

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

Tuesday, March 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 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. Administration of an Oath of Office for new Firefighter Ashlyn Wagner, and badge pinning ceremony for the newly promoted Fire Department Captain of Operations Jason Joling, Motor Pump Operator Mike Lisitza, Motor Pump Operator Derek Matykowski, and Captain/Shift Commander Todd Eckes.

5. Reading of the minutes of the previous regular council meeting of February 20, 2018.

It was moved by Koth, and seconded by Kellogg to dispense with the reading and approve the minutes of the February 20, 2018 meeting and place them on file. Motion carried. 8 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 Rayome, and seconded by Ferkey to accept the following appointments:

Parks and Recreation Committee

Tom Ekelin is appointed to a term expiring May 1, 2019.

Industrial Development

Heather Gygi is re-appointed to a term expiring April 30, 2021.

Motion carried. 8 ayes, 0 nays.

9. New business:

- a. Consider approval of a soil boring contract with Soils & Engineering Services, Inc. for soil services to be performed in verifying the Wastewater Treatment Plant force main construction.

It was moved by Zurfluh, and seconded by Dolan to approve of a soil boring contract with Soils & Engineering Services, Inc. for soil services to be performed in verifying the Wastewater Treatment Plant force main construction. Motion carried. 8 ayes, 0 nays.

10. 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 Zurfluh, and seconded by Kellogg to approve of an Ordinance amending certain sections of 11.14 of the Municipal Code allowing for the temporary residential sale of agricultural products. Motion carried. 6 ayes, 2 nays, with Ferkey and Kellogg voting in the negative.

11. Report of the Planning Commission held on February 19, concerning:

REPORT OF THE PLANNING COMMISSION

Date of Meeting: February 19, 2018

Report #1

Reported to Council: March 20, 2018

The Planning Commission met at 4:00 p.m. on February 19, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Joe Terry, Lee Thao, and Fran Eron. Absent were Shane Burkart, and Alderperson Todd Ferkey. Others present were Adam Tegen, Tim Schwecke, and Charlie Handy.

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

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

Tim Schwecke and Charlie Handy from CiviTek presented a recap of the January Committee of the Whole meeting, changes in the definitions and uses of “conditional use” and “special exceptions” as it pertains to the land use matrix under 2017 Act 67, and reviewed the review authority matrix. No action was taken.

Fran Eron was excused from the meeting at 5:07 pm.

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

Tim Schwecke and Charlie Handy provided an update on the proposed Future Land Use Map draft.

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 the Public Open House, Public Hearing and recommendation from the Planning Commission, and Council action. The Public Open House is tentatively scheduled for Monday, March 19, 2018 from 3:00 - 6:30 pm

4. Adjourn.

Motion by Thao, second by Terry to adjourn. Motion passed (3-0).
Meeting adjourned at 5:25 p.m.

End of report.

It was moved by Dolan, and seconded by Zurfluh to accept the February 19 report of the Planning Commission and place it on file. Motion carried. 8 ayes, 0 nays.

12. Report of the Planning Commission held on March 5, concerning:

REPORT OF THE PLANNING COMMISSION
Date of Meeting: March 5, 2018
Report #2
Reported to Council: March 20, 2018

The Planning Commission met at 4:00 p.m. on March 5, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Shane Burkart, Fran Eron, Lee Thao, and Joe Terry. Absent was Sue Wesley and Alderperson Ferkey. Others present were Alderperson Tom Rayome and those on the attached list 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 January 8, 2018, January 15, 2018, and February 19, 2018 Planning Commission meetings.

Motion by Thao, second by Eron to approve the reports from January 8, 2018, January 15, 2018, and February 18, 2018 Planning Commission meetings. Motion passed (5-0).

2. Maps and plats received.
 - a. Other Maps and Plats

No other maps and plats received

3. Public Hearing on PLAN-18-0094; Storage Unlimited LLC. The applicant is requesting a conditional use to allow for the construction of self-storage units within the B-2, General Commercial District. The subject property is located at 2710 West Grand Avenue (Parcel 34-01275).

Public hearing called to order at 4:01 p.m.

Speaking in favor:

Jaime White (owner) described the project. Two buildings are planned to be built within two to four years and the rest over the next five to ten years.

Speaking against:
None

Public hearing closed at 4:03 p.m.

4. Action on PLAN-18-0094; Storage Unlimited LLC. Conditional Use within the B-2, General Commercial District to allow self-storage units.

Motion by Eron, second Burkart by to approve Plan-18-0094; Storage Unlimited LLC within the B-2, General Commercial District conditional use to allow self-storage units with the six conditions recommended by Staff (attached). Motion passed (5-0).

5. Public Hearing on PLAN-18-0106; Paws N Claws. The applicant is requesting a conditional use to allow for a commercial kennel with accessory uses within the B-2, General Commercial District. The subject property is located at 1921 Baker Street (Parcel 34-05119).

Public hearing called to order at 4:07 p.m.

Speaking in favor:
Mike Petroske (business owner) described the intent of the project and how he intends to operate the business.

Speaking against:
None

Public hearing closed at 4:16 p.m.

6. Action on PLAN-18-0106; Paws N Claws. Conditional Use within the B-2, General Commercial District to allow a commercial kennel.

Motion by Eron, second Burkart by to approve PLAN-18-106; Paws N Claws conditional use within the B-2, General Commercial District to allow a commercial kennel with the 9 conditions recommended by Staff (attached). Motion passed (5-0).

7. Adjourn.

Motion by Thao, second Burkart by to adjourn. Motion passed (5-0).

Meeting adjourned at 4:21 p.m.

End of report.

It was moved by Koth, and seconded by Ferkey to accept the March 5 report of the Planning Commission and place it on file. Motion carried. 8 ayes, 0 nays.

13. **Standing council committee reports:**
 - a. **Report of the Finance and Property Committee held on March 13, concerning:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 03/13/2018
Reported to Council: 03/20/2018

The Finance and Property Committee met on Tuesday, March 13, 2018 at 5:00 p.m. in the first-floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. All members were present also present were: Tim Desorcy, Joe Terry, Paul Vollert, Alderperson Kellogg, Alderperson Kubisiak, and Paul Przybelski.

1. Call to order

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

2. Consider approval of a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower.

It was moved by Hepp, and seconded by Dolan to approve a request from the Mead Witter Foundation for permission to proceed with repairs to the Memorial Clock & Bell Tower. The repairs include the following payments to be paid by the Mead Witter Foundation, \$128 to Rapid Quality Lawn and Landscaping, \$6,770.22 to Van Ert Electric Company Inc., \$514 to Shopmaster, LLC, \$629.72 to N. Glantz & Son, and \$245.28 to Guelzow Heating & Air Conditioning, LLC. Motion carried unanimously.

3. Consider for approval a recommendation from Statewide Services to deny a claim from Koreena Krajewski for damages to residence located at 910 17th St S due to a sewer back up.

It was moved by Dolan, and seconded by Hepp to approve a recommendation from Statewide Services to deny a claim from Koreena Krajewski for damages to residence located at 910 17th St S due to a sewer back up. Motion carried unanimously.

4. Consider for approval a recommendation from Statewide Services to deny a claim from Laura Knudson for the cost of cleaning her vehicle due to paint overspray.
It was moved by Hepp, and seconded by Dolan to approve a recommendation from Statewide Services to deny a claim from Laura Knudson for the cost of cleaning her vehicle due to paint overspray. Motion carried unanimously.

5. Consider approval of a request to purchase two zero turn mowers and trailer.

It was moved by Zurfluh, and seconded by Dolan to purchase two Scag Turf Tiger II lawnmowers from Thorp Electric Motor Service for \$30,240.00 and a trailer from Ruesch Companies for \$3,673.00. Motion carried unanimously.

6. Consider approval of a request to purchase a 16-foot mower.

It was moved by Dolan, and seconded by Hepp to purchase a Jacobsen HR800 16-foot four wheel drive mower from Horst distributing for \$79,997.00. Motion carried unanimously.

7. Review and consider approval of the Temporary Limited Easement (TLE) for parcel 16, McMillan Memorial Library.

It was moved by Hepp, and seconded by Zurfluh to approve of the Temporary Limited Easement (TLE) for parcel 16, McMillan Memorial Library. Motion carried unanimously.

8. Review and consider approval of the Gas Distribution Easement for Centralia Center Parking Lot.

It was moved by Dolan, and seconded by Zurfluh to approve of the Gas Distribution Easement for Centralia Center Parking Lot. Motion carried unanimously.

9. Review and consider award of the base bid for Phase I of the East Riverbank Project to the low, qualified bidder.

It was moved by Zurfluh, and seconded by Dolan to award the base bid for Phase 1 of the East Riverbank Project to Janke General Contractors in the amount of \$2,688,631.75 with the selection or reductions of alternate items as presented, the project is being funded in part by the DNR Stewardship grant. Motion carried unanimously.

10. Review and consider approval of Amendment #1 to modify the engineering consulting services contract with MSA Professional Services for additional design work related to the Recreational Complex at Witter Field, limiting the amount to \$175,000.

It was moved by Zurfluh, and seconded by Dolan to approve Amendment #1 under the condition that the scope identified will be \$175,000. Motion carried unanimously.

11. Review and consider approval of a contract with Quest Civil Engineers to complete a Wetland Delineation at the Rapids East Commerce Center.

It was moved by Dolan, and seconded by Hepp to approve a contract with Quest Civil Engineers in the amount of \$3,616.32 to complete a Wetland Delineation at the Rapids East Commerce Center Motion carried unanimously.

12. Consider for approval a Resolution No. 11 amending the 2017 budget.

It was moved by Dolan, and seconded by Hepp to approve Resolution No. 11 amending the 2017 budget. Motion carried unanimously.

13. Consider approval of a "Class B" liquor license and Class "B" beer license application submitted by Door 212, LLC. D/B/A Door 212 for the premises located at 212 West Grand Avenue.

It was moved by Zurfluh, and seconded by Hepp to approve of a "Class B" liquor license and Class "B" beer license application submitted by Door 212, LLC. D/B/A Door 212 for the premises located at 212 West Grand Avenue. Motion carried unanimously.

14. Beverage operator license applications.

It was moved by Dolan and seconded by Hepp to approve the following beverage operator license applications.

New applications – Sewayna Bombasi, Shannon Goodenough, Andrew Harris, Miranda Hernandez, Kassondra Murdock, Clayton Newberry.

Renewal applications – Cheryl Ashbeck, Gene Bouton, Richard Brundidge, Joann Buelow, Karen Cline, James Dietsch, Kristine Gilbertson, Traci Graf, Mark Groeschel, Amy Haas, Gayle Hamus, Jason King, Jane Kommer, Bridget Nelson, Mittal Patel, Glen Pederson, George Pichla Jr., William Plante, Timothy Quinnell, Samantha Richardson, Loretta Schoechert, Kimberly Scott, Nancy Sii, Heather Stainbrook, Tina Vanderhei, Debra Vann, Thomas Voelker, Denise Wosick.

Motion carried unanimously.

15. Audit of the Bills – February 2018 (Check No. 70982 – 71320 and Manual Check No. 99617 – 99634).

It was moved by Dolan, and seconded by Hepp to approve Check No. 70982 – 71320 and Manual Check No. 99617 – 99634. Motion carried unanimously.

16. Set next meeting date.

The next regular meeting of the Finance and Property meeting will be on Monday, April 9 at 5:00 p.m.

17. Adjourn.

It was moved by Hepp, and seconded by Dolan to adjourn. Motion carried unanimously. The meeting adjourned at 5:45 p.m.

End of report.

It was moved by Zurfluh, and seconded by Koth to approve and adopt all actions contained in the March 13 report of the Finance and Property Committee holding out item numbers 9 and 10 of the report for a separate vote. Motion carried. 8 ayes, 0 nays.

It was moved by Dolan, and seconded by Ferkey to approve awarding the base bid for Phase 1 of the East Riverbank Project to Janke General Contractors in the amount of \$2,688,631.75 (item 9), and also approve budget Amendment #1 – 2018 (item 10). Motion carried. 5 ayes, 3 nays, with Rayome, Koth, and Kubisiak voting in the negative.

b. Report of the Public Works Committee held on March 6, concerning:

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: March 6, 2018
Reported to Council: March 20, 2018

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

1. Review DPW report

The DPW report was reviewed and is available for viewing on www.wirapids.org.

2. Review and consider approval of the Relocation Order and right-of-way plat for High Street.

It was moved by Rayome, and seconded by Koth to approve the Relocation Order and right-of-way plat for High Street. Motion carried unanimously.

3. Review and consider approval of proposals for the sanitary sewer lining work needed for the 8-inch sanitary sewer on High St between 7th Ave N and 8th Ave N.

It was moved by Kellogg, and seconded by Rayome to accept the lowest responsible bid for sanitary sewer lining work needed for the 8-inch sanitary sewer on High St between 7th Ave N and 8th Ave N. Motion carried unanimously. See the low bid attached to this report.

4. Review request for proposals scope for a space needs analysis and master plan for the City Garage

It was moved by Kellogg, and seconded by Rayome to approve the request for proposals scope for a space needs analysis and master plan for the City Garage. Motion carried unanimously.

5. Review Referral List

Items number 7, 8, and 9 were removed from the list.

6. Adjourn.

It was moved by Koth, and seconded by Kellogg to adjourn. Motion carried unanimously. The meeting adjourned at 6:25 p.m.

End of report.

It was moved by Rayome, and seconded by Koth to approve and adopt all actions contained in the March 6 report of the Public Works committee. Motion carried. 8 ayes, 0 nays.

c. Report of the Human Resource Committee held on March 6, concerning:

REPORT OF THE HUMAN RESOURCES COMMITTEE

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: 03/06/2018
Reported to Council: 03/20/2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, March 6, 2018, in the Third Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. All members were present. Also present were Alderperson Rayome, Dawn Urban, Mayor Vruwink, Tim Desorcy, Scott Young, Bob Barteck, Jeremy Sickler, Debbie Nash, and Sue Schill.

1. Call to order.

The meeting was called to order by Chairperson Todd Ferkey at 4:02 p.m.

2. Review of Tier 11 Fire Department program.

Interim Fire Chief Young gave an update on Tier 11. Chief Young was directed to present another review of the Tier in August 2018, and again in February 2019.

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.

Airport Manager Jeremy Sickler explained the request.

Motion by Ferkey, second by Kellogg, to approve a job description and hire a part-time, seasonal Airport position for 2018 only; the position would be for 25 weeks, not exceed 500 hours, and the rate of pay would be \$10 per hour. This position will be funded as part of the Airport Management contract that the City has with the South Wood County Airport Commission. Motion carried.

4. Discussion around Payroll and Human Resources Information System (HRIS).

Dawn Urban and Tim Desorcy updated the Committee on new finance and human resources software.

5. Review/approve Remote Work policy.

Motion by Kellogg, second by Kubisiak to approve the Remote Work Policy. Motion carried.

6. Review/approve revised Flexibility in Work Schedule policy.

Motion by Kellogg, second by Ferkey, to approve the Flexibility in Work Schedule Policy. Motion carried.

7. Review/approve Workplace Harassment and Workplace Expectations policies.

End of report.

It was moved by Ferkey, and seconded by Zurfluh to approve and adopt all actions contained in the March 6 report of the Human Resource committee. Motion carried. 8 ayes, 0 nays.

14. Miscellaneous reports.

1. South Wood County Airport Commission meeting held on February 1.
2. Wisconsin Rapids Fire Department monthly update for February.
3. Park and Recreation Commission meeting held on March 14.
4. McMillan Memorial Library Board of Trustees meetings held on January 17, February 21.
5. Housing Authority meetings held on December 27, and January 31.
6. Housing Authority Resident Advisory Board meeting held on February 6.
7. Wastewater Treatment Commission meeting held on January 9.
8. Water Works and Lighting Commission meetings held on February 21.

It was moved by Ferkey, and seconded by Koth to approve the miscellaneous reports and place them on file. Motion carried.

15. Referral of communications to committees.

Aldersperson Ferkey made a request that the City Clerk act as a liaison for referrals and periodically update Alderspersons on the status of their referrals.

Aldersperson Rayome made a referral to the Public Works Committee to address the condition of the alley west of 2nd Ave between Park St and Lyon St.

- 16. Consideration of changing the regular April Common Council meeting date; (2) confirmation of the date of the reorganizational meeting in April; (3) the possibility of urgent/time sensitive new business taken up (Clean Water Fund loan finance agreement) at the reorganizational meeting in April; (4) and a possible special meeting because of urgent/time sensitive new business (Clean Water Fund loan finance agreement), to be held on or before May 1.**

It was moved by Ferkey, and seconded by Kellogg to hold the regularly scheduled April Common Council meeting on Wednesday, April 11, at 6:00 p.m. The reorganizational meeting will be on April 17 at 6:00 p.m. Motion carried. 5 ayes, 3 nays, with Rayome, Kubisiak, and Dolan voting in the negative.

- 17. Adjourn.**

It was moved by Zurfluh, and seconded by Ferkey to adjourn. Motion carried unanimously. The meeting adjourned at 7:24 p.m.

Respectfully Submitted,
Paul Przybelski, City Clerk