.65 of one ERU per living unit existing on the property, i.e.

Single wide mobile home charge = 0.65 X ERU fee X number of dwelling units (MC#1085)

- (2) Residential, Multi-Family. The charges imposed for residential properties with two (2) or more attached living units shall be the fee of 0.65 of one ERU per living unit existing on the property, i.e.

Multi-family parcel charge = 0.65 x ERU fee x number of dwelling units

- (3) Non-Residential. The charges imposed for non-residential properties shall be the charge for one ERU times the numerical factor obtained by dividing the total square footage of impervious area of the property by the square footage of one ERU. The factor shall be rounded down to the nearest one-tenth (0.1), i.e.

Non-residential parcel charge = ERU charge x parcel impervious area ÷ 2,620 feet

- (4) Undeveloped. The charges imposed for undeveloped parcels as defined herein shall be the fee of 0.65 of one ERU.

Undeveloped parcel charge = 0.65 x ERU charge

Options available:

Action you are requesting the committee take: Motion to remove charges for undeveloped properties.

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: 2022 Annual Report

County: Wood

Municipality: Wisconsin Rapids, City

Permit Number: S050075

Facility Number: 31440

Reporting Year: 2022

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

Under s. 283.53(3)(a), a general MS4 permittee is required to reapply for permit coverage at least 180 days prior to the expiration date of the permit .

In order to acknowledge that you are reapplying for permit coverage, please check the following box:

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

**Individual with responsibility for:
(Check all that apply)**

- IDDE Response Procedure Manual
- 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: Andrew

Last Name: Kiefer

Select to **update** current contact information

Title: Design Engineer

Mailing Address: 444 W Grand Ave

Mailing Address 2:

City: Wisconsin Rapids

State: WI

Zip Code: 54495

 xxxxx or xxxxx-xxxx

Phone Number: 715-421-8259

 Ext: xxx-xxx-xxxx

Email: akiefer@wirapids.org

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

Yes No

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. The permit requires that both passive and interactive mechanisms are utilized. How many interactive mechanisms were used during the reporting year?

Topics Covered	Target Audience
<input checked="" 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 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 checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Public Officials <input type="checkbox"/> Other

- d. Will additional information/summary of 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. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	<input type="text" value="4/7/2022"/>		
Project/Event Name	<input type="text" value="Public Works Meeting"/>		
Delivery Mechanism	<input type="text" value="Government Event (Public Hearing, Council Meeting, etc)"/>		
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 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 type="checkbox"/> Public Officials <input type="checkbox"/> Other	<input type="text" value="11-50"/>	<input type="radio"/> Yes <input checked="" type="radio"/> No
---	---	------------------------------------	---

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	<input type="text" value="5/20/2022"/>	<input checked="" type="checkbox"/> NA (Individual Permittee).	
Project/Event Name	<input type="text" value="Wisconsin River Cleanup"/>		
Delivery Mechanism	<input type="text" value="Select..."/>		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input 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 type="checkbox"/> Public Officials <input type="checkbox"/> Other	<input type="text" value="11-50"/>	<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.*

Minimum Control Measures - Section 3 : Complete

3. Illicit Discharge Detection and Elimination

a. How many total outfalls does the municipality have?	<input type="text" value="96"/>	<input type="checkbox"/> Unsure
b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program?	<input type="text" value="30"/>	<input type="checkbox"/> Unsure
c. From the municipality's routine screening, how many were confirmed illicit discharges?	<input type="text" value="0"/>	<input type="checkbox"/> Unsure
d. How many illicit discharge complaints did the municipality receive?	<input type="text" value="0"/>	<input type="checkbox"/> Unsure

e. From the complaints received, how many were confirmed illicit discharges? Unsure

f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? Unsure

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

g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. Unsure

- 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.*

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? Unsure

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? Unsure

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)? Unsure

d. 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. Unsure

- No Authority
- 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.*

4 City projects (Smith & Cherry St, Fremont St, 9th Ave, Levee Project) 4 private projects (Marshfield Clinic, Caribou Coffee, Lincoln High School, County Jail)

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

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

*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 Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? Unsure
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 Unsure

- e. If yes, does MS4 have maintenance authority on these privately owned BMPs? Unsure

- f. How many municipally owned storm water management BMPs were inspected in the reporting year? Unsure

- 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.

No Authority

Verbal Warning

Written Warning (including email)

Notice of Violation

Civil Penalty/ Citation

Forfeiture of Deposit

Complete Maintenance

0
0

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 structural storm water management best management practices. Unsure

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

c. How many municipally owned storm water management best management practices were inspected in the reporting year? Unsure

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? Unsure

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 (SWPPP Plan Review) Not Applicable

g. How many municipal properties require a SWPPP? Unsure

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

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

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.*

Collection Services - *Street Sweeping / Cleaning Program* Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
 Yes No Unsure
- m. If known, how many tons of material was removed? Unsure
- n. Does the municipality have a low hazard exemption for this material? Yes No
- o. If street cleaning 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 Unsure
- q. How many catch basin sumps were cleaned in the reporting year? Unsure
- r. If known, how many tons of material was collected? Unsure
- 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 Unsure
- v. Does the municipality notify homeowners about pickup? Yes No Unsure
- w. Where are the residents directed to store the leaves for collection?
 Pile on terrace Pile in street Bags on terrace Unsure
 Other - Describe _____
- x. What is the frequency of collection?
Once in the spring, once in the fall.
- y. Is collection followed by street sweeping/cleaning? Yes No Unsure
- z.

Brief explanation on Collection Services 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*

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.)* Unsure

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
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="192"/>	<input type="text" value="329"/>	<input type="text" value="351"/>	<input type="text" value="360"/>	<input type="text" value="113"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="2288"/>	<input type="text" value="1130"/>	<input type="text" value="1769"/>	<input type="text" value="196"/>

ac. Was salt applying machinery calibrated in the reporting year? Yes No Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? Yes No Unsure

Training Date	Training Name	# Attendance
<input type="text" value="10/12/2023"/>	<input type="text" value="Stevens Point Salt Wise Winter Equipm..."/>	<input type="text" value="8"/>

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 Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

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

Review of the annual report at public meeting

Municipal Officials

Case-by-case basis depending on project

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Case-by-case basis depending on project

- 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 Unsure

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 storm sewer layer was updated on the city's GIS map. Most of the changes were related to street reconstruction projects.

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

750	1893	2796	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Public Involvement and Participation

750	1893	2796	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

7382	5390	5592	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

113	4902	4824	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Post-Construction Storm Water Management

1242	13850	13600	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Pollution Prevention

30	605	580	<u>Storm water utility</u>
----	-----	-----	----------------------------

Other (describe)

Storm Sewer Map

533	2404	2263	<u>Storm water utility</u>
-----	------	------	----------------------------

Other (describe)

Utility Administration

8967	31730	24460	<u>Storm water utility</u>
------	-------	-------	----------------------------

Other (describe)

Storm Water Quality Management

1705	13629	19781	<u>Storm water utility</u>
------	-------	-------	----------------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

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.*

They city is planning on updating the storm sewer map and the TMDL load reduction table.

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

[StormSewerMap.pdf](#)

Attach - Other Supporting Documents

AR EO

 File Attachment

[1-2022NCWSCAnnualReport--PublicEducationandOutreach.docx](#)

(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 2023-03-08T15:28:12

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.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. ~~Request by Alderperson Cattanaach to reconsider the City's overnight parking ordinance (2021)~~
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12th St S and Chestnut St.~~
7. Request by Alderperson Austin to consider a feasibility study for reducing noise and vehicle delays due to railroad tracks along the west side of the City at and between crossing from Gaynor Ave to High St.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~
9. ~~Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.~~
10. ~~Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.~~
11. ~~Request from Zacher to consider removing pavers in west boulevard of 2nd Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.~~
12. ~~Request from Austin to discuss the Biron wastewater agreement at a special PW meeting.~~
13. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)
14. ~~Request from Polach to change traffic control at the intersection of Peach St and 13th St S from uncontrolled to either yield or stop control.~~
15. ~~Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.~~
16. ~~Update Degradation Fees for 2023.~~
17. ~~Consider Highway Safety Improvement Grant for pedestrian crossing at 8th St S at Wood Ave.~~
18. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
19. Referral by Alderperson Bemke to consider sidewalk installation on the east side of 16th St S from E Riverview Expressway to existing sidewalk 1075' south.

The report of the Human Resources Committee held on April 13, 2023 will be distributed at the Common Council meeting on April 13, 2023.



Personnel Committee

Meeting Minutes for

February 8, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 3:30 p.m.

2. Open Meetings Declaration: Chairman Kellogg established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Scott Kellogg

Ryan Austin

~~Craig Broeren~~

~~Karen Schill~~

Susan Feith

Other Board Members:

Eric Montag

~~Doug Machon~~

Elizabeth St. Myers

William Clendenning

Kim Heniadis

Administration: Katherine Elchert, Library Director

Others in Attendance: Jeff Penzkover

4. Approval of Minutes: A motion was made by R. Austin, second by S. Feith to approve the minutes of the January 11, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

5. Director Evaluation Process: S. Kellogg questioned whether the Director should be part of the closed session, or if the Board should discuss without the Director present. S. Feith suggested there be two parts of the closed session, one including the Director, and the other with the Director excused. W. Clendenning shared the process at the county level, when evaluating a department head. K. Elchert stated she would like a written record of the evaluation, and would like the Board to conduct an evaluation which includes staff input. Notes should be collected after the feedback from them is incorporated into a written record. This written record will be developed in a subcommittee.

6. Review of Job Descriptions: Brief discussion on formatting. S. Kellogg wanted to add that he would like to see that the Director is ensuring that evaluations are conducted for library employees. A Personnel Committee meeting will be conducted immediately before the next full board meeting. K. Elchert will provide unedited, prior versions of the Library Director, Assistant Director and Administrative Services Manager job descriptions.

7. Discussion of Assistant Director Salary Range: To be discussed at next Personnel meeting, held on February 15, 2023.

8. Adjournment: Chairman Kellogg adjourned the meeting at 4:40 p.m.



Personnel Committee

Meeting Minutes for

February 15, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 4:04 p.m.

2. Open Meetings Declaration: Chairman Kellogg established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

~~Andrea Galvan~~

Scott Kellogg

Ryan Austin

~~Craig Broeren~~

Karen Schill

Susan Feith

Other Board Members:

~~Eric Montag~~

~~Doug Machon~~

~~Elizabeth St. Myers~~

William Clendenning

Kim Heniadis

Administration: Katherine Elchert, Library Director

Others in Attendance: N/A

4. Approval of Minutes: A motion was made by R. Austin, second by S. Kellogg to approve the minutes of the February 8, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

5. Director Evaluation Process:

S. Kellogg made the recommendation to table the Director Evaluation to next month's Board meeting. K. Schill concurs, noting that many Board members would not be able to attend otherwise.

6. Review of Job Descriptions:

Following considerable discussion regarding what to include in the Library Director and the Assistant Director job descriptions, it was determine that a separate Personnel Committee Meeting should be scheduled on Wednesday, March 1, 2023 at 4:00 p.m. to finalize the job descriptions.

At the March meeting we will create a draft of both job descriptions incorporating: 1) A. Galvan suggestions, 2) Committee's suggestion for the Director: ' Responsible for providing appropriate clerical services to the Board and their sub-committees.' 3) Committee's suggestion for the Assistant Director: 'Responsible to take minutes of sub-committees and the Board of Trustees. '

7. Adjournment: Chairman Kellogg adjourned the meeting at 5:06 p.m.



Personnel Committee

Meeting Minutes for

March 1, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 4:00 p.m.

2. Open Meetings Declaration: Chairman Kellogg established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

~~Andrea Galvan~~

Scott Kellogg

Ryan Austin

Craig Broeren

Karen Schill

~~Susan Feith~~

Other Board Members:

Eric Montag

~~Doug Machon~~

Elizabeth St. Myers

William Clendenning

~~Kim Heniadis~~

Administration: Katherine Elchert, Library Director

Others in Attendance: Will Hascall

4. Approval of Minutes: A motion was made by R. Austin, second by K. Schill to approve the minutes of the February 15, 2023 Personnel Committee meeting. Motion to approve carried by unanimous vote.

5. Review of Job Descriptions: Chairman Kellogg shared the list of requested additions to both the Library Director and Assistant Library Director provided by President Galvan. The Committee considered each suggested addition and determined which should be included in the job descriptions. **Motion by C. Broeren, second by S. Kellogg to recommend the approval of the suggested Library Director job description presented by the Director along with the changes itemized during this meeting to the full board. Motion carried by unanimous vote.**

Motion by C. Broeren, second by S. Kellogg to recommend the approval of the suggested Assistant Library Director job description presented by the Director along with the changes itemized during this meeting to the full board. Motion carried by unanimous vote.

6. Adjournment: Chairman Kellogg adjourned the meeting at 4:45 p.m.



Board of Trustees

Meeting Minutes for

February 15, 2023

1. Call to Order: President A. Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:07 p.m.

2. Roll Call:

Board Members:

Andrea Galvan	Eric Montag	Elizabeth St. Myers
Kim Heniadis	Karen Schill	Doug Machon
Ryan Austin	Craig Broeren	Susan Feith
William Clendenning	Scott Kellogg	

Administration: Katherine Elchert, Library Director

Others in Attendance: Kerry Preece, Youth Services Manager, Will Hascall.

3. Open Meetings Declaration: President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Agenda Approval: S. Feith asked that item #9 be tabled for this meeting. **W. Clendenning made a motion to postpone until March Board Meeting, with a second by S. Feith.** During discussion K. Elchert stated she was very concerned since we keep postponing going over policies. If there are no policies, it is difficult to create procedures. A. Galvan suggested we look at the more urgent ones tonight, Part 2: Patrons Responsibilities and Conduct and Part 4: Material Selection/Collection Development. S. Feith had concerns about looking at them this evening since they had not been legally vetted yet and wondered why K. Elchert had gone through them with E. St. Myers. K. Elchert reminded the Board that she had been directed to do so at the January Board Meeting. K. Elchert will be contacting E. Montag about Services to get together and discuss Library Policies before the March Board Meeting, so it can be brought before the full board then.

Motion to postpone talking about Library Policies was carried with S. Kellogg voting No.

W. Clendenning made a motion to get Attorney N. Flanagan to look at policies, which was seconded by D. Machon. S. Feith mentioned that there are policies within the packet that the city's attorney, Susan Schill should do because of city insurance; but other policies that are independent, it behooves the Board to be aware and retain an appropriate attorney. A. Galvan mentioned that Attorney Flanagan is well versed in library policy. K. Elchert reminded the Board that we have directed her to rebuild a positive working relationship with the City. A. Galvan had contacted Attorney Schill four times via email and had not heard back from her yet. R. Austin would like the emails that A. Galvan had sent to Attorney Schill forwarded to him.

Vote: Yes; S. Feith, W. Clendenning, S. Kellogg

No; K. Heniadis, D. Machon, and R. Austin

A. Galvan voted Yes to break the tie.

K. Elchert will contact E. Montag to see when he wants the final draft of the McMillan Memorial Library Policies sent to Attorney Flanagan. S. Kellogg asked to take off the closed section, Number 11 since we don't have enough



Board of Trustees

trustees at the meeting to really discuss the issue and to have 8a taken off as well since we will be sending the Library Policies to the Services Committee. 8a, 9, and 11 have been struck from the agenda.

Motion by D. Machon, second by S. Feith to approve the amended agenda. Motion carried by unanimous vote.

5. Approval of Minutes: Motion by D. Machon, second by R. Austin to approve minutes of the January 18, 2023 full Board meeting. Motion carried by unanimous vote.

Motion by K. Heniadis, second by W. Clendenning to approve the minutes of the February 8, 2023 Buildings & Ground subcommittee meeting minutes and the February 8, 2023 Finance subcommittee meeting minutes. Motion carried by unanimous vote.

6. TREASURER'S REPORT

6a. Monthly Finance Reports: S. Feith shared the sheet for approving bills for February, and the sheet that shows what bills were actually paid for the month of January. Discussion centered around new furniture and display pieces for the library, which were purchased to create a more welcoming feel to the library. K. Elchert shared plans for to remain in the former Business Office space; with the Assistant Director potentially moving into the former Director's office. S. Feith noted that moving forward, the Amazon orders will be easier to track via staff credit cards. Potential outstanding fraud credit card charges will be investigated by K. Elchert, with a report to coming back to the Board next month. S. Feith would like a standardized set of documents for finance. Previously, the Board saw a check register created by library staff, but with the new City software Munis it looks different.

S. Feith asked K. Elchert to resurrect the Makerspace materials changes developed by the Board last year. K. Elchert questioned the proposed charge of 10% over cost for materials. Per the board, the uncharge isn't too make a profit but to keep up with the rising costs of supplies, so we're not losing money.

6b. Payment of the Bills: Motion by D. Machon, second by K. Heniadis to pay the bills as presented and place a copy on file. Total of the bills is \$67,293.00 **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.

7. DIRECTOR'S REPORT

7a. Library Use and Events: The first Staff Development Day of 2023 will be March 10th and the Library will be closed to the public. They will focus on basics of circulation, hospitality, intellectual freedom, and a new in-house organization system called the MCM Collective. The library's outdated file share will be replaced by this digital one. Collection changes have been happening, including new shelving and call numbers for CDs. Staff comments are have been mostly positive; K. Elchert is encouraged that the team is becoming more interested in making changes to our collection.

7b. Statistics: Usage continues to slowly increase. Statistics are all up compared to 2022 numbers: in January 2022 there were nine programs and in January 2023 there were 43 programs.

7c. Miscellaneous: K. Preece has been at the library for 22 ½ years. First as a teen librarian in 2000, then as the children's librarian. She heads up all the programming for kids from birth to about 11.

8. COMMITTEE REPORTS

8a. Personnel Committee: Struck off agenda.

8b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting.



Board of Trustees

8c. Finance Committee: S. Feith provided an overview of the process of turning the endowment into 501(c)3 charity and the recommendations from Attorney N. Flanagan. **Motion by W. Clendenning to approve, name, address, original directors and statement of purpose, with a second by K. Heniadis. Motion passed unanimously.**

S. Feith also questioned about using personal emails for board matters and a discussion followed in regards to the legality of it.

9. OLD BUSINESS

9a. Library Policies: Struck off agenda.

10. NEW BUSINESS

10a. 2022 McMillan Memorial Library Annual Report: K. Elchert walked the Board through the 2022 McMillan Memorial Library annual report, with it being noted that previous directors had not done so. K. Elchert will also be going through it with staff at their next meeting. A copy was included in the packet and is also available upon request.

Motion to approve Public Library Annual Report and Statement Concerning Public Library System Effectiveness was made by W. Clendenning with a second by S. Feith. Motion passed unanimously.

11. Closed Session: Struck off agenda.

12. INFORMATION REQUESTS: K. Heniadis asked if K.Elchert could make McMillan/Gmail accounts for those who would like them. K. Elchert said she would contact everyone to find out who would like one.

13. ITEMS FOR NEXT AGENDA None.

13. ADJOURNMENT

Meeting adjourned by President Galvan at 7:07 p.m.

Respectfully Submitted: K. Heniadis, Board Member



Buildings and Grounds Committee

Meeting Minutes for

March 8, 2023

1. Call to Order: Chairman Machon called the meeting of the McMillan Library Buildings and Grounds Committee to order at 5:23 p.m.

2. Open Meetings Declaration: Chairman Machon established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Doug Machon

Scott Kellogg

William Clendenning

Ryan Austin

Eric Montag

Other Board Members:

Kim Heniadis

Craig Broeren

Susan Feith

Elizabeth St. Myers

Karen Schill

Administration: Katherine Elchert, Library Director

Others in Attendance: None.

4. Discussion of Legacy Grant Project Scope and Cost: D. Machon clarified the following so correct estimates can be ascertained and included in the grant application:

The desire of the Committee is to replace the elevator, not repair it. The elevator door must be wider to meet ADA requirements.

The front doors of the library are still operable. The objective is to open the front entryway in an ADA complaint manner. At this point, a design has not been determined.

Consensus of the Committee is to allow R. Austin to obtain necessary information, and provide feedback.

5. Items for Next Agenda: None.

6. Adjournment: Chairman Machon adjourned the meeting at 5:47 p.m.



Finance Committee

Meeting Minutes for

March 8, 2023

1. Call to Order: Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 4:00 p.m.

2. Open Meetings Declaration: Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Susan Feith

Elizabeth St. Myers

Kim Heniadis

Craig Broeren

William Clendenning

Other Board Members:

~~Ryan Austin~~

~~Karen Schill~~

~~Doug Machon~~

Eric Montag

Scott Kellogg

Administration: Katherine Elchert, Library Director

Others in Attendance: Attorney Nick Flanagan

4. Review of 501(c)(3) application documents: Attorney Flanagan shared the status of McMillan's 501(c)(3) application. The new entity is now incorporated with the state and has its own EIN. He covered the remaining steps of the process as well as the steps that will be required once we receive 501(c)(3) designation. A draft of bylaws were presented and discussed. It was agreed that Committee members will read the draft and forward questions to S. Feith, who will compile the questions and send to Attorney Flanagan prior to the next Finance Committee meeting.

5. Review of Credit Card Matter: K. Elchert presented an analysis of the current credit card charges and how they are submitted and paid.

6. Grant Application Financial Review: A. Galvan shared that the Legacy grant application process has moved to the next step. A. Galvan suggested meeting with the City to determine if any funds are available in the case that Legacy requires a match in its grant funding. A presentation to Legacy will also be required, and would take place on April 19, 2023.

7. Gift Policy Discussion: S. Feith shared that a sound Gift Policy must be developed and will be a requirement of the new endowment corporation. Discussion followed regarding the work that the Board had previously done on achieving this objective.

8. Monthly Financial Report Format: Tabled until next meeting.

9. Items for Next Agenda: Grant application, gift policy draft, and financial report discussion to next meeting.

10. Adjournment: Chairwoman Feith adjourned the meeting at 5:21 p.m.

Regular Meeting of the Water Works and Lighting Commission
Wednesday, March 8, 2023

There were present:

Commissioner Jay Bemke
Commissioner John Bergin
Commissioner John Harper
Commissioner Rick Merdan
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Adam Breunig, Shawn Reimer, Tyler Sneen, Todd Weiler, Matt Stormoen, and Sean Wall.

1. Call to Order

Chairman John Bergin called the meeting to order at 2:00 PM.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held February 8, 2023

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on February 8, 2023, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Request to hire summer help

After discussion there was a motion made by John Harper, seconded by Rick Merdan, and carried to approve a request from Water Superintendent Adam Breunig to hire one limited term summer employee to work with the water department as a laborer, and a request from Office Manager Lynn Schroer to hire one limited term summer employee to assist in the office. There were no nay votes recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the February safety committee report and the

safety coordinator's monthly report. Line Superintendent Josh Elliott answered questions regarding the tree trimming that is done by our crews and the contracted tree trimming that is done by Davey Tree.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the work that is being done to retire the 69kv line to the Foundry.

4.3 Water Department Operations Report

This report was reviewed and the February maintenance projects were discussed. Each winter WW&LC has a list of customers who are asked to run a small stream of water to help prevent frozen pipes, Water Superintendent Adam Breunig stated that letters are going out to notify these customers that they will no longer need to do so.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. End of moratorium will change our accounts receivable. Jeff Kuhn stated that with the end of the moratorium electric disconnection for non-payment will begin on Monday, April 17th. There was a lengthy discussion on the Reliability article in the Currents & Waves newsletter. John Bergin stated that our 2022 reliability statistics are once again amazing.

4.5 Director of Finance's Report

This report was reviewed and there was a lengthy discussion regarding the financial statements. Jeff Kuhn answered questions regarding the meeting that he, Shawn Reimer and Lynn Schroer had with the Town of Grand Rapids representatives to discuss creating an ordinance allowing the utility to place past due electric balance for the Town of Grand Rapids residents on the tax roll.

4.6 Information System's Administrator's Report

This report was reviewed and Matt Stormoen answered questions regarding February projects. Matt stated that we have received all of the hardware for the server hardware replacement project and have been informed that the remaining parts for the network hardware replacement project are scheduled to be delivered in June.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding the key account engagement meeting with Focus on Energy (FOE). We discussed the Commercial and Industrial customers visited in 2022 and the benefits/savings their organization received from our on-site visits. During the meeting I elaborated the importance of continuing these energy assessments for our customers. We were all in agreement to continue these on-site visits in 2023. In 2022 WW&LC had approximately 16 customers who received approximately \$47,000 in FOE incentives.

4.8 Electrical Engineer's Report

This report was reviewed and discussed. Tyler Sneed answered questions regarding the fault current calculation requests that he receives. These are typically requested by electrical contractors working on local businesses so they know the arc flash rating of the equipment they are working on. Todd Weiler stated that as part of the RP3 Award WW&LC does a complete arc flash study of our entire system.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler answered questions regarding the differences between load tap changers and regulators and what the advantages and disadvantages of each are.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding a call to the PSC regarding the potential process of removing all transmission charges from the utilities buyback rate per kWh from solar customers. Jem also stated that Manitowoc Public Utilities (MPU) has filed with FERC to get System Support Resource payments from all affected parties to make MPU cost free for running the MPU's boiler 9. GLU has intervened in the proceeding along with WPPI and WPS. This proceeding will take a while for FERC to rule on.

5. Review of accounts payables

A listing of all invoices and checks covering February was provided to the commission for review.

6. Adjourn

There was a motion made by Rick Merdan, seconded by Jeff Penzkover,

and carried to adjourn at 2:34 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, 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 2023

Permits & Degradation

- 12 Permits/Licenses (19 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (5), Street Privilege (0), storm connection (0), permit parking (1), banner (0), environmental testing well (0), contractor licenses (6)
 - This year – 57 permits & licenses
- 134 Diggers Locates for Storm Sewer & Sanitary Sewer (44 last month)
 - 2 Emergency locates (2 after hours)
- Degradation fees - this year = \$12,842.07
 - This month = \$5,431.15 (\$1614.92 last month)

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4th Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February.
 - 13th St N & Prospect St – 10/6/22
 - Data gathering is complete. Initial review of the data confirms that all intersections except for 14th St N & Avon St are suitable as uncontrolled. We are further reviewing 14th St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield.
- Traffic Study
 - A memo with recommendations was provided to PD to share with the school on 3/15. Woodside School pick-up and drop-off traffic has created queueing and safety related issues on Two Mile Ave extending onto 8th St S. Observations were made on February 2nd and 3rd. From those observations recommendations have been developed and will be shared with the school and Police Dpt.
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study needs to be completed prior to modifying any signage.



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- ITS Standalone Signal Grant
 - ITS Standalone Signal Grant – Reapply for Chase St and High St - Grant submission on April 7th
 - 2023 Project
 - Material/equipment supplies are creating some challenges and schedule creation is pending.
 - Bid awarded to Pember Companies. Contracts are signed and Notice to Proceed has been issued.
 - Bid opening was Dec. 8th at 10am.
- Signal complaints
 - A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
 - STH 54 & CTH W – too few cars can get through (9/20/2022)
 - Chestnut & 8th St – too few cars can get through (9/20/2022)
 - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)
- Signal Equipment
 - Met with Gridsmart 3/29 to replace a damaged camera at Plover Rd and Baker St
 - Spare cabinet is ordered and is expected to arrive in September or October.

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – preparations were made in March regarding inspections and solicitation for the 2023 maintenance work.
- Sidewalk Cutting with Safestep is setup and ready to be begin work as soon as possible.

2023 Reconstruction Projects

The Oak St project walk-thru was held on 3/28 at 4pm. The walk-thru lasted about 1.5 hrs and Engineering Dpt staff met with about 30 of 77 property owners.

A preconstruction meeting was held on March 1st to review the projects and proposed 2023 work schedules with public utilities and city staff.

- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - Shorewood Terrace (1st St N to Termini) – 100%
 - Apricot St and Broadway St – 100%
- 2023 Contracts



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- Crushing Contract – Contract Documents are signed. Estimated start date is June 1st. Bid date was 3/2/2023
- Asphalt Contract – Contract Documents are signed. Bid date was 3/2/2023
- Concrete Contract – Contract Documents are signed. Bid date was 3/2/2023
- Sewer Lining Contract – 10%

2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 5%
 - 15th Ave N (W Grand Ave to High St) – 5%
 - McKinley St (8th Ave to 14th Ave) – 5%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 60%
 - Lincoln St (Expressway to Peach St) – 20%
 - Turning movement counts performed at Chestnut and Dewey 4/3 and 4/4
 - Design Meeting held April 6th
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Preliminary concepts were reviewed at the March meeting.
 - Information will be posted on the Engineering website.
 - Wylie St (8th St N to 10th St N) – 70%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Grant application was submitted in March
- Grand Ave Bridge Rehabilitation
 - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
 - A meeting is schedule on April 18th with the DOT bridge inspector to review the Grand Ave bridge.



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Storm Water Utility

- Storm Utility Billing Update/Audit – WWLC and Engineering met March 6th to discuss the integration of the updated account data. It was determined to integrate all updates the month of March. This required several days of account review and updating from the Engineering Dpt.
- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – The DNR’s pre-application process is complete. We are currently working on obtaining a low hazardous waste exemption from DNR on dredged materials. After which, work will continue on the dredging permit application.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Transportation Utility

- March: updates included 2 accounts
- February: updates included 26 accounts

Capital Improvement Planning

- Annual CIP review process and updating will begin in April

Other Highlights

- Rail Feasibility Study –
 - CN – reached out to the government affairs employee at CN. They provided other contacts to reach out to regarding the rail study.
 - DOT – conversation with Jordan Kelbley on March 29th to discuss the rail study. He will get back to me once he discusses with other DOT staff.
 - Alternative route signage related to the Rail Study – BIL Carbon Reduction Grant. A grant application was prepared in March for submission on April 7th.
 - A follow-up meeting was held with Patrick Engineering on February 21st to further discuss the report and answer some preliminary questions.
 - A final report was delivered Feb. 6th. The document has been posted on the City’s website and provided for those interested in reviewing the report.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- W Jackson St Update
 - Final restoration work will be done immediately as soon as weather allows.
- Downtown Riverwall project scoping
 - No new updates
- Prairie Dog Glass Bids were prepared and advertised. The bid opening was April 3rd.
- Centralia Center Roof project was rebid and opened April 3rd.



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

March 2023

- Eastside Compost site is scheduled to open on Monday April 17, with the Westside to open with extended hours on Tuesday April 18.
- First brush collection will begin the week of April 24th, with the Spring yard waste collection to start the week of May 1.
- Starting April 3, 2023, the City Garage is closed to all general public in-person foot traffic. The sale of compost, compost passes, pit materials, general questions of garbage/recycling collection and street maintenance/construction activities will now take place in-person at City Hall on the second floor at the Engineering Office or by calling the current phone number of 715-421-8218.
- We currently have three vacant positions due to one unforeseen retirement of an employee of 19 years and a resignation of an employee of 4 years. We currently are recruiting internally and advertised externally for vacant positions.

Refuse and Recycling

- Garbage Collection estimate 325.35 tons (2022 315.25 tons)
- Recycling Collection estimate 98.65 tons (2022 95.44 tons)

Construction

Lyons Park Flood Levee (1681 2nd Ave to Lyon Park)

Items to complete in spring:

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2nd Ave
- Asphalt patch between wall and back of curb

9th Ave North (West Grand Ave – Fremont Street)

Items to complete in spring:

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Fremont Street
- Some Concrete Carriage Walks

Fremont Street (7th Ave N – 10th Ave N)

Items to complete:

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

Oak Street (East Jackson Street – 16th ST N)

- Removal of trees necessary for Construction
- Trimming trees that would be damaged by excavator swing
- Moving equipment and trailers in preparation of start 4/10/2023

Streets Maintenance

- Patched city streets with cold patch
- Bike trail, brush trimming
- Remove sand barrels for the season
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Removed snow from Sidewalk complaints
- Removed snow from downtown business areas
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Completed annual OSHA 10 Training
- Assisted Parks with tree removal throughout the city
- Sanitary manhole repairs
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Assisted Waste Water with flushing of dead end manholes
- Assisted with Carpet Cleaning at Centralia Center
- Fixed snow plow damage from early and late snow events
- Assisted Waste Water with Dead End flushing and Sewer interceptor cleaning
- Assist with painting at the Centralia Center
- Prep Compost sites for Summer use
- Working on Spring cleanup of debris removal of islands and dirt from Winter on streets
- Remove partition walls from Centralia Center
- Service Equipment
- Constructed new hoses for construction season
- Review and replace SDS sheets for stockroom
- Remove Ice from 8th Street cross drain
- Excavate footings for Prairie Dog exhibited at Zoo
- Took delivery of remaining salt contract
- Dig out catch basins to prep for rain event
- Assisted with Sanitary, Water and Storm Install

Paint and Signs

- Replaced 30” Stop signs that no longer meet the MUTCD requirements as well as Speed Limit signs and Yield signs
- Replace seasonal banners
- Preparing to repair damaged signs due to winter plowing and poor driving

Shop and Repairs

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Paint Machine, Screen Plant)
- Service Police and Fire’s fleet
- Repaired broken Oil Pan in Garbage Truck

TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
Month of: March 2023

Report:

Collections

- Televised-1200 ft
- Laterals inspected-2
- Dead ends flushed- 120, approximately 1,500 ft
- Catch Basins cleaned-800 ft
- Sewer calls- 2

- The collections crew finished flushing all the dead ends and high points in the collections system for the year. They assisted WWTP staff with vector truck work and cleaning projects. They are now focusing on heavy cleaning on the Westside Interceptor near Chase St.

Operations/Maintenance

- Overall, plant treatment was sufficient, and all parameters were well under the permitted limits. Septage and high strength waste volume coming to the plant has increased. Gas production in the digesters has increased because of this, allowing us to generate a lot more power for the facility. Seasonal changes to the plant are causing a few issues with the biology, causing staff to make more operational changes.
- Staff worked on rebuilding Fournier fan press #1. This consisted of heavy cleaning and vivianite removal, replacing the fan blades, and replacing the inner rings with stainless steel rings. Overall, the rebuild went well, and staff completed the project in the middle of the month.
- The High strength Waste feed line plugged with grease, and staff worked on unplugging this. They were able to free it within a few days after breaking apart piping and backflushing the line. Staff spent several hours getting the building cleaned up from all the grease flushed onto the floor.
- The RFP for the Westside interceptor and Gaynor Avenue Facilities plan has been posted. The deadline to submit a proposal is April 25th.
- Interviews at the WWTP began for the summer internship position.



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 3, 2023
RE: Monthly Summary for March 2023

WRFDMeetings, events, training, and notable calls for the month of December:

- Police and Fire Commission meeting
- Three Firefighter/Medics Began week of 2-20
- Common Council meeting
- Finance & Property Meeting
- Mayors Monthly Touch Base Meeting
- Health & Safety Meeting
- Retiree Breakfast 3/23
- Training Meeting
- Special Operations meeting
- WRFDFReceived the Coverdell Stroke program award
- 2%Dies Audit
- St. Luke's Preschool toured Station I and received a Fire Prevention talk
- Held Chief Brief with all three crews
- WICS Fire Advisory Board Meeting
- Recruitment with CVIC Students
- All SCBA's were flow tested
- Training Committee Meeting
- FDPDtraining
- Car seat Clinic at Station I
- EMS Standby at WAA Gymnastic tournament
- North Central Fire Chiefs meeting
- Fire Training – Firefighter Down, HAZ-MAT IQ, MPO Training Emergency Vehicle Operations Course, Officers Rapid Scene Assessment.
- EMS Training - Protocol Review
- Held EMR Training
- Cadet training Topic – Two minute Drills Low visibility search & Rescue

March Anniversaries: Justin Borski 18 Years, Adam Yerke 15 Years, Dustin Lease 14 Years, Jarod Miller 5 Years.

Notable Responses:

Structure Fire

Verso wood room, Garage, Breezeway, Cooking Fire

Wildland Fire, Water Rescue, Elevator Rescue



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

"Commitment to Excellence"



WRFD Notes:

March was a busy month on many fronts. First, we are seeing an uptick in call volume. We usually start to see this with the weather as it warms up. People begin to get cabin fever and start to get active. With that, warm weather we as a department also starts to get more active outside with training. On Tuesday the 21st we held our first of three day drills at Billerud in the old 16 paper machine building. 24 members were separated into three teams and given three different scenarios for them to work through. Station 1 was a simulated mannequin entangled in an auger prop that they could actually disassemble and cut to extricate the victim. Then package the victim and lower them from an elevated platform. Station 2 was a confined space rescue exercise of a victim that fell in the confined space and had concrete pinning them to the floor. Teams needed to raise the concrete from the victim, immobilize them and extricate them from the Confined Space while wearing supplied air-breathing equipment. Station 3 was an entangled victim that fell in a ladder-caged access and was unconscious. Teams needed to secure the victim so they did not fall any further, place a harness on them, raise them to untangle them, and then lower them to the ground to be immobilized. All 24 members worked great as Teams and accomplished all the stations with great skill. (Photos of the training below)

March also found us finalizing initial bids for pricing of the Station II remodel. Those initial bids have shown that the money left from the Station I project and what was left in outlay from last year is enough to complete that project this year. We have moved to the bidding process for final skilled Craftsmen in each category. Joe Eichsteadt from the engineering department is helping us with that bid process. The plan is to release notice of the bidding May 1, with a deadline to open May 31 and a start date to follow shortly after. The plan is for completion before the end of the year, making us Gender neutral at both stations.

Lastly, on Wednesday March 15th myself, and four other members from the department participated in Lobby Day at the capital along with over 150 other Chief Officers and Union Leaders. This is an opportunity to Lobby our Legislature for important bills and budget items. The top two subjects we focused on were a legislative bill that would include Volunteer Firefighters and EMS personnel from across the State in the PTSD bill that was signed last session for Career Firefighters. The second Focus was on Governor Evers proposed budget allowing 1 cent of the 5 cent sales tax to be earmarked for shared revenue to be given to the municipalities across the State. In that budget, 43% of that revenue will be identified for Fire, Law Enforcement, and EMS. This could offset the continual rising cost of these core functions for all municipalities. Both sides of the aisle Democrat, and Republican are working together to make this happen.. The testimony we gave helped to explain why municipalities are having a hard time to support their Public Safety. Both the Professional Fire Fighters of Wisconsin and the Wisconsin State Fire Chiefs Association will continue to push for this legislation and proposed budget to be approved in the next session.



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WRFD FEBRUARY 2023 MONTHLY RESPONSE REPORT

Type of Emergency	March 2023 Responses	Total # of 2023 Responses	March 2022 Responses	Total # of 2022 Responses
EMS 911	415	1056	360	1066
EMS IFT	3	3	3	14
COMMUNITY PARAMEDICINE	0	0	1	8
FIRE	8	11	2	7
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	1	7	0	4
SERVICE CALLS	3	5	5	11
GOOD INTENT	2	9	4	12
FALSE ALARMS/WEATHER	3	12	3	15
TOTAL CALLS FOR SERVICE	435	1,103	378	1137

Notes:

- Fire 100 Series: Fire (*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 2023	2023 Totals	March 2022	2022 Totals
Wisconsin Rapids	320	841	280	852
Saratoga	28	71	31	82
Village Port Edwards	10	30	9	33
Village Biron	35	59	10	35
Town of Port Edwards	10	23	5	24
Nekoosa	16	54	27	79
Cranmoor	0	1	1	3
Mutual Aid Given	9	11	4	16
Mutual Aid Received	7	13	11	13
TOTALS	435	1,103	378	1137

Confined Space Stand-by	March 2023	Total # 2023	March 2022	Total # 2022
TOTALS	44	130	31	118



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