

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

Tuesday, February 20, 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 the following Alderpersons were present:

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

Alderperson Todd Ferkey was excused.

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

4. Administration of a ceremonial Oath of Office for new Police Officer Cody Potocki.

City Clerk Paul Przybelski administered a ceremonial Oath of Office to new Police Officer Cody Potocki.

5. Reading of the minutes of the previous regular council meeting of January 16, 2018.

It was moved by Zurfluh, and seconded by Dolan to dispense with the reading and approve the minutes of the January 16, 2018 meeting and place them on file. Motion carried. 7 ayes, 0 nays.

6. Explanation of visitor speaking procedure.

7. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

8. Mayor Vruwink's appointments to various committees, commissions, and boards.

It was moved by Kellogg, and seconded by Zurfluh to accept the following appointments:

Board of Zoning of Appeals

Jim Gignac is appointed as an alternate to a term expiring November 1, 2019.

Jerry Feith is reappointed to a term expiring November 1, 2020.

Planning Commission

Sue Wesley is appointed to a term expiring May 1, 2020.

Police and Fire Commission

Joseph Nash is reappointed to a term expiring July 1, 2022.

Motion carried. 6 ayes, 1 nay, with Rayome voting in the negative.

9. **Presentation from members of the Wood County Health Department regarding the launch of a bike share program.**
10. **New business:**
 - a. **Consider a resolution declaring June 2nd, 2018 and September 9th, 2018 International Migratory Bird Days for the City of Wisconsin Rapids.**

It was moved by Rayome, and seconded by Dolan to approve of a resolution declaring June 2, 2018 and September 9, 2018 as International Migratory Bird Days for the City of Wisconsin Rapids.

- b. **Appoint a member to the Water Works and Lighting Commission to serve a five year term which will expire on October 1, 2022.**

Dolan nominated John Harper, Zurfluh nominated Dennis Pierce. Nominations were closed. 7 votes were cast for John Harper, and 0 votes were cast for Dennis Pierce. John Harper is appointed as a member to the Water Works and Lighting Commission to serve a five year term which will expire on October 1, 2022 effective immediately.

11. **Unfinished business:**
 - a. **Second 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 Kellogg, and seconded by Zurfluh to postpone this item until the March 2018 Common Council meeting. Motion carried. 4 ayes, 3 nays, with Rayome, Kubisiak, and Dolan voting in the negative.

12. **Report of the Planning Commission held on January 15.**

REPORT OF THE PLANNING COMMISSION

Date of Meeting: January 15, 2018

Report #1

Reported to Council: February 20, 2018

The Planning Commission met at 5:00 p.m. on January 15, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Shane Burkart, Joe Terry, and Alderperson Todd Ferkey. Absent were Lee Thao and Fran Eron. Others present were Alderpersons Terry Dolan, Greg Hepp, Tom Rayome, Steve Koth, Thaddeus Kubisiak, Joe Zurfluh, and Scott Kellogg, Sue Schill, Adam Tegen, Tim Schwecke, Charlie Handy, and Shane Blaser.

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

1. **Update on the Zoning Ordinance Rewrite Project with the consultant CiviTek.**

Tim Schwecke and Charlie Handy from CiviTek presented an overview of the process thus far as well as providing a summary of the current draft code. Two specific policy questions were discussed; decision making authority for Conditional Uses, and what distance is appropriate for notifying neighbors of a zoning request. Other items discussed included Cottage Housing, Downtown Design District, Landscaping, Bufferyards, and Outdoor Lighting. No action was taken on this item.

2. Update on the Comprehensive Plan Update with the consultant CiviTek.

Tim Schwecke and Charlie Handy provided an overview of the importance of updating the Comprehensive Plan and ensuring it is consistent with the new zoning code and zoning map.

3. Discuss the potential adoption process for the new Zoning Code, Zoning Map, and Comprehensive Plan Update.

Tim Schwecke and Charlie Handy presented the next steps in the process which will include a working session with the Planning Commission, Public Open House, Public Hearing and recommendation from the Planning Commission, and Council action.

4. Adjourn.

Motion by Burkhart, Terry to adjourn. Motion passed (4-0).
Meeting adjourned at 6:30 p.m.

It was moved by Zurfluh, and seconded by Koth to accept the report of the January 15 Planning Commission meeting and place it on file. Motion carried. 7 ayes, 0 nays.

13. Standing council committee reports:

- a. **Report of the Finance and Property Committee held on February 6.**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 02/06/2018
Reported to Council: 02/20/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, February 6, 2018, in the first-floor conference room at the City Hall. Committee members Joe Zurfluh and Terry Dolan were present, Alderperson Hepp was excused. Also attending were Mayor Zach Vruwink, Tim Desorcy, Adam Tegen, Alderperson Rayome, Bret Salscheider – South Wood County YMCA, and Joe Bachman – Wisconsin Rapids City Times.

1. Call to order.

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

2. Consider for approval a request from the Fire Department to apply for a \$232,429 Assistance to Firefighters Grant.

It was moved by Dolan, and seconded by Zurfluh to approve a request from the Fire Department to apply for a \$232,429 Assistance to Firefighters Grant, if the application is successful the City will match \$11,621. Motion carried.

3. Consider for approval a recommendation from Statewide Services to deny a claim from Curtis Lund for damages to a residence located at 2350 1st St N due to a sewer back up.

It was moved by Dolan, and seconded by Zurfluh to approve the recommendation from Statewide Services to deny a claim from Curtis Lund for damages to a residence located at 2350 1st St N due to a sewer back up. Motion carried.

4. Review and consideration for approval permission to release the Request for Proposals for the Cranberry Creek Subdivision development.

It was moved by Zurfluh, and seconded by Dolan to approve releasing a Request for Proposals for the Cranberry Creek Subdivision development. Motion carried.

5. Beverage operator license applications.

It was moved by Dolan, and seconded by Zurfluh to approve the beverage operator licenses as presented. The following applications were approved:

New applicants – Michael Carlisle, Kaitlyn LaChapelle, James Alft, Tiffany Marshall, Wanda Spohn, Linda Weiss.

Renewals applicants – None.

Motion carried.

6. Audit of the Bills – January 2018 (Check No. 70604 – 70981 and Manual Check No. 99600 – 99616).

It was moved by Dolan, and seconded by Zurfluh to approve Check No. 70604 – 70981 and Manual Check No. 99600 – 99616

7. Set next meeting date.

The next regular meeting of the Finance and Property Committee will be March 13, 2018 at 5:00 p.m.

8. In open session, the committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
 - a. In closed session, the Committee will discuss negotiations and strategy regarding a development agreement with the South Wood County YMCA.

The committee remained in open session.

- 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.

In open session, it was moved by Zurfluh, and seconded by Dolan to approve a development agreement with the South Wood County YMCA. Motion carried. (See the development agreement attached to this report).

9. Adjourn.

It was moved by Dolan, and seconded by Zurfluh to adjourn. Motion carried. The meeting adjourned at 5:23 p.m.

It was moved by Zurfluh, and seconded by Koth to approve and adopt all actions contained in the February 6 report of the Finance and Property Committee. Motion carried. 7 ayes, 0 nays.

b. Report of the Public Works Committee held on February 6.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: 02/06/2018
Reported to Council: 02/20/2018

The Public Works Committee met at 6:00 p.m. on Tuesday, February 6, 2018, in the first-floor conference room at City Hall. All members were present. Also attending were: Joe Terry, Joe Eichsteadt, and Paul Przybelski.

1. Review DPW report

The DPW report was reviewed. The report can be viewed on the City website www.wirapids.org.

2. 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) Chase Street between 17th Ave N and 21st Ave N.
 - b) Washington Street between 12th St N and 315 feet east of 18th St N.

It was moved by Rayome, 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: Chase Street between 17th Ave N and 21st Ave N. and Washington Street between 12th St N and 315 feet east of 18th St N. Motion carried unanimously.

3. Review Referral List

The referral list was reviewed. Alderperson Kellogg made a recommendation to have item 6 of the list placed on the March meeting agenda.

4. Adjourn.

It was moved by Kellogg, and seconded by Rayome to adjourn. Motion carried unanimously. The meeting adjourned at 6:18 p.m.

It was moved by Rayome, and seconded by Zurfluh to approve and adopt all actions contained in the February 6 report of the Public Works Committee. Motion carried. 7 ayes, 0 nays.

c. Report of the Human Resources Committee held on February 6.

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 02/06/2018
Reported to Council: 02/20/2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, February 6, 2018, in the third floor conference room at City Hall. All members were present. Also present were: Dawn Urban, Mayor Vruwink, Sue Schill, Debbie Nash, Tim Desorcy, Paul Przybelski, and Alderperson Rayome.

1. Call to order.

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

2. Introduction of HR Director, Dawn Urban, and update from Dawn on the HR Department.

HR Director, Dawn Urban was introduced.

3. Consideration of hiring a part-time, seasonal position to assist with Airport Management duties. This position will be funded as part of the Airport Management contract that the City has with the South Wood County Airport Commission.

It was moved by Ferkey, and seconded by Kubisiak to hold this item over until the March Human Resources Committee meeting. Motion carried unanimously.

4. Consideration of a request from Ryan Giefer to hire a Wastewater Operator intern.

It was moved by Ferkey, and seconded by Kellogg to approve a request from Ryan Giefer to hire a Wastewater Operator Intern, with the position not to exceed forty hours per week. Motion carried unanimously. See the attached job description.

5. Consideration of the restructure of the HR Benefits Coordinator to a Senior HR Generalist position. Approve a job description and pay grade for the Senior HR Generalist position.

It was moved by Kellogg, and seconded by Ferkey to approve the restructuring of the HR Benefits Coordinator position to a Senior HR Generalist position, and set the compensation at pay grade 9. Motion carried unanimously. See the attached job description.

6. Review/approve Workplace Harassment and Expectations of Workplace Professionalism policies.

It was moved by Ferkey, and seconded by Kellogg to approve Workplace Harassment and Expectations of Workplace Professionalism policies with minor revisions as suggested. Motion carried unanimously. See the attached policies.

7. 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). A roll call vote was taken. Motion carried unanimously.

In closed session, the Committee considered a request from Alderperson Kellogg to provide a stipend to City Attorney Sue Schill in recognition of her work in the Human Resources Department in the absence of an HR Director.

8. The Committee may vote to go into open session and may take action on a stipend for the City Attorney.

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

In open session it was moved by Kellogg, and seconded by Ferkey to compensate City Attorney Sue Schill \$400 per month for the six months she served as acting HR Director in addition to her normal job duties, during which time the department was also without a Benefits Coordinator for four months, for a total of \$2400. Motion carried. Two ayes, one nay, with Kubisiak voting in the negative.

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

It was moved by Ferkey, and seconded by Kubisiak to go into closed session pursuant to Wisconsin State Statutes Section 19.85(1)(C). A roll call vote was taken with all members voting in the affirmative. Motion carried.

10. In closed session, the Committee will discuss negotiation strategy regarding a successor labor agreement with International Association of Firefighters Local 425.
In closed session the committee discussed negotiation strategy regarding a successor labor agreement with International Association of Firefighters Local 425. The City directed City staff to present a final offer to IAFF Local 425.
11. The Committee may return to open session and may take action on a successor labor agreement with IAFF Local 425.

No action was taken.

12. Adjourn.

It was moved by Kellogg, and seconded by Kubisiak to adjourn. Motion carried unanimously. The meeting adjourned at 5:11 p.m.

It was moved by Kellogg, and seconded by Zurfluh to approve and adopt all actions contained in the February 6 report of the Human Resources Committee, holding out items 6 and 8 of the report for a separate vote. Motion carried.

It was moved by Kellogg, and seconded by Dolan to postpone item 6 of the February 6 report of the Human Resources Committee until the March Common Council meeting. Motion carried. 7 ayes, 0 nays.

It was moved by Zurfluh and seconded by Kellogg to approve compensating City Attorney Sue Schill \$400 per month for the six months she served as acting HR Director in addition to her normal job duties, during which time the department was also without a Benefits Coordinator for four months, for a total of \$2400. Motion carried. 5 ayes, 2 nays, with Rayome and Kubisiak voting in the negative.

14. Miscellaneous reports.

1. South Wood County Airport Commission meeting held on January 11.
2. Police and Fire Commission meeting held on February 14.
3. Wisconsin Rapids Fire Department monthly update for January.
4. Board of Zoning Appeals meeting held on February 13.
5. Park and Recreation Commission meeting held on January 24.
6. Ethics Board meeting held on February 8.
7. Committee of the Whole meeting held on January 15.
8. Wastewater Treatment Commission meeting held on February 7.

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

15. Referral of communications to committees.

Aldersperson Kellogg was presented with a petition regarding a property on Second Avenue South, the petition was referred to staff for preliminary review.

16. Adjourn.

It was moved by Zurfluh, and seconded by Dolan to adjourn. Motion carried unanimously. The meeting adjourned at 7:08 p.m.

Respectfully submitted,

Paul Przybelski, City Clerk