

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

Wednesday, April 11, 2018

1. Call to order.

The meeting was called to order by Mayor Zachary J. Vruwink at 6:12 p.m.

2. Roll call.

Roll call indicated that the following Alderpersons were present:

Joseph Zurfluh
Todd Ferkey
Scott Kellogg
Tom Rayome
Thaddeus Kubisiak
Terry Dolan

Alderpersons Steve Koth, and Gregg Hepp were excused.

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

4. Reading of the minutes of the previous regular council meeting of March 20, 2018.

It was moved by Zurfluh, and seconded by Ferkey to dispense with the reading and approve the minutes of the March 20, 2018 meeting and place them on file. Motion carried. 6 ayes, 0 nays.

5. Explanation of visitor speaking procedure.

6. Mayor Vruwink's report.

Mayor Vruwink delivered his monthly report.

7. Presentation by the Clerk of the Mayor's March 26th veto of the Council's approval 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 Kubisiak, and seconded by Dolan to postpone this item until the April 17 Common Council meeting. Motion carried. 5 ayes, 1 nay, with Kellogg voting in the negative.

8. Report of the Planning Commission held on April 2.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: April 2, 2018
Report #1
Reported to Council: April 11, 2018

The Planning Commission met at 4:00 p.m. on April 2, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Shane Burkart, Fran Eron, Lee Thao, Joe Terry, Sue Wesley and Alderperson Ferkey. Others present were Adam Tegen, Bret Salscheider, Mike Bove, Steve Tyink, and Brian Hatzung.

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

1. Approval of the report from the March 5, 2018 Planning Commission meeting.

Motion by Burkart, second Eron by to approve the report from the March 5, 2018 Planning Commission meeting. Motion passed (7-0).

2. Maps and plats received.
 - a. Gerber CSM. The applicant is requesting Certified Survey Map approval for the reconfiguration of two parcels and the dedication of property as public road right-of-way. The subject properties are located at 1411 and 1431 1st Street North (Parcels 34-05515 and 34-05516).

Motion by Ferkey, second by Thao to approve the CSM reconfiguring parcels 34-05515 and 34-05516 as proposed on the attached CSM with the inclusion of 3' of street right of way along 1st Street. Motion passed (7-0).

- b. Other Maps and Plats
 - i. South Wood County YMCA certified survey map.

Motion by Burkart, second Eron by to approve the South Wood County YMCA CSM subject to staff comments and review. Motion passed (7-0).

- ii. James Vokoc extraterritorial certified survey map

Motion by Eron, second by Ferkey to approve the Vokoc Extraterritorial CSM noting that the right of way would be substandard of City requirements of 66'. Motion passed (7-0).

3. PLAN-18-0141; South Wood County YMCA. The applicant is requesting site plan approval to allow the redevelopment of a former mall into a new YMCA, Boys & Girls Club, and VA Clinic within a B-2, General Commercial Planned Unit Development District. The subject properties are located at 555 West Grand Avenue (Parcels 34-02581, 34-02582, 34-02597, 34-02597A, 34-02579, Part of 34-02621).

The proposed site plan, and landscaping were presented in detail as were staff recommendations for conditions for approval.

Motion by Vruwink, second Ferkey by to approve PLAN 18-0141 with the 7 modified conditions recommended by staff (attached). Motion passed (7-0).

4. Adjourn.

Motion by Eron, second Ferkey by to adjourn. Motion passed (7-0).
Meeting adjourned at 4:44 p.m.

End of report.

It was moved by Ferkey, and seconded by Zurfluh to accept the April 2 report of the Planning Commission and place it on file. Motion carried. 6 ayes, 0 nays.

9. Standing council committee reports:

a. **Report of the Finance and Property Committee held on April 9.**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Gregg Hepp

Terry Dolan

Date of Meeting: 04/09/2018
Reported to Council: 04/11/2018

The Finance and Property Committee met at 5:00 p.m. on Monday, April 9, 2018, in the third-floor conference room at the City Hall. All members were present, also present were Joe Bachman – Wisconsin Rapids City Times, Tim Desorcy, Adam Tegen, Melissa Reichert – Heart of Wisconsin Chamber of Commerce, Ellen Roeseler and Bob Kell – Wisconsin Rapids Community Theater, Alderperson Rayome, Alderperson Ferkey, and Alderperson Kellogg.

1. Call to order.

The meeting was called to order at 5:01 p.m. by Chairperson Joseph Zurfluh.

2. Request permission to apply for the Better Cities for Pets grant offered by Mars Petcare and the United States Conference of Mayors.

It was moved by Hepp, and seconded by Dolan to approve granting permission to apply for the Better Cities for Pets grant offered by Mars Petcare and the United States Conference of Mayors. Motion carried unanimously.

3. Consider approval of a request to fund the Façade Improvement Program within the Downtown Waterfront District and to have the program administered by the Heart of Wisconsin.

It was moved by Dolan, and seconded by Hepp to approve a request to fund the Façade Improvement Program within the Downtown Waterfront District and to have the program administered by the Heart of Wisconsin, the funding of \$23,250.00 will come from the room tax allocation for economic development budget. Motion carried unanimously.

4. Consider approval of a request to release the Request for Proposals for the East Town Plaza Redevelopment.

It was moved by Hepp, and seconded by Zurfluh to approve releasing a Request for Proposals for the East Town Plaza Redevelopment. Motion carried unanimously.

5. Review and approve a proposal from Tyler Technologies for the purchase, implementation and maintenance of new human resources / financial software.

It was moved by Dolan, and seconded by Hepp to approve a proposal from Tyler Technologies for the purchase, implementation and maintenance of new human resources / financial software in the amount of \$256,060.00. Motion carried unanimously.

6. Consider for approval a resolution amending the 2018 budget.

It was moved by Zurfluh, and seconded by Dolan to approve resolution number 12 amending the 2018 budget. Motion carried unanimously.

7. Consider a special events application submitted by Grove Elementary School and the Wisconsin Rapids Police Department for the Grove Elementary 70th Birthday Parade to be held on June 1, 2018; the applicant is requesting that Grove Ave, Lincoln St, Clyde Ave, and Port St be temporarily closed.

It was moved by Dolan, and seconded by Hepp to approve a special events application submitted by Grove Elementary School and the Wisconsin Rapids Police Department for the Grove Elementary 70th Birthday Parade to be held on June 1, 2018; the applicant is requesting that Grove Ave, Lincoln St, Clyde Ave, and Port St be temporarily closed. Motion carried unanimously.

8. Beverage operator license applications.

It was moved by Dolan, and seconded by Zurfluh to approve the following beverage operator license applications:

New applicants: James Hayes, Donald Kitowski, Jill Madden, Carl Saylor, Dawn Sylvester, Joshua Vetrone.

Renewal applicants: Chante Alarie, Brenda Altmann, Thomas Arndt, Daniel Banser, Jennifer Bartram, Kimberly Becker, Nathan Bogdan, Joann Bowman, Brittanie Calhoun, Jenelle Carter, Mary Cline, Nathaniel Cline, Stacy Coleman, Shannon Cornette, Paul Dean, Tamara Dhein, Jacob Elliott, Pamela Enerson, Gina Erickson, Curt Fischer, Julie Flewellen, Tandy Garvin, Tina Gryns, Mary Haessly, Craig Hanson, Susan Irwin, Merlin Jeffery, Beth Jennings, Elijah Jinsky, Robert Jinsky, Lianna Johnson, Terry Johnson, Surinder Kaur, Tammi Klish, Amy Kniprath, John Knolinski, Stacy Laramee, Jennel Larson, Jennifer Lukaszewski, Donald McClure, Marcus Metz, Jodi Milkey, Dallas Mittelstadt, Dawn Morgan, Janice Musch, Dianna Newberry, Tony Portesi, Colleen Pruss, Terry Reany Jr., Kathy Reich, James Revak, Travis Robinson, Ashlyn Roble, Lisa Rucinski, Thomas Sachs, Lori Saeger, Steven Sanger, Jennifer Sargent, Rick Scheller, Kevin Schelvan, James Schier, Allen Schlinsog, Ronald Shymanski, Elizabeth Sievers, Rosanna Simpson, Birdevinder Singh, Kulwant Singh, John Slattery, Theodore Sorrell, Karla Stanczyk, Stanley Sukow, Cheryl Vetrone, Kim Vetrone, Jessica Wasmundt, Herbert Weiland, Amy Wemark, Diane Wenzel, Melody Weslaski, Lisa Williams, Vanessa Wilson, Dawn Zabawa, Michael Zuege.

Motion carried unanimously.

9. Audit of the Bills – March 2018 (Check No. 71321 – 71840 and Manual Check No. 99635 – 99659).

It was moved by Zurfluh, and seconded by Hepp to approve check numbers 71321 – 71840 and manual check numbers 99635 - 99659. Motion carried unanimously.

10. Set next meeting date.

No action was taken on this item.

11. 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 Zurfluh, and seconded by Hepp 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 voted in the affirmative.

- a. In closed session, the Committee will discuss a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

In closed session, the Committee discussed a request from Wisconsin Rapids Community Theatre, Inc. to lease space in the Centralia Center.

- b. The Committee may return to open session and take action or make recommendations regarding the Wisconsin Rapids Community Theatre, Inc. request to lease space in the Centralia Center, or may adjourn in closed session.

It was moved by Dolan, and seconded by Zurfluh to return to open session. A roll call vote was taken and all members voted in the affirmative.

In open session it was moved by Zurfluh, and seconded by Dolan to direct city staff to negotiate a lease agreement with the Wisconsin Rapids Community Theatre, Inc. for space in the Centralia Center. Motion carried unanimously.

12. Adjourn.

It was moved by Zurfluh, and seconded by Dolan to adjourn. Motion carried unanimously. The meeting adjourned at 5:51 p.m.

End of report.

It was moved Zurfluh, and seconded by Ferkey to approve and adopt all actions contained in the April 9 report of the Finance and Property Committee holding out item number 6 for a separate vote. Motion carried. 6 ayes, 0 nays.

It was moved by Kubisiak, and seconded by Zurfluh to hold item 6 of the April 9 report of the Finance and Property Committee over until the next meeting of the Common Council on April 17. Motion carried. 6 ayes, 0 nays.

- b. **Report of the Public Works Committee held on April 3.**

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Steven Koth

Scott Kellogg

Date of Meeting: April 3, 2018
Reported to Council: April 11, 2018

The Public Works Committee met at 6:00 p.m. on Tuesday, April 3, 2018 in the first-floor conference room at City Hall. All members were present. Also attending were: Joe Terry, Joe Eichsteadt, and Joe Kosicki.

1. Review DPW report

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

2. Review and consider approval of Amendment No. 2 to the E Grand Ave design contract (ID 6999-07-19).

It was moved by Rayome, and seconded by Koth to approve Amendment No. 2 to the E Grand Ave design contract (ID 6999-07-19). Motion carried unanimously.

3. Review and consider approval of the amended Transportation Project Plat for the 2nd Ave S DOT project (ID 6999-03-20).

It was moved by Kellogg, and seconded by Rayome to approve of the amended Transportation Project Plat for the 2nd Ave S DOT project (ID 6999-03-20). Motion carried unanimously.

4. Review and consider approval of the Construction Services contract with MSA Professional Services for the East Riverbank Project.

It was moved by Koth, and seconded by Kellogg to approve of the Construction Services contract with MSA Professional Services at a cost not to exceed \$149,400 for the East Riverbank Project. Motion carried unanimously.

5. Review and consider approval of proposals for concrete pavement joint sealing on W Grand Ave, west of Riverview Expressway.

It was moved by Kellogg, and seconded by Rayome to approve of the proposal from American Paving Solutions for concrete pavement joint sealing on W Grand Ave, west of Riverview Expressway, at a cost of \$1.99 per lineal foot. Motion carried unanimously.

6. Review the 2017 MS4 Annual Storm Water Report submitted to DNR.

It was moved by Koth, and seconded by Rayome to approve the 2017 MS4 Annual Storm Water Report submitted to the DNR as presented. Motion carried unanimously.

7. Review request to discuss condition of the alley west of 2nd Ave between Park and Lyon St

The condition of the alley west of 2nd Ave between Park and Lyon St was discussed. No action was taken on this item.

8. Review Referral List

Item numbers 10, 11, 12, 13, and 14 were removed from the list.

9. Adjourn.

It was moved by Koth, and seconded by Kellogg to adjourn. Motion carried unanimously. The meeting adjourned at 6:59 p.m.

End of report.

It was moved by Rayome, and seconded by Kellogg to approve and adopt all actions contained in the April 3 report of the Public Works Committee. Motion carried. 6 ayes, 0 nays.

c. Report of the Human Resources Committee held on April 3.

Report of the Human Resources Committee

Todd Ferkey

Scott Kellogg

Thaddeus Kubisiak

Date of Meeting: April 3, 2018
Reported to Council: April 11, 2018

The Human Resources Committee met at 4:00 p.m. on Tuesday, April 3, 2018, in the Third Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Todd Ferkey and Thaddeus Kubisiak were present. Also present were Dawn Urban, Mayor Vruwink, Tim Desorcy, Travis Schalinske, Debbie Nash, Sue Schill, Paul Vollert, and Shane Blaser.

1. Call to order.

The meeting was called to order by Chairperson Todd Ferkey at 4:05 p.m.

2. Benefits presentation from M3.

Since we are waiting for additional information from M3, Chairperson Ferkey made a motion to table this agenda item. Motion was seconded by Alderperson Kubisiak. This item will be moved to a future HR Committee meeting. Motion carried.

3. Review/approve the request from DPW for a lump sum merit pay for its members of .16 percent of their base wages so total pay equals the two percent wage increase provided to other City employees.

Travis Schalinske explained the request. A motion was made by Chairperson Ferkey to approve the request and seconded by Alderson Kubisiak. Motion carried.

4. Review/approve our final proposal from Tyler Technologies for implementation and maintenance of Munis as our HR and Payroll Software.

Chairperson Ferkey made a motion to approve, and Alderperson Kubisiak seconded this motion. Approval was made for initial implementation costs of \$296,000 (including travel) and \$31,500 for initial Hardware and Software requirements costs. Approval was also granted for \$15,000 per year for annual server, back-up, and license maintenance costs as well as annual renewal costs for Munis software (estimated to be \$31,500). Motion carried.

5. Review/approve Parks Maintenance/Arborist modified job description.

Paul Vollert explained the request to modify the current position. Motion by Alderperson Kubisiak and second by Chairperson Ferkey to approve the modified job description and the Skilled Labor Class IV pay grade. Motion carried.

6. Adjourn.

Motion by Chairperson Ferkey and second by Alderperson Kubisiak to adjourn. Motion carried. The meeting adjourned at 4:44 p.m.

End of report.

It was moved by Ferkey, and seconded by Kubisiak to approve and adopt all actions contained in the April 3 report of the Human Resources Committee. Motion carried. 6 ayes, 0 nays.

10. Miscellaneous reports.

1. South Wood County Airport Commission meetings held on March 1, and March 15.
2. Housing Authority meeting held on February 28.
3. Police and Fire Commission meeting held on March 14.
4. Wisconsin Rapids Fire Department monthly update for March.

It was moved by Zurfluh, and seconded by Dolan to accept the miscellaneous reports and place them on file. Motion carried. 6 ayes, 0 nays.

11. Referral of communications to committees.

12. Adjourn.

It was moved by Zurfluh, and seconded by Ferkey to adjourn. Motion carried unanimously. The meeting adjourned at 6:50 p.m.

Respectfully submitted,
Paul Przybelski, City Clerk