

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

Tuesday, January 16, 2018

1. Call to order.

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

2. Roll call.

Roll call indicated that all alderpersons were present:

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

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

4. Reading of the minutes of the previous regular council meeting of December 19, 2017.

It was moved by Koth, and seconded by Kellogg to dispense with the reading and approve the minutes of the December 19, 2017 meeting and place them on file. Motion carried. 8 ayes, 0 nays.

5. Explanation of visitor speaking procedure.

6. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

7. New business:

- a. Consider an Ordinance amending Section 27.13(1)(d) of the Municipal Code, modifying the location of the Taxi-Cab pickup and delivery on West Grand Ave at 1st Avenue South, as recommended by the Public Works Committee at their meeting on January 2, 2018. The ordinance is a correction to recently adopted MC #1237.

It was moved by Rayome, and seconded by Koth to approve an Ordinance amending Section 27.13(1)(d) of the Municipal Code, modifying the location of the Taxi-Cab pickup and delivery on West Grand Ave at 1st Avenue South. Motion carried. 8 ayes, 0 nays.

- b. First reading of an Ordinance Amending Certain Sections of 11.14 of the Municipal Code Regarding the Temporary Residential Sale of Agricultural Products.

It was moved by Zurfluh, and seconded by Hepp to approve of an Ordinance Amending Certain Sections of 11.14 of the Municipal Code Regarding the Temporary Residential Sale of Agricultural Products. Motion failed. 4 ayes, 5 nays, with Kellogg, Rayome, Kubisiak, Dolan, and Mayor Vruwink voting in the negative. There will be a second reading of the Ordinance at the February Common Council meeting.

- c. Consider approval of the low bid of \$2,508,752 and award the project contract to Miron Construction Co. Inc. for the West Side Pumping Station Replacement Project. Said award would be contingent upon the City receiving a Clean Water Fund Loan for the project.

It was moved by Zurfluh, and seconded by Kellogg to approve of the low bid of \$2,508,752 and award the project contract to Miron Construction Co. Inc. for the West Side Pumping Station Replacement Project. Motion carried. 8 ayes, 0 nays.

- d. Consider approval of the low bid of \$3,996,882 for the base bid with \$1,246,625 for Alternative Bid No. 1, and award the project contract to A-1 Excavating, Inc. for the West Side Pumping Station Force Main Replacement Project. Said award would be contingent upon the City receiving a Clean Water Fund Loan for the project.

It was moved by Kellogg, and seconded by Dolan to approve of the low bid of \$3,996,882 for the base bid with \$1,246,625 for Alternative Bid No. 1, and award the project contract to A-1 Excavating,

Inc. for the West Side Pumping Station Force Main Replacement Project. Motion carried. 8 ayes, 0 nays.

- e. Consider approval of Mayor Vruwink's appointment of Dawn Urban to the position of Human Resources Director.

It was moved by Ferkey, and seconded by Koth to approve Mayor Vruwink's appointment of Dawn Urban to the position of Human Resources Director. Motion carried. 8 ayes, 0 nays.

8. Report of the Planning Commission held on January 8, concerning:

REPORT OF THE PLANNING COMMISSION

Date of Meeting: January 8, 2018

Report #1

Reported to Council: January 16, 2018

The Planning Commission met at 4:00 p.m. on January 8, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Shane Burkart, Fran Eron, Joe Terry, Lee Thao, and Alderperson Todd Ferkey. Others in attendance included Adam Tegen and Alderpersons Tom Rayome and Scott Kellogg. A list of others in attendance is on file in the Clerk's office.

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

1. Approval of the reports from the December 11, 2017 Planning Commission meeting.

Motion by Eron, second by Burkhart, to approve the report from December 11, 2017. Motion passed (6-0).
2. Maps and plats received.
 - a. Other Maps and Plats

Extraterritorial survey map from Michael J & Heather M. Lisitza of the Town of Grand Rapids was reviewed.

Motion by Ferkey, second by Thao to approve the extraterritorial survey map from Michael J and Heather M Lisitza of the Town of Grand Rapids. Motion passed (6-0).
3. Public Hearing on PLAN-17-1010; Aspirus Riverview Hospital Association. The applicant is requesting an amendment to an existing Planned Unit Development (PUD) within the R-2, One-family and Two-family Residential District to add additional properties to allow the construction of a new ambulance garage at 432 Dewey Street. The original Planned Unit Development contains the properties commonly known as 410 & 420 Dewey Street, 1041 & 1121 Hill Street, 810 4th Street South, and 811 & 921 3rd Street South (Parcels 34-08517, 34-08555, 34-08553, 34-08554, 34-08566, 34-08413, & 34-08444). The amendment proposes to add the properties commonly known as 432 Dewey Street to the district (Parcels 34-08451 & 34-08425).

The public hearing was opened at 4:07 p.m.

Speaking in favor:
Jeff Holzhauer - Eppstein Uhen Architects

An overview of the request was presented by Community and Economic Development Director, Adam Tegen.

Speaking against:
Scott Kellogg - concerned about ambulances making noise backing into the garage. Several nearby residents expressed concerns about the uncertainty surrounding the future plans and activities of the hospital but did not have specific concerns related to the PUD request.

A letter from Cindy McCarthy Lucarelli, the property owner of 831 4th Street South, was accepted and is attached to the minutes.

The public hearing was closed at 4:45 p.m.

4. Action on PLAN-17-1010; Aspirus Riverview Hospital Association. Planned Unit Development within the R-2, One-family and Two-family Residential District.

Motion by Terry, second by Eron, to approve PLAN-17-1010; Aspirus Riverview Hospital Association. Planned Unit Development within the R-2, One-family and Two-family Residential District subject to the attached seven conditions recommended by staff with the addition that accommodations be made so that ambulances accessing the proposed ambulance garage will not sound a horn or alarm when entering. Motion passed (6-0).

5. Review of Communication from Village of Port Edwards Regarding their Official Zoning Map.

The Commission reviewed the communication from the Village of Port Edwards relating to their official zoning map. No action was taken.

6. Adjourn.

Motion by Burkhart, Thao to adjourn. Motion passed (6-0).

Meeting adjourned at 4:59 p.m.

It was moved by Kellogg, and seconded by Ferkey to accept the report of the January 8 Planning Commission meeting and place it on file. Motion carried. 8 ayes, 0 nays.

9. **Standing council committee reports:**
 - a. **Report of the Finance and Property Committee held on January 9, concerning:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 01/09/2018
Reported to Council: 01/16/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, January 9, 2018, in the first-floor conference room at the City Hall. All member were present. A list of all others attending is on file in the Clerk's Office.

1. Call to order.

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

2. Consider for approval revisions to the Grant Management Policy.

It was moved by Dolan, and seconded by Hepp to approve revisions to the Grant Management Policy. Motion carried unanimously.

3. Discuss updates on Witter Field Aquatic Center project schedule, proposed budget and financing.

Mayor Vruwink presented updates on the Witter Field Aquatic Center project schedule, proposed budget and financing.

4. Beverage operator license applications.

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

New applicants: Nancy Hetze-Werner, Barbara Babcock, Sandra Jakubiak, Kimberlee Love, Leah Russo, Sharon Whitehead, Selena Zblewski.

Renewal applicants: None.

5. Audit of the Bills – December 2017 (Check No. 70362 – 70613 and Manual Check No. 99510 – 99526).

It was moved by Zurfluh, and seconded Hepp by to approve check no. 70362 – 70613 and manual check no. 99510 – 99526. Motion carried unanimously.

6. Set next meeting date.

The next regularly scheduled meeting of the Finance and Property Committee will be held on February 6, at 5:00 p.m.

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

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

- a. In closed session, the Committee will discuss negotiations and strategy regarding a development agreement with the South Wood County YMCA.

In closed session, the Committee discussed negotiations and strategy regarding a development agreement with the South Wood County YMCA.

- b. The Committee may return to open session and take action or make recommendations regarding a development agreement with the South Wood County YMCA, or may adjourn in closed session.

It was moved by Zurfluh, and seconded by Dolan to adjourn. Motion carried unanimously. The meeting adjourned in closed session at 6:05 p.m.

8. Adjourn.

END OF REPORT

It was moved by Zurfluh, and seconded by Hepp to approve and adopt all actions contained in the January 9 report of the Finance and Property Committee. Motion carried. 8 ayes, 0 nays.

- b. **Report of the Finance and Property Committee held on January 16, concerning:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 01/16/2018
Reported to Council: 01/16/2018

The Finance and Property Committee met at 5:30 p.m. on Tuesday, January 16, 2018, in the first-floor conference room at the City Hall. All Committee members were present. Also attending were Joe Eichstadt, and Melissa Siegler – Wisconsin Rapids Daily Tribune.

1. Call to order.

The meeting was called to order at 5:30 p.m. by Chairman Joseph Zurfluh.

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

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

- a. In closed session, the Committee will discuss negotiations and offers for acquisition of property along E. Grand Avenue (3rd St S to 8th St S) as part of the WI DOT project 6999-07-19.

In closed session, the Committee discussed negotiations and offers for acquisition of property along E. Grand Avenue (3rd St S to 8th St S) as part of the WI DOT project 6999-07-19.

- b. The Committee may return to open session and take action or make recommendations regarding item 2 (a).

It was moved by Dolan, and seconded by Hepp to return to open session. Motion carried unanimously.

It was moved by Hepp, and seconded by Zurfluh to approve the offers for acquisition of property along E. Grand Avenue (3rd St S to 8th St S) as part of the WI DOT project 6999-07-19 to stay within the budgeted amount of \$131,873.00. Motion carried unanimously.

3. Adjourn.

It was moved by Zurfluh, and seconded by Hepp to adjourn. Motion carried unanimously. The meeting adjourned at 5:50 p.m.

It was moved by Zurfluh, and seconded by Ferkey to approve and adopt all actions contained in the January 16 report of the Finance and Property Committee. Motion carried. 8 ayes, 0 nays.

c. Report of the Public Works Committee held on January 2, concerning:

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: 01/02/2018
Reported to Council: 01/16/2018

The Public Works Committee met at 6:00 p.m. on Tuesday, January 2, 2018, in the first-floor conference room at City Hall. All members were present. A list of all others attending is on file in the Clerk's office.

1. Review DPW report

The DPW report was reviewed. 2017 public works projects were highlighted.

2. Review and consider approval of the Relocation Order and Right-of-Way Plat for the WI DOT Project 6999-07-19-East Grand Ave from 3rd St S to 8th St S.

It was moved by Rayome, and seconded by Koth to approve the Relocation Order and Right-of-Way Plat for the WI DOT Project 6999-07-19 East Grand Ave from 3rd St S to 8th St S. Motion carried unanimously.

3. Review request by the Wisconsin Rapids School District to make safety and traffic improvements on 16th Street S, adjacent to Lincoln High School as follows:

- a. to modify the lane markings and signage on 16th St S adjacent to Lincoln High School and
- b. to remove parking along the east side of 16th St S from E Riverview Expressway to 120 feet south of Pepper Ave.

It was moved by Kellogg, and seconded by Koth to approve the request by the Wisconsin Rapids Public School District to make safety and traffic improvements on 16th Street S, adjacent to Lincoln High School as follows; modifying the lane markings and signage on 16th St S adjacent to Lincoln High School, and removing parking along the east side of 16th St S from E Riverview Expressway to 120 feet south of Pepper Ave. Motion carried unanimously.

4. Review and consider approval of preliminary resolution for municipal improvements including concrete sidewalk, concrete driveway approach and curb & gutter on 10th St S between Grove Ave to 360 feet north of Wood Ave (east side), Wood Avenue between 10th St S and 12th St S (north side), 12th St S between Wood Avenue and River Run Drive (west side) and River Run Drive between 12th St S and 230 feet east of 12th St S (south side).

It was moved by Koth, and seconded by Kellogg to approve of a preliminary resolution for municipal improvements including concrete sidewalk, concrete driveway approach and curb & gutter on 10th St S between Grove Ave to 360 feet north of Wood Ave (east side), Wood Avenue between 10th St S and 12th St S (north side), 12th St S between Wood Avenue and River Run Drive (west side) and River Run Drive between 12th St S and 230 feet east of 12th St S (south side). Motion carried unanimously.

5. Review and consider approval of preliminary resolutions for municipal improvements including sanitary & water leads, curb & gutter, sidewalk, permanent street surfacing and concrete driveway approaches on:

- a. High Street between 7th Ave N and 10th Ave N
- b. High Street between 12th Ave N and 17th Ave N
- c. E Grand Ave between 3rd St S and 8th St S
- d. E Grand Ave between Grand Ave Bridge and 3rd St S
- f. Van Buren St between 8th Ave N and 10th Ave N

It was moved by Kellogg, and seconded by Koth to approve of preliminary resolutions for municipal improvements including sanitary & water leads, curb & gutter, sidewalk, permanent street surfacing and concrete driveway approaches on; High Street between 7th Ave N and 10th Ave N, High Street between 12th Ave N and 17th Ave N, E Grand Ave between 3rd St S and 8th St S, E Grand Ave between Grand Ave Bridge and 3rd St S, 7th Street S between E Grand Ave and Oak St, and Van Buren St between 8th Ave N and 10th Ave N. Motion carried unanimously.

- 6. Review correction of the ordinance needed to place the taxi stand along the north side of West Grand immediately west of 1st Ave S.

It was moved by Koth, and seconded by Rayome to approve a correction of the ordinance needed to place the taxi stand along the north side of West Grand immediately west of 1st Ave S. Motion carried unanimously.

- 7. Review Referral List

Every item on the referral list was reviewed. Item numbers 5, 6, 7, 9, 10, 11, 13, and 14 were removed.

- 8. Adjourn.

It was moved by Koth, and seconded by Kellogg to adjourn. Motion carried unanimously. The meeting adjourned at 6:49 p.m.

It was moved by Rayome, and seconded by Zurfluh to approve and adopt all actions contained in the January 2 report of the Public Works Committee. Motion carried. 8 ayes, 0 nays.

d. Report of the Human Resources Committee held on January 2, concerning:

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 01/02/2018
Reported to Council: 01/16/2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, January 2, 2018, in the third floor conference room at City Hall. All members were present. Also present were: Sue Schill, Mary Manley, Mayor Vruwink, Paul Przybelski, and Tom Loucks.

- 1. Call to order.

The meeting was called to order by Chairperson Todd Ferkey at 4:00 p.m.

- 2. Consider approval of revisions to the Human Resources Policies and Procedures Telephones Policy, to provide that the monthly cellphone stipends be paid monthly, rather than in a lump sum in January of each year.

It was moved by Kellogg, and seconded by Kubisiak to approve revising the Human Resources Policies and Procedures Telephones Policy, to provide that cellphone stipends be paid monthly, rather than in a lump sum in January of each year. Motion carried unanimously.

- 3. The Committee may vote to go into closed session pursuant to Wisconsin State Statutes Section 19.85 (1)(c), "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility".

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

- a.) In closed session, the Committee will consider employment and compensation for a candidate who is tentatively recommended by Mayor Vruwink to be appointed to the Human Resources Director position.

In closed session, the Committee considered employment and compensation for a candidate who is tentatively recommended by Mayor Vruwink to be appointed to the Human Resources Director position.

b.) The Committee may vote to go into open session.

It was moved by Ferkey, and seconded by Kubisiak to go into open session. Motion carried unanimously.

4. In open session, the Committee may take action on the compensation for a candidate for the Human Resources Director position, and may recommend approval of Mayor Vruwink's appointment to the Human Resources Director position.

It was moved by Kubisiak, and seconded by Ferkey to approve Mayor Vruwink's appointment of Dawn Urban to the position of Human Resources Director, with compensation at Grade 18, Step 7 (\$89,333), subject to post-offer testing and full Common Council approval. Motion carried unanimously.

5. Adjourn.

It was moved by Kubisiak and seconded by Kellogg to adjourn. Motion carried unanimously. The meeting adjourned at 4:37 p.m.

It was moved by Ferkey, and seconded by Kubisiak to approve and adopt all actions contained in the January 2 report of the Human Resources Committee. Motion carried. 8 ayes, 0 nays.

10. Miscellaneous reports.

1. South Wood County Airport Commission meeting held on December 7.
2. Police and Fire Commission meeting held on December 13, and January 10.
3. Wisconsin Rapids Fire Department monthly update for December.
4. Water Works and Lighting Commission meetings held on December 8, and December 13.
5. Wastewater Treatment Commission meetings held on December 6, and January 3.

It was moved by Koth, and seconded by Hepp to approve the miscellaneous reports and place them on file. Motion carried. 8 ayes, 0 nays.

11. Referral of communications to committees.

Aldersperson Zurfluh made a request to be involved in any discussions regarding trains crossing roadways and causing traffic delays within the city limits.

Aldersperson Kellogg made a referral to the Human Resources Committee to consider a stipend be paid to City Attorney Sue Schill for her time spent as Acting Human Resources Director.

12. Adjourn.

It was moved by Ferkey, and seconded by Zurfluh to adjourn. Motion carried unanimously. The meeting adjourned at 7:10 p.m.

Respectfully submitted,

Paul Przybelski, City Clerk