

W I S C O N S I N



NOTICE OF PUBLIC MEETING

FINANCE AND PROPERTY COMMITTEE

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Notice is hereby given of a meeting of the Finance and Property Committee to be held in the **Council Chambers** at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on **Tuesday, April 2, 2024 at 4:00 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 Committee may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. Consider for approval the appointment of David Alan Oestreich as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for SBG Apple North IX, LLC d/b/a Applebee's Neighborhood Grill & Bar, for the premises located at 4311 8th Street South
3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Assumption Catholic Schools, 445 Chestnut Street, for a Barn Dance event to be held on Saturday, April 13, 2024 from 5:00 p.m. to 9:00 p.m.
4. Consider for approval Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:
 - a. Celebrate Red Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday April 18, 2024
 - b. June Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, June 12, 2024
 - c. Authentic Native American Arts & Culture Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, July 11, 2024
 - d. July Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, July 24, 2024
 - e. August Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, August 14, 2024
 - f. Unexpected: Art from Found Objects Exhibition Opening to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 12, 2024
 - g. September Music on the Patio to be held from 5:30 p.m. to 9:00 p.m. on Wednesday, September 18, 2024

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

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

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

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at any public meeting is not possible due to a disability, notification to the city clerk's office at least 48 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.

Form **AT-200**

Appointment of Successor Agent – Retail Licenses

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

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

Section 1: Licensee Information and Acknowledgement

Licensee Name

SBG Apple North IX, LLC

Reason for Cancellation of Appointed Agent

Current agent is leaving the company

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

Andrew Levy
Signature of President / Member

3/7/2024
Date

Section 2: Agent Information and Acknowledgement

Agent Name

David Alan Oestreich

Mailing Address

5909 Quentin Street

City or Post Office

Weston

State

WI

Zip Code

54476

Agent Questions

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

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

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

David Oestreich
Signature of Agent

3/7/2024
Date

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

#625645-3/7/2024

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

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

FEE \$ 5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

at the premises described below during a special event beginning 04/18/2024 5-9 pm and ending 04/18/2024 07/13/24 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

(a) Name Assumption Catholic Schools

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

(c) Date organized 01/01/1951

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

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

(f) Names and addresses of all officers:

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

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

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

Treasurer _____

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

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

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

(b) Lot _____ Block _____

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

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

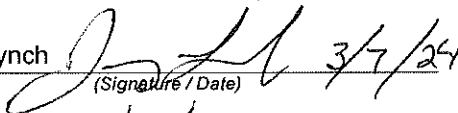
3. Name of Event

(a) List name of the event Barn Dance

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

DECLARATION

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

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

Assumption Catholic Schools
(Name of Organization)

Date Filed with Clerk 3/7/2024

Date Reported to Council or Board 4/2/2024

Date Granted by Council _____

License No. _____

20277 \$5.00 3/21/24

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

- (f) Names and addresses of all officers:
- President Jim Lucas - 1020 1st St N, Wisconsin Rapids, WI 54494
 - Vice President Alison Bruener, 3385 George Rd., Wisconsin Rapids, WI 54494
 - Secretary Jack Watkins - 2420 Crystal Ln., Wisconsin Rapids, WI 54494
 - Treasurer Scott Kellogg - 511 Elm St., Wisconsin Rapids, WI 54494

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

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

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

3. Name of Event

- (a) List name of the event Celebrate Red Exhibition Opening
- (b) Dates of event 04/18/2024 5:30 - 7:30 p.m

DECLARATION

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

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

Date Filed with Clerk 3/21/2024 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

6277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

40277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

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

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

60277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

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

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

6277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Date Filed with Clerk 3/21/2024 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

0277 \$500 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Unexpected: Art from Found Objects Exhibition Opening

(b) Dates of event 09/12/2024 5:30-7:30 p.m.

DECLARATION

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

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

Date Filed with Clerk 3/21/2024 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

6277 \$5.00
3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

Officer Stephany Hartman 3/21/24 Central WI Cultural Center
(Signature / Date) (Name of Organization)

Date Filed with Clerk 3/21/2024 Date Reported to Council or Board _____

Date Granted by Council _____ License No. _____

0277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

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

(a) Name Central Wisconsin Cultural Center

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

(c) Date organized 12/16/1996

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

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

(f) Names and addresses of all officers:

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

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

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

6277 \$5.00 3/21/2024

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

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

FEE \$5.00

Application Date: 03/07/2024

Town Village City of Wisconsin Rapids

County of Wood

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

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

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

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

1. Organization (check appropriate box) →

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

(a) Name Central Wisconsin Cultural Center

(b) Address 2651 8th St S

(Street)

Town Village City

(c) Date organized 12/16/1996

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

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

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

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

(a) Street number 2651 8th St S

(b) Lot _____ Block _____

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

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

3. Name of Event

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

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

DECLARATION

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

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

Central WI Cultural Center
(Name of Organization)

Date Filed with Clerk 3/21/2024

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Finance & Property Committee

Date of Request: 3/26/2024

Requestor: Joe Eichstadt, City Engineer

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

Background information:

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

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

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

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

Bridge Lighting Project Options:

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

Options available:

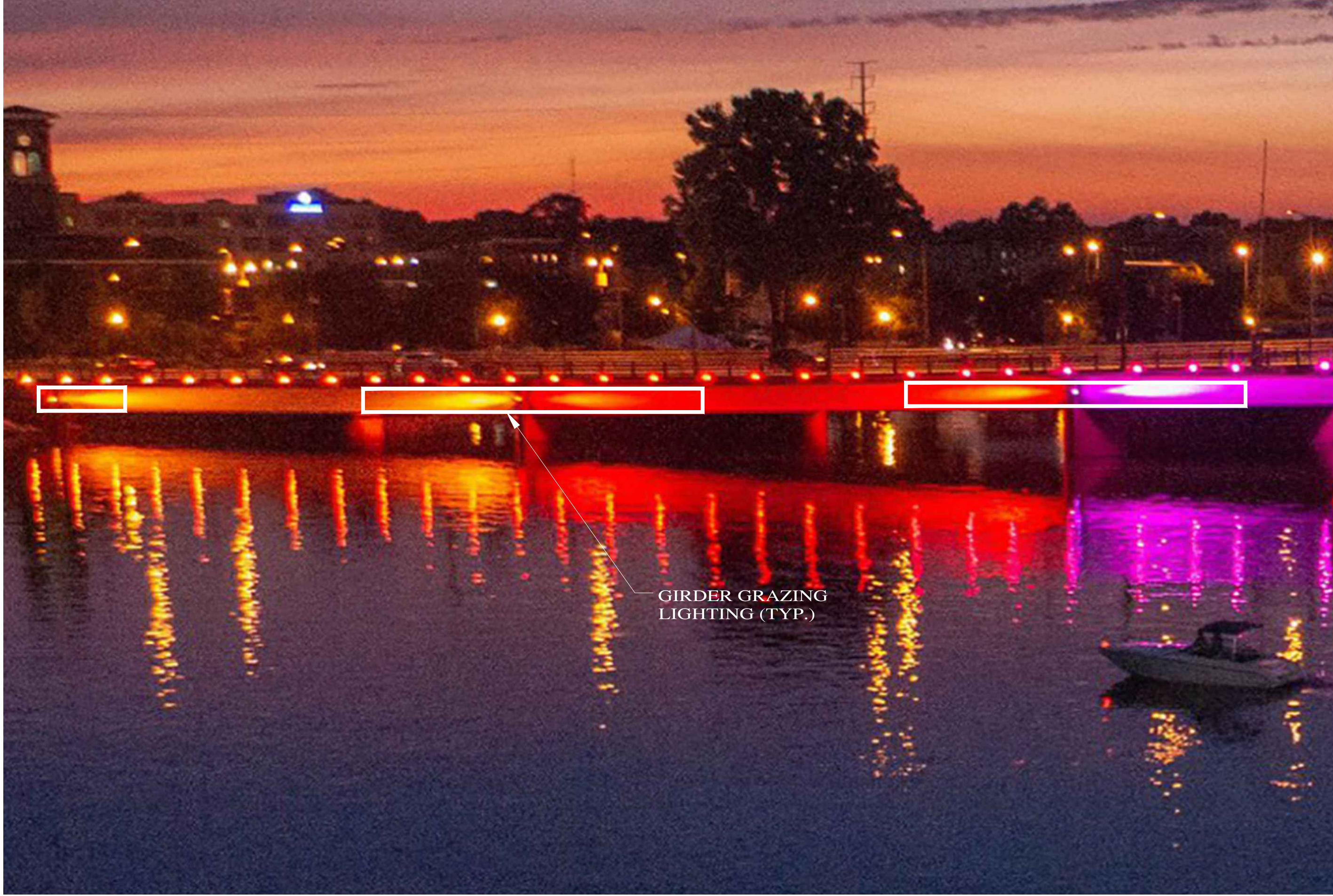
- 1) Girder grazing would provide the best illumination of the bridge at the lowest cost option. Total contract cost would be \$360,801.
- 2) Any other combination of lighting is available as an option as well.



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

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

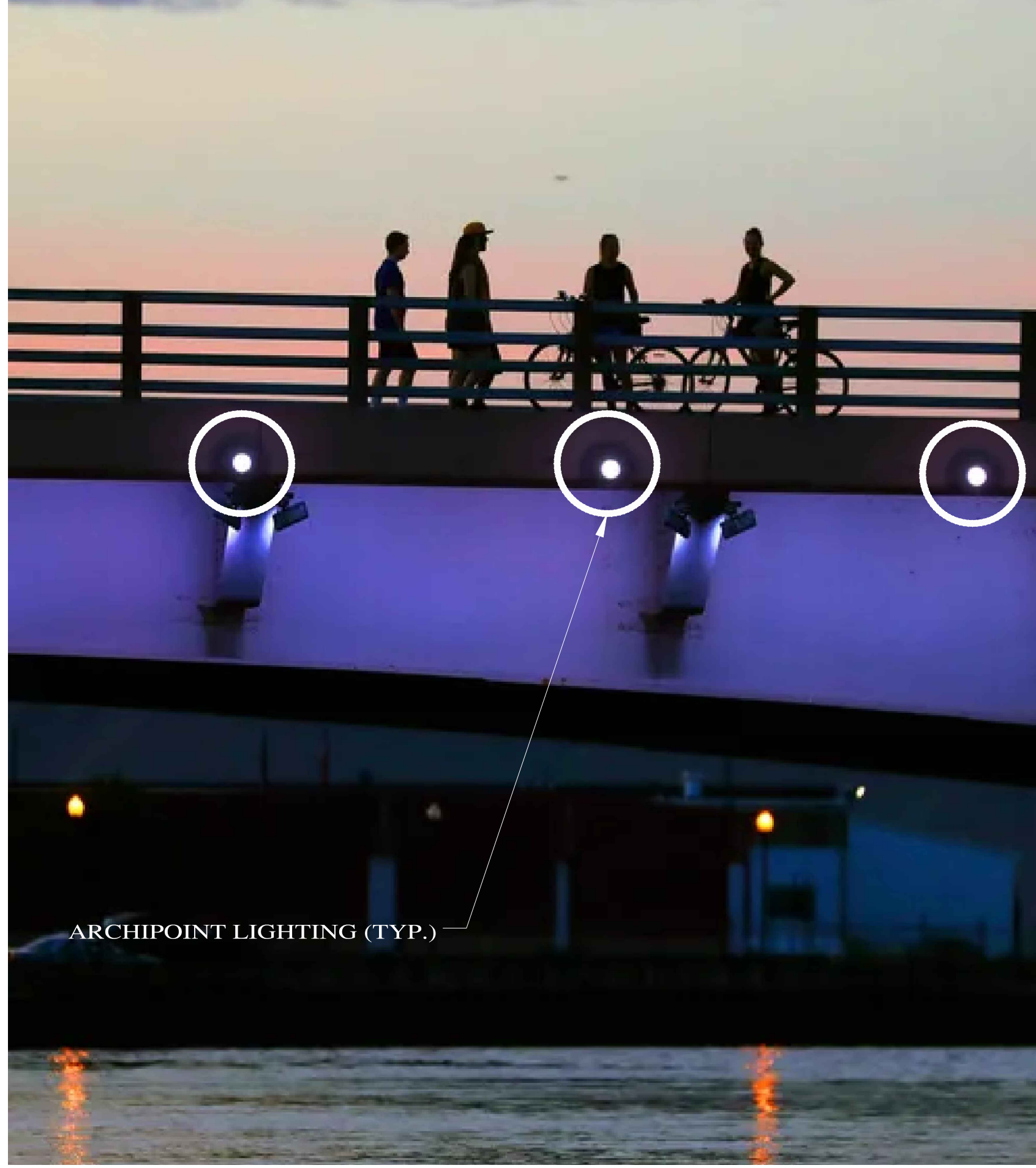
How will the item be financed? This project is identified in the TID at ~\$200,000. The Joint Review Board may need to decide on funding this project at a higher level considering the bid amounts received. More information is being gathered on the approval process which we hope to have available at the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



GIRDER GRAZING
LIGHTING (TYP.)

REVISIONS	
DATE	BY

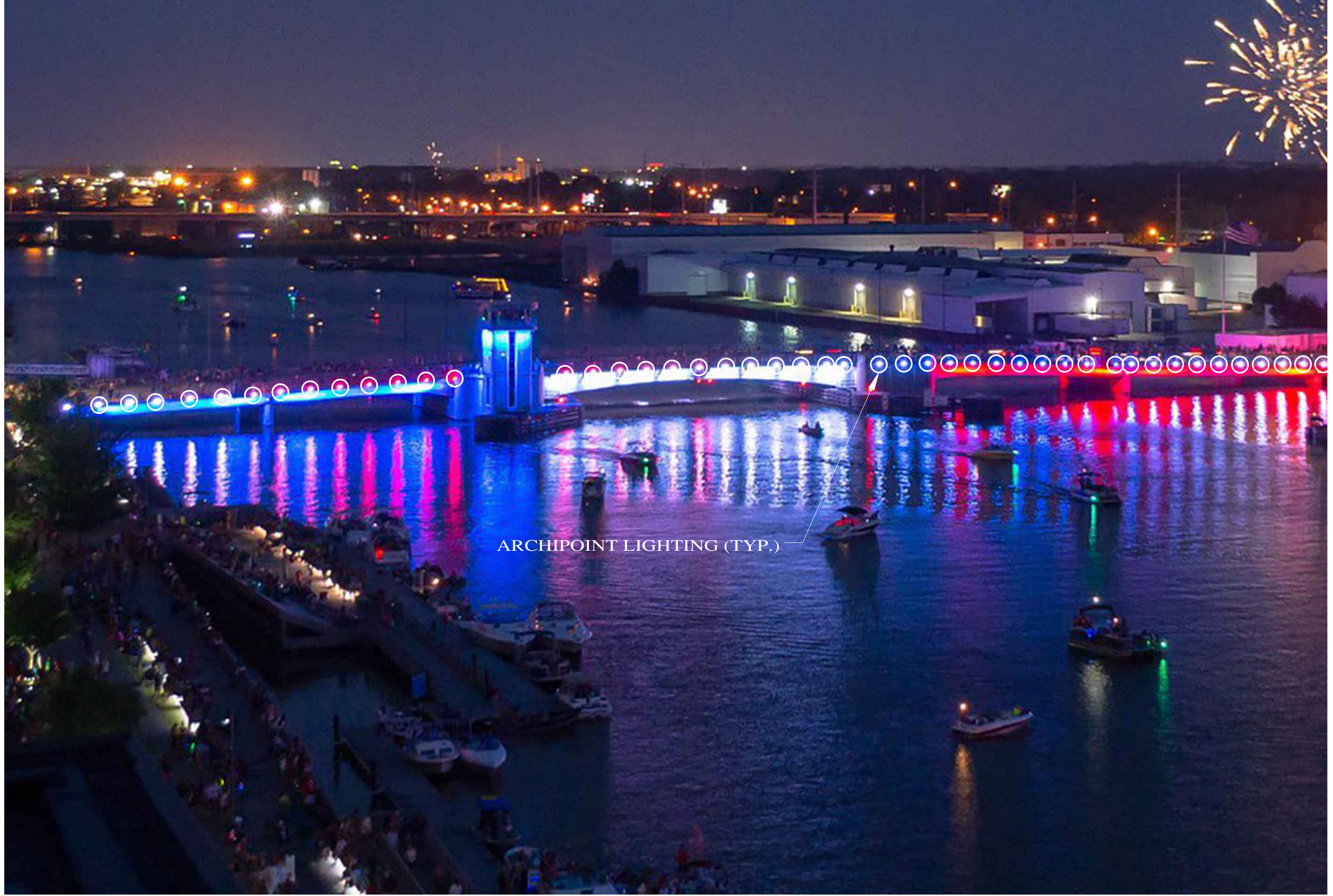
PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT



ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

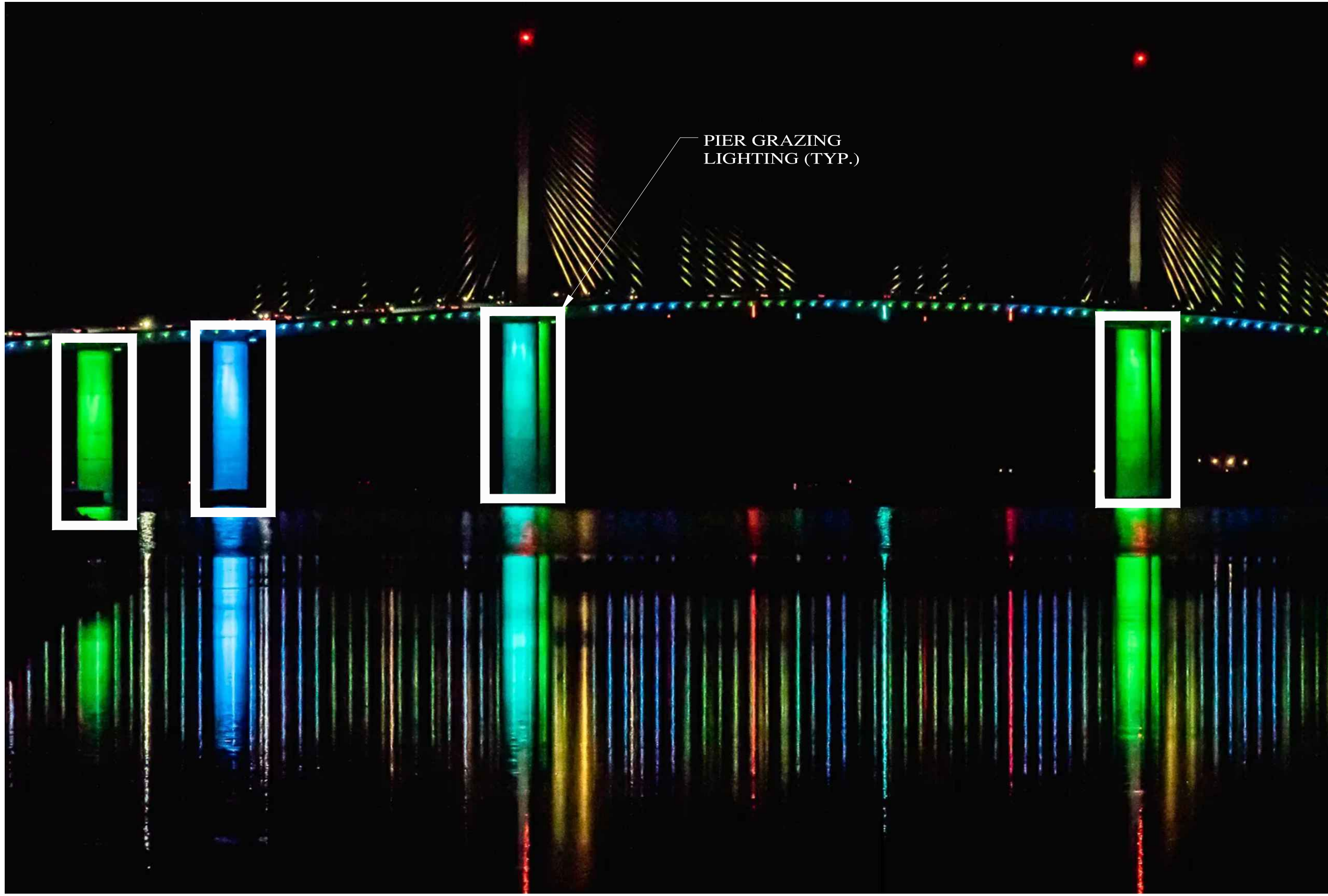
PROJECT NO.: 2023-16
DRAWN: SNL
DESIGNED: JE
CHECKED: JE
BRIDGE LIGHTING EXHIBIT



ARCHIPOINT LIGHTING (TYP.)

REVISIONS	
DATE	BY

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



PIER GRAZING
LIGHTING (TYP.)



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

Memo

ThanTo: Property and Finance Committee

From: Kyle Kearns

Date: 03/27/2024

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

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



DOWNTOWN MASTER PLAN

City of Wisconsin Rapids, WI | February 23, 2024



Real People. Real Solutions.

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

February 23, 2024

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



Real People. Real Solutions.

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

RE: Proposal for the Wisconsin Rapids Downtown Master Plan

Dear Kyle:

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

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

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

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

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

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

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

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

Respectfully submitted,
Bolton & Menk, Inc.

Andrew Dresdner, AICP
Senior Urban Designer

Mike Thompson, AICP
Principal Urban Planner



INTRODUCTION

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

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

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

BOLTON & MENK

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

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

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

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



Real People. Real Solutions.

HOW WE ADDRESS RFP CRITERIA

1. Background and Experience

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

2. Past Record of Performance

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

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

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

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

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

5. Quality and Content of Written Proposal

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

6. Ability to Complete the Project Within the Time Frame

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

7. Cost of the project

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

DOWNTOWN

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

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

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

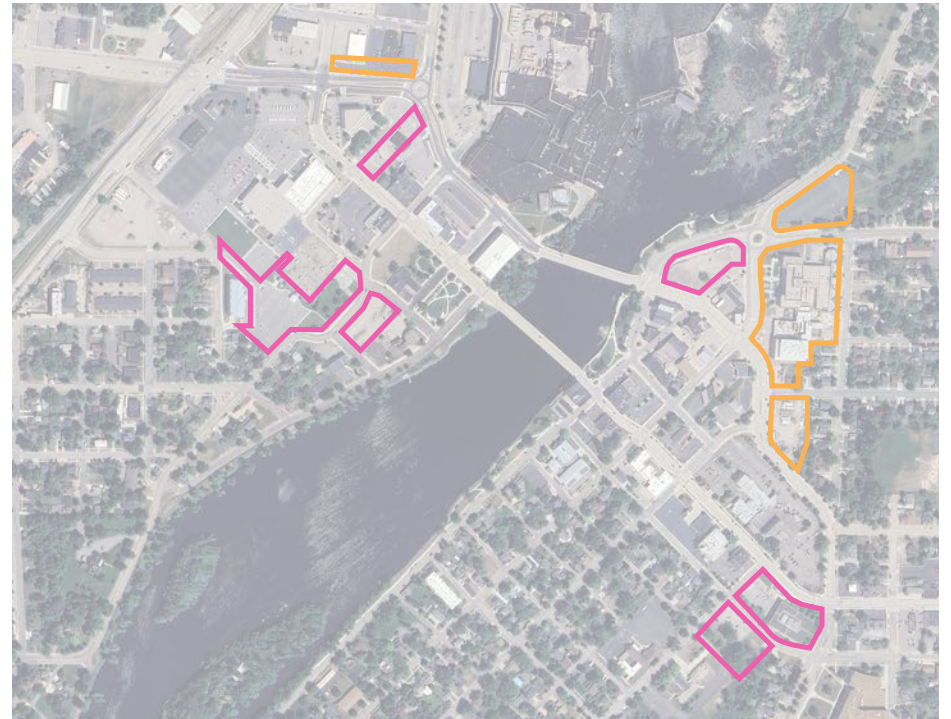
Today, the city is in a unique position in that it controls several important parcels in and around downtown. Together with the county, and strategic partnerships with other property owners, a sizable amount of land can be actively guided towards redevelopment that is in alignment with city policy. With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

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



Downtown Wisconsin Rapids

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



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

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

A DAY IN THE LIFE OF DOWNTOWN

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

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

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



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

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



SCOPE, SCHEDULE, AND BUDGET

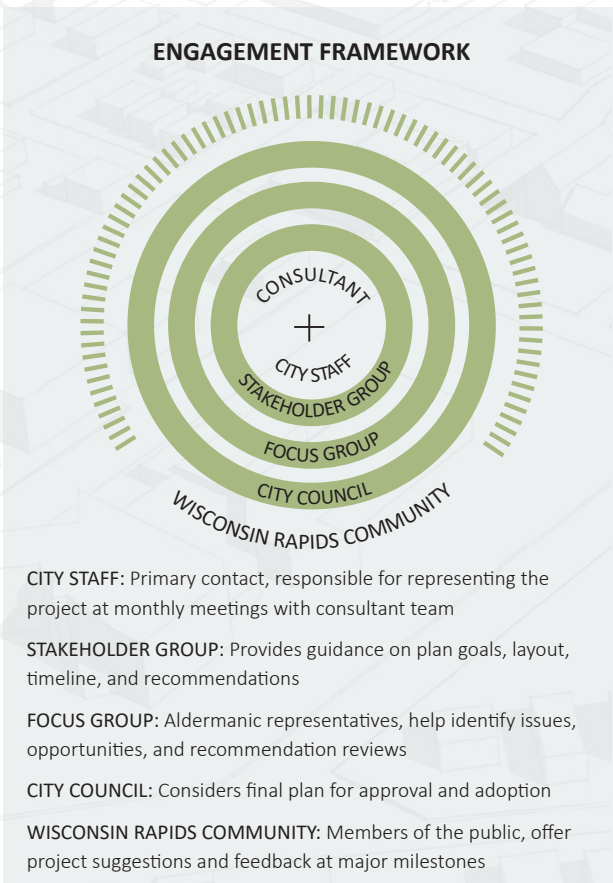
Scope of Services

Project Schedule

Budget

SCOPE OF SERVICES

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



Task 0: Project Management

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

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

Task 0 Deliverables:

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

Task 1: Engagement and Outreach

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

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

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

Task 1 Deliverables:

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

Task 2: Conditions Assessment

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

We anticipate this assessment to include:

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

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

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

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

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

Task 2 Deliverables:

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

ANTICIPATED DATA NEEDS FROM CITY

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

ADDITIONAL DATA SOURCES WE USE FOR ANALYSIS

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

Task 3: Downtown Framework Plan and Recommendations

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

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

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

The framework plan will be described in graphic

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

Task 3 Deliverables:

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

Task 4: Catalytic Projects

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

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

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

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

Task 4 Deliverables:

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

OPTIONAL VALUE ADD SERVICE

Additional or Refined Project Renderings

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



Task 5: Implementation Plan

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

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

Task 5 Deliverables:

- Draft and final implementation plan

Task 6: Final Downtown Plan

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

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

Task 6 Deliverables:

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

OPTIONAL VALUE ADD SERVICE

Implementation Workshop

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

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

OPTIONAL VALUE ADD SERVICE

Tactical Urbanism/Pilot Project

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

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

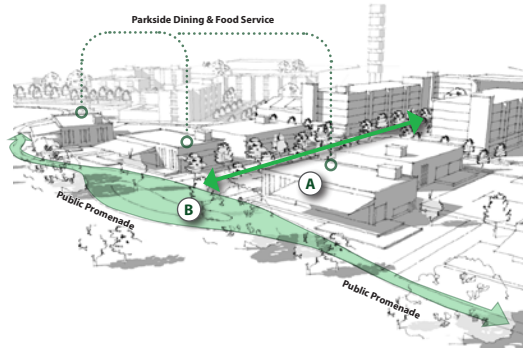


WISCONSIN RAPIDS DOWNTOWN MASTER PLAN KEY ELEMENTS

Vision



Catalytic Projects



Frameworks & Recommendations



Development

Connectivity

Open Space



Implementation

PHASE I — PREPARE	PHASE II — DESIGN AND COORDINATE	PHASE III — REVIEWS AND APPROVALS
<p>1. COMPREHENSIVE PLAN TEXT ASSESSMENT</p> <p>City prepares final recommendations for the Comprehensive Plan, including the Comprehensive Plan Amendment for the Downtown Master Plan.</p> <p>The assessment process includes:</p> <ul style="list-style-type: none"> Reviewing the existing Comprehensive Plan text. Identifying areas for update. Preparing recommendations for the Comprehensive Plan Amendment. 	<p>2. ENVIRONMENTAL PUBLIC INFRASTRUCTURE, ENVIRONMENTAL REVIEW</p> <p>City prepares additional public infrastructure, utility and bridge design, including:</p> <ul style="list-style-type: none"> Utility design. Bridge design. <p>3. SITE PLANNING AND COORDINATION*</p> <p>Developer completes site plan and preliminary design, including:</p> <ul style="list-style-type: none"> Site plan. Site plan coordination. Site plan approval. 	<p>4. COMPREHENSIVE PLAN MAP ASSESSMENT</p> <p>City prepares final recommendations for the Comprehensive Plan, including the Comprehensive Plan Amendment for the Downtown Master Plan.</p> <p>The assessment process includes:</p> <ul style="list-style-type: none"> Reviewing the existing Comprehensive Plan map. Identifying areas for update. Preparing recommendations for the Comprehensive Plan Amendment. <p>5. ENVIRONMENTAL REVIEWS</p> <p>Developer completes required environmental reviews.</p> <p>The developer is responsible for obtaining the environmental review for the proposed project. These reviews include:</p> <ul style="list-style-type: none"> City Council Review. City Commission Review. City Council Review. City Commission Review. City Council Review. City Commission Review. <p>6. CITY COMMISSION APPLICATION</p> <p>City Commission and Request for Development Team.</p> <p>City Commission Review.</p>

Final Plan



DOWNTOWN MASTER PLAN
City of Wisconsin Rapids, WI

SCHEDULE & FEE

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

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

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

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

Project Phase 2
Project Phase 3

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

Task No.	Task Description	Total Cost
0	Project Management	\$8,500
1.0	Conditions Assessment	\$9,000
2.0	Engagement and Outreach	\$11,000
3.0	Framework Plan	\$13,500
4.0	Catalytic Projects	\$18,500
5.0	Implementation Plan	\$4,000
6.0	Final Downtown Plan	\$7,500
TOTAL FEE		\$72,000
Estimated Overhead and Profit		\$51,100

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



TEAM

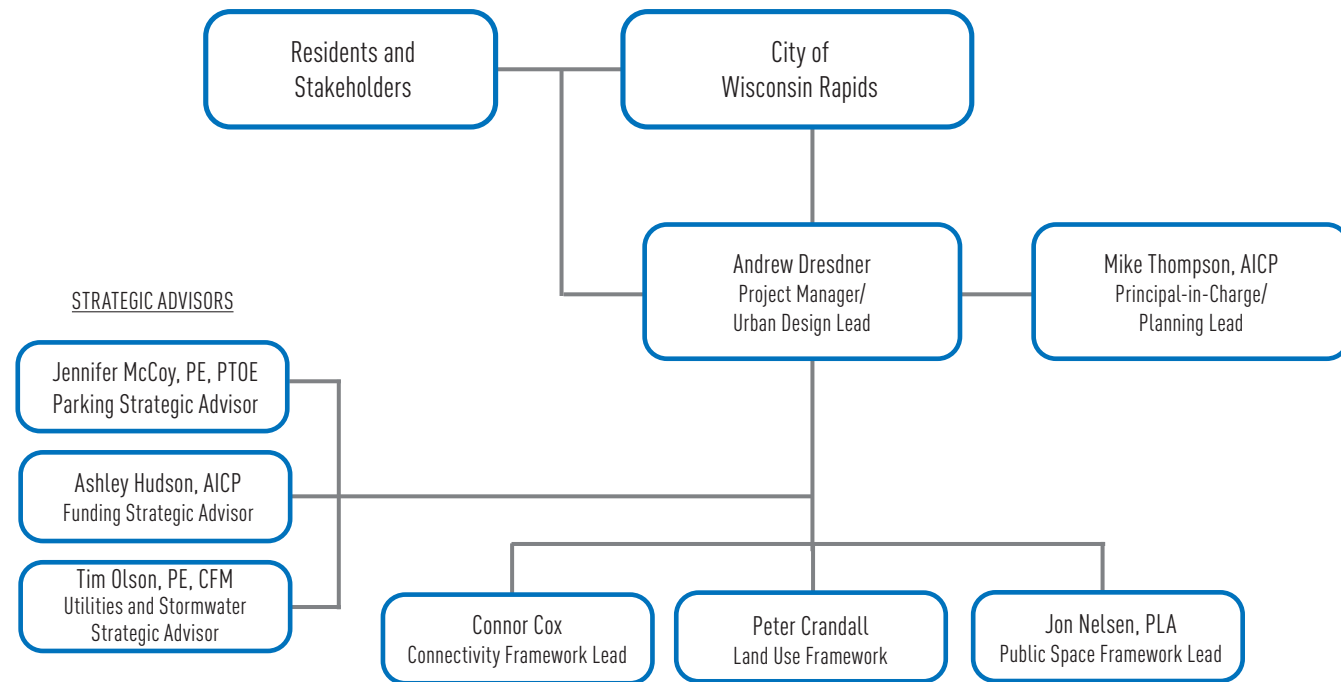
We have assembled a team tailored to this project. Focused on engagement, vision, and implementation, we will work alongside the steering committee to align public and private investment guidance with community goals.

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

PROJECT TEAM

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

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





MIKE THOMPSON, AICP
Principal Urban Planner

Principal-in-Charge/
Planning Lead

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

SIMILAR PROJECT EXPERIENCE

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



ANDREW DRESDNER, AICP
Senior Urban Designer

Project Manager/Urban
Design Lead

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

SIMILAR PROJECT EXPERIENCE

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



PETER CRANDALL
Senior Urban Designer

Land Use Framework Lead

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

SIMILAR PROJECT EXPERIENCE

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

**Work completed with prior firm*



JON NELSEN, PLA
Senior Landscape Architect
Public Space Framework Lead

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

SIMILAR PROJECT EXPERIENCE

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



CONNOR COX
Senior Transportation Planner
Connectivity Framework Lead

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

SIMILAR PROJECT EXPERIENCE

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

**Work completed with prior firm*



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

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

SIMILAR PROJECT EXPERIENCE

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



ASHLEY HUDSON, AICP

Senior Transportation
Planner

Funding Strategic Advisor

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

SIMILAR PROJECT EXPERIENCE

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



TIM OLSON, PE

Principal Water Resource
Engineer

Utilities and Stormwater
Strategic Advisor

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

SIMILAR PROJECT EXPERIENCE

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



PROJECTS

Project Experience

Downtown Master Plan, City of Monticello, MN

Downtown Placemaking Plan, City of Fond du Lac, WI

Riverfront Renaissance Improvements, City of Hastings, MN

PROJECT EXPERIENCE

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

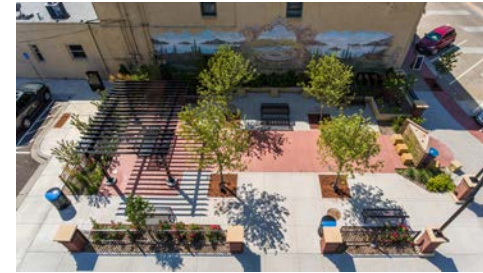
Comparable Work Done by Project Team Staff

Downtown Plans

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

Downtown Streetscapes and Plazas

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



DOWNTOWN MASTER PLAN

CITY OF MONTICELLO, MINNESOTA

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

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

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



Aerial perspective rendering of future downtown Monticello



Urban design framework



"Block 52" development, streetscape and alley activation



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

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

DOWNTOWN PLACEMAKING PLAN

CITY OF FOND DU LAC, WISCONSIN

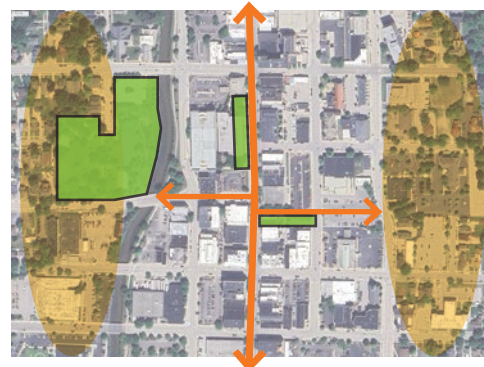
Activating downtown public spaces with creative interventions that invite broad range of users to enjoy them throughout the year

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

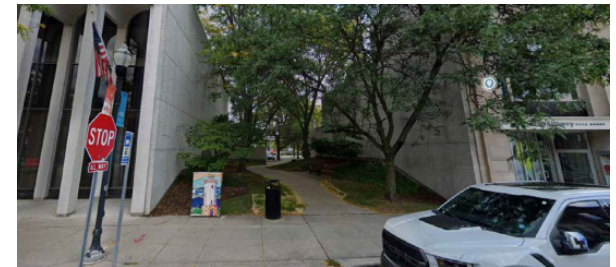
Since the placemaking plan was completed in 2018, the city has initiated several improvements to Hamilton Park—including new court surfacing, new playground, trail connections, and restrooms. In addition, Bolton & Menk is currently working with the city to redesign and rebuild two of the primary downtown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



Main Street Plaza



Three spaces at the crossroads of downtown



Existing



Proposed

Contact:
Dyann Benson

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

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

RIVERFRONT RENAISSANCE IMPROVEMENTS

CITY OF HASTINGS, MINNESOTA

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

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

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

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

Contact:
Dan Wietecha
City Administrator
Hastings, MN
651-480-2350
dwietecha@hastingsmn.gov

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



Downtown streetscapes



Olivers Grove Parklet



Riverfront Park and Amphitheater

REVIEWER:

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

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

SELECTION CRITERIA

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

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



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

Wisconsin Rapids Interviews for Downtown Master Plan

Reviewer: _____

Consultant: _____

Date/Time: _____

General Questions

1. Introductions (2 mins)

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

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

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

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

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

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

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

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

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

Consultant Specific Questions

- 1.

- 2.

- 3.

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

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

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

Application Fee: \$150

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

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

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

Name: Glen Gilbert _____

Street Address: 1654 King Street _____

City, State, Zip: Enfield, CT 06082 _____

Daytime telephone: 304-813-4831 _____

Email address: glen@26743@gmail.com _____

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

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

Applicant Certification:

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

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

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

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

Property Owner: Capital Recovery Group, LLC

certified via email

Name: Glen Gilbert

Date: March, 29, 2024

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

1. Irrevocable Letter of Credit.

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

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

Irrevocable Line of Credit Amount/Conditions: _____

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

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

(m) Plan for future use.

Code Officials may require additional information of a specific applicant.

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

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

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

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

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

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

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

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

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

CRG's plans for the Wisconsin Rapids paper mill

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

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

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

Phase 1- First 3 months

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

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

Phase 2 – July - Sept

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

Phase 3 – Sept - 2025

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(k) Plan for building removal.

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

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

a. No known contamination.

(m) Plan for future use.

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

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

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

a. No razing or demolition planned

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

a. N/A – No razing planned

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

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

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

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

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

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

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

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

a. **Rabin – to be provided later**

b. **PPL – to be provided later**

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

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

a. **N/A**

(g) Disposition of salvageable building materials.

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

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

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

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

a. **N/A – No demolition planned**

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

a. **N/A – No demolition planned**

(k) Plan for building removal.

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

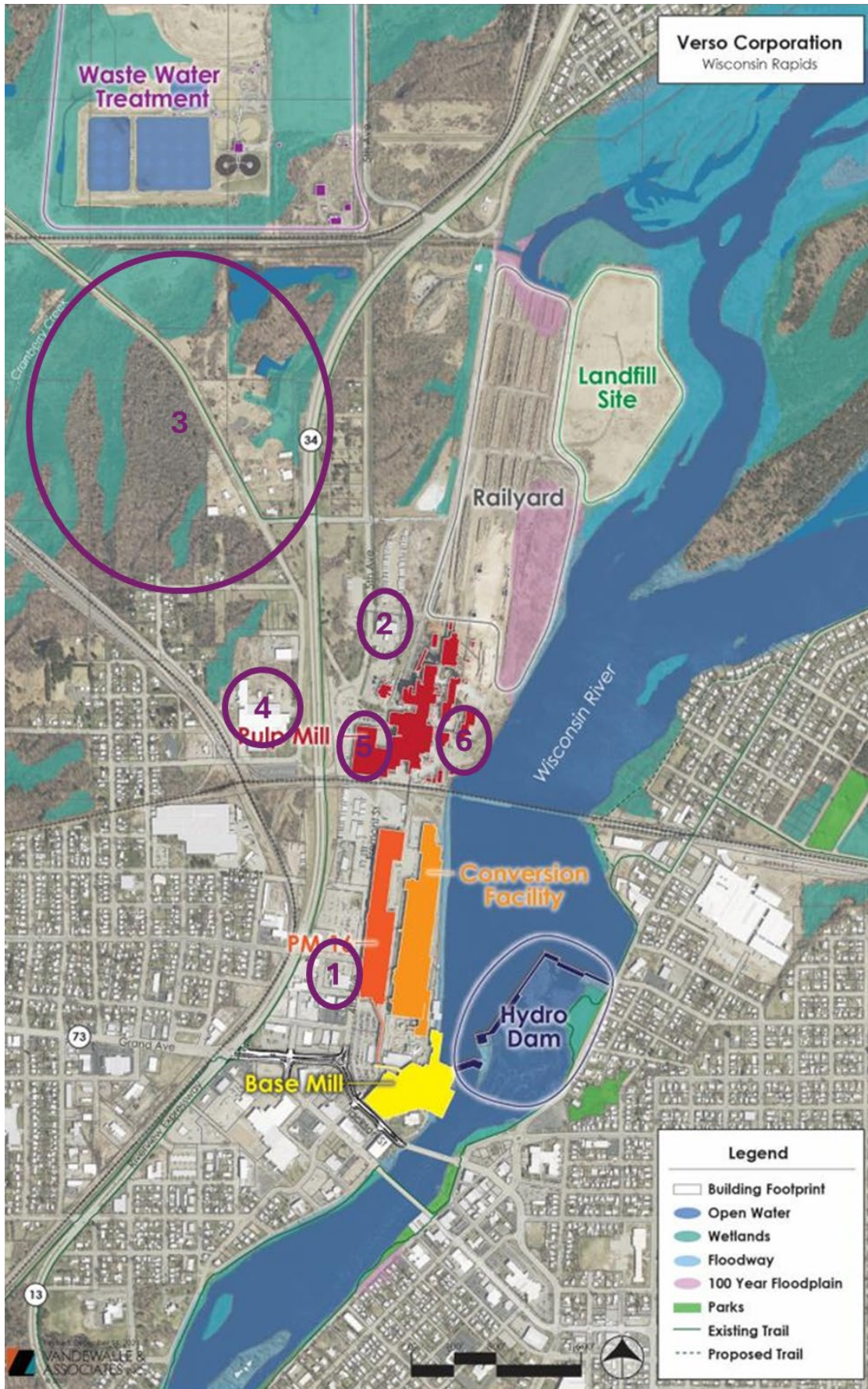
(l) Plan for removing, remediating, capping or containing any contamination.

a. **N/A – No known contamination**

(m) Plan for future use.

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

Appendix A:





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

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

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

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

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

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

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

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

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

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

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



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2024)

2024 Budget Amendment No. 1

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

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

Adopted the 9th day of April, 2024

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

RESOLUTION NOTES

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

-
- (15) The \$60,910 represents unspent Housing Cost Reduction Initiative Grant funds for the City's housing grant program. The grant program is administered by CAP Services, Inc. The funds are restricted for eligible grant purposes.
-
- (16) The \$4,592 represents unspent grant funds that the Police Department receives from the U.S. Department of Justice for assistance in forfeitures cases. The funds are restricted for eligible grant purposes.
-
- (17) The \$17,118 represents unspent donations that the Police Department received for the Department's K-9 program. The funds are designated for future K-9 Program related expenditures.
-
- (18) The City receives annual funding from the State of Wisconsin and Wood County for being the regional hazardous materials response team and a state certified level III hazardous materials team. The \$10,964 represents the unspent portion of that funding.
-
- (19) The \$1,025 represents unspent grant funds that the Fire Department received from the U.S. Department of Agriculture for forest fire protection. The funds are restricted for eligible grant purposes.
-
- (20) Annual donations and zoo feed revenues that the City receives are placed in a separate account and designated for City Zoo projects and maintenance.
-
- (21) The \$240,573 represents the unspent funds that the City received from the David and Judith Teske estate for improvements to the City Zoo.
-
- (22) The League of Wisconsin Municipalities Mutual Insurance awarded the City an \$18,372 grant that is designated for the benefit of parks.
-
- (23) The \$415 represents the unspent funds that the City received from the Encourage Foundation for the City skate park.
-
- (24) Annual dog park donations that the City receives are placed in a separate account and designated for dog park projects and maintenance.
-
- (25) The \$886 represents the unspent donations that the City received for downtown flower baskets.
-
- (26) The \$40,000 development fee paid by Arbor Terrace Wisconsin Rapids for the development at 301 7th Ave S was designated by the Council to fund the creation of the City's Rapids Rediscovered Program. The \$39,256 represents the unspent program funds as of 12/31/2023.
-
- (27) On an annual basis, the City budgets \$20,000 for the replacement of aquatic center equipment. The \$31,150 represents the amount in the replacement account as of 12/31/2023. These funds are subject to the approval guidelines enumerated in this resolution.
-
- (28) The \$80,271 represents unspent grant funds from the W. Riverview Expressway ITS Traffic Signal At Chase, Grand Ave and High St. The project was budgeted in 2022 and is schedule to be started and completed in 2024.
-
- (29) Unexpended rail car fees generated from agreements with tenants of the Rapids East Commerce Center that are designated for the maintenance of the Rapids East Commerce Center industrial rail spur.
-
- (30) These accounts represent unexpended appropriations designated for improvements for municipal building improvements. On an annual basis, the City budgets \$10,000 for City Hall improvements and major maintenance. The replacement of the chiller at City Hall in the amount of \$63,029 was approved by the Council on 3/19/2024. These funds are subject to the approval guidelines enumerated in this resolution.
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(31) On an annual basis the City budgets \$32,500 for the replacement of computers, police in-squad computers, printers, scanners and related equipment. As of 12/31/2023, the replacement account had a balance of \$39,774. These funds are subject to the approval guidelines enumerated in this resolution.

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

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

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

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

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

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