



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

**Tuesday, September 18, 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  
Lee Graf  
Scott Kellogg  
Tom Rayome  
Steve Koth  
Jacob Cattanach  
Thad Kubisiak  
Shane Blaser

**3. Pledge of Allegiance and Silent Prayer.**

**4. Explanation of Visitor Speaking Procedure**

**5. Oaths of Office and Pinning Ceremony for:**

Fire Chief Scott Young, Deputy Fire Chief Robert Barteck, Lieutenant Matt Feder, Motor Pump Operator Justin Borski, Firefighter Justin Hansen

**6. Reading of the Minutes of the Regular Council Meeting of August 21, 2018.**

It was moved by Blaser, seconded by Zurfluh, to dispense with a reading and accept the minutes of the previous meeting. Motion carried, 8 ayes and 0 nays.

**7. Mayor Vruwink's report.**

Mayor Vruwink delivered his monthly report.

**8. Consider Confirmation of Mayor Vruwink’s Appointments to Various Committees,**

It was moved by Koth, seconded by Kellogg, to approve the appointment of William Hascall to the McMillian Memorial Library Board for a term expiring July 1, 2021. Motioned carried, 8 ayes and 0 nays.

**9. Appointment of a Commissioner to the Water Works and Lighting Commission for a term ending October 1, 2023.**

It was moved by Zurfluh, seconded by Kellogg to nominate John Bergin, close nominations, and cast a unanimous ballot for John Bergin to be re-appointed to the Water Works and Lighting Commission for a 5-year term ending October 1, 2023. Motion carried, 8 ayes and 0 nays.

**10. New Business - Ordinances and Resolutions:**

- a. First reading of an ordinance creating a Legislative Committee of the Common Council.

It was moved by Zurfluh, seconded by Blaser to approve the proposed ordinance creating a Legislative Committee of the Common Council, with the addition to the ordinance that the Legislative Committee would meet only when necessary. Ordinance No. 1245. Motion carried, 8 ayes and 0 nays.

- b. Consider a Resolution approving the filing of an objection to an appeal by Verso Corporation of manufacturing assessments for three parcels of property in the City of Wisconsin Rapids.

It was moved by Kubisiak and seconded by Zurfluh to approve the Resolution objecting to an appeal by Verso Corporation of manufacturing assessments for three parcels of property in the City of Wisconsin Rapids. Resolution No. 31 (2018). Motion carried, 8 ayes and 0 nays.

- c. Consider a Resolution exempting the City from paying the Wood County library tax in 2019.

It was moved Zurfluh by seconded by Rayome to approve the Resolution exempting the City from paying the Wood County Library Tax in 2019. Resolution No. 32 (2018). Motion carried, 8 ayes and 0 nays.

**11. Consider for Adoption the Actions of the Planning Commission at its Meeting on September 10:**

Report of the Planning Commission

Date of Meeting: September 10, 2018  
Reported to Council: September 18, 2018

The Planning Commission met at 4:00 p.m. on September 10, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Alderperson Thad Kubisiak, Lee Thao, Sue Wesley, and Shane Burkhart. Absent was Joe Terry. Others present were Adam Tegen, Alderperson Tom Rayome, and Dan Hanson, resident.

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

1. Approval of the reports from the June 4, 2018, June 19, 2018, and July 17, 2018 Planning Commission meetings.

Motion by Thao, second by Wesley, to approve the June 4, 2018, June 19, 2018, and July 17, 2018 minutes. Motion passed (5-0).

2. Maps and plats received.

- a. Pourchot 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 1940 Lincoln Avenue and 472 Miller Avenue (Parcels 34-11647 and 34-11645).

Motion by Burkart, second by Thao, to approve the Pourchot CSM. Motion passed (5-0).

- b. Vollert CSM. The applicant is requesting Certified Survey Map approval for the division of one parcel into two parcels and the dedication of property as public road right-of-way. The subject property is located at 2210 Baker Street (Parcel 34-10631).

Motion by Thao, second by Wesley, to approve the Vollert CSM. Motion passed (5-0).

- c. Polzin CSM. The applicant is requesting Certified Survey Map approval for the combination to two parcels into one and the dedication of property as public road right-of-way. The subject properties are located at 2820 and 2810 21<sup>st</sup> Place South (Parcels 34-14812 and 34-14811).

Motion by Wesley, second by Burkart, to approve the Polzin CSM subject to a 5 feet dedication on Grove Avenue. Motion passed (5-0).

- d. Other Maps and Plats

No other maps and plats received

3. Discussion on the referral from Alderperson Rayome on Section 11.03.03(a) of the Zoning Code as it relates to the makeup of the Planning Commission.

There was a discussion on feedback that several Alderpersons have received regarding non-residents on the Planning Commission and the history of the conversations already held on this item during the Zoning Code rewrite process. Alternative language was discussed which could further limit the participation of non-residents on the Commission. Several members noted that they bring value to the Commission due to their ties to the City, regardless of where they currently reside. It was noted that if the Commission or Council wishes to pursue an amendment to the Zoning Code it will require a public hearing before the Commission and final decision by Council.

No action was taken.

4. Discussion on a second monthly meeting date for the consideration of non-public hearing related requests such as site plan, architectural review or plan of operation.

With the adoption of the new zoning code there are additional reviews required for projects in the commercial and industrial areas. In order to reduce any potential delays in projects, it was suggested that an alternative date be established for non-public hearing items to be discussed and acted upon.

After a discussion, the Commission agreed to hold a second monthly meeting on the 3<sup>rd</sup> Monday of the month at 4 p.m. as needed.

5. Adjourn.

The next regularly scheduled meeting is October 1<sup>st</sup> at 4 p.m.

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

Meeting adjourned at 4:26 p.m.

Respectfully submitted by Adam Tegen, Acting Secretary.

**It was moved by Kellogg, seconded by Cattanach, to approve all actions of the Commission. Motion carried, 8 ayes and 0 nays.**

**12. Consider for Adoption the Actions of the Standing Committees of the Common Council, as Follows:**

**a. Finance and Property Committee meeting held on September 4:**

REPORT OF THE FINANCE AND PROPERTY COMMITTEE

Joseph Zurfluh

Shane Blaser

Jacob Cattanach

Date of Meeting: 09/04/2018  
Reported to Council: 09/18/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, September 4, 2018 in the first-floor conference room at the City Hall. All committee members 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. Review and consider for approval a request from the Community Development Department

1. Call to order.

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

2. Review and consider for approval a request from the Community Development Department to contract with CiviTek to rewrite the City's sign ordinance.

It was moved by Blaser, seconded by Cattanach to approve a contract with CiviTek for \$8,000 to rewrite the City's sign ordinance (Attachment No. 1). Motion carried unanimously.

3. Review and consider for approval a proposal from Andres Medical Billing, LTD to provide EMS billing services.

It was moved by Blaser, seconded by Cattanach to approve a one-year contract with Andres Medical Billing, LTD for ambulance billing services (Attachment No. 2). Motion carried unanimously.

4. Review and consider for approval a resolution amending the 2018 budget.

It was moved by Zurfluh, seconded by Cattanach to approve Resolution No. 30 amending the 2018 budget. (Attachment No. 3). Motion carried unanimously.

- 5 Beverage operator license applications.

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

Alex Bender Sarah Corry Heather Erdmann Joseph Fuller Allison Henneman  
Shannon Linklater Elizabeth Morrison Lindsay Rasplock Luanne Zager

Motion carried unanimously.

6. Consider approval of a "Class B" liquor license and Class "B" beer license application submitted by Idas, Inc., d/b/a Ida's Sports Bar & Grill, Robert D. Schultz, agent, for the premises located at 1981 Lincoln Street, Wisconsin Rapids.

It was moved by Blaser, seconded by Cattanach to approve a "Class B" liquor license and Class "B" beer license application submitted by Idas, Inc., d/b/a Ida's Sports Bar & Grill, Robert D. Schultz, agent, for the premises located at 1981 Lincoln Street, Wisconsin Rapids.

- 7 Audit of the Bills – August 2018 (Check No. 73378 - 73720 and Manual Check No. 99738 – 99756)

It was moved by Cattanach, and seconded by Zurfluh to approve Check No. 73378 - 73720 and Manual Check No. 99738 – 99756. Motion carried unanimously.

8. Set next meeting date. The next regular meeting of the Finance and Property Committee will be on Tuesday, October 2, 2018.
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 Cattanach, and seconded by Zurfluh 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 negotiations and strategy related to acquisition of properties in the downtown area. In closed session, the Committee discussed negotiations and strategy regarding acquisition of properties in the downtown area.
  - b. The Committee may return to open session and take action or make recommendations regarding item 11(a) and 11(b), or may adjourn in closed session.
10. Adjourn.

In closed session it was moved by Blaser, and seconded by Zurfluh to adjourn. Motion carried unanimously. The meeting adjourned at 6:15 p.m.

It was moved by Zurfluh, seconded by Cattanach, to approve and adopt all actions of the Committee. Motion carried, 8 ayes and 0 nays.

12. b. Public Works Committee meeting held on September 4, 2018:

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Thaddeus Kubisiak

Lee Graf

Date of Meeting: 09/04/2018  
Reported to Council: 09/18/2018

The Public Works Committee met at 6:35 p.m. on Tuesday, September 4, 2018, in the first-floor conference room at City Hall. The meeting was publicly noticed to start at 6:00 p.m. but was delayed by an ongoing Finance and Property Committee meeting. 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 and available to view online at [www.wirapids.org](http://www.wirapids.org).

2. Review Wastewater engineering services costs associated with changes in conditions of the west side lift station project.

It was moved by Kubisiak, and seconded by Rayome to acknowledge the documents and postpone action indefinitely until such time that it becomes necessary to do so. Motion carried unanimously

3. Discuss policy and ordinance development/modifications for automated refuse and recycling services

Discussion included cart selection timeline, scope of services to multiple units that are owner occupied, mobile home and trailer park collection, cart sizes, bulk collection items, truck proposals, leaf collection. See attached discussion notes on garbage collection.

4. Consider preliminary resolutions to resurface the following alleys, recently inspected and found in poor shape:

- a. Alley west of 18th Ave N from Grand Ave to High Street
- b. Alley north of High Street from 16th Ave N to 17th Ave N
- c. Alley north of Alton St from 18th Ave S to 19th Ave S
- d. Alley west of Elm St from Sherman St to Chestnut St
- e. Alley west of Elm St from Chestnut St to Mead St

It was moved by Rayome, and seconded by Kubisiak to approve the preliminary resolutions for the aforementioned alleys. Motion carried unanimously.

5. Consider policy to allow the City Engineer to authorize and issue permits to property owners to occupy the right-of-way for sprinkling systems and irrigation conduits.

It was moved by Rayome, and seconded by Kubisiak to allow the City Engineer to authorize and issue permits regarding private assets in the public right-of-way. Motion carried unanimously.

6. Review parking regulation changes necessary to accommodate traffic changes on 16th St S from East Riverview Expressway to Clyde Av

It was moved by Kubisiak, and seconded by Graf to approve an ordinance for the parking changes along 16th St S between Clyde Ave. and East Riverview Expressway. Motion carried unanimously

7. Review and consider approval of the qualified, low bidder for the 2018 Sewer Lining Project.

It was moved by Kubisiak, and seconded by Graf to approve Terra Engineering & Construction Corp. as the qualified, low bidder in the amount of \$124,662.50. Motion carried unanimously.

8. Review Referral List

Item number 23 of the list was removed. Kubisiak requested an item be added regarding the One Mile Creek storm sewer capacity at Airport Ave for 2019.

9. Adjourn.

It was moved by Rayome, and seconded by Kubisiak to adjourn. Motion carried unanimously. The meeting adjourned at 8:55 p.m.

**It was moved by Rayome, seconded by Koth, to approve and adopt all actions of the Committee. Motion carried, 8 ayes and 0 nays.**

**12. c. Human Resources Committee meeting held on September 7:**

HUMAN RESOURCES COMMITTEE MEETING

September 7, 2018 Meeting  
Reported to Council on September 18, 2018

Steve Koth, Chairperson

Scott Kellogg, Secretary

Joe Zurfluh

The Human Resources Committee met at 1 pm on Friday, September 7, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Steve Koth, Joe Zurfluh, and Scott Kellogg were present. Also present were Mayor Vruwink, Sue Schill, Dawn Urban, Tim Desorcy, Ryan Giefer, Scott Young, Aaron Palbrach, and Erman Blevins.

1. Call to order.

The meeting was called to order by Chairperson Steve Koth at 1 pm.

2. Review and consider approval of an increase for Wastewater Operator on-call pay.

Dawn Urban indicated that Wastewater has requested an increase for on-call pay from \$20 per day to \$30 per day. Ryan Giefer, Wastewater Superintendent, provided a brief explanation for the purpose of this request. He also indicated that the City should recognize overall cost savings due to employees being able to monitor via remote alarms. The City has proposed that this be approved on a trial basis for October 1, 2018 through May 31, 2018.

Chairperson Koth made a motion to approve this request as presented, and this motion was seconded by Alderperson Kellogg. Motion carried.

3. Review and consider approval of the Fire and Finance Department Clerk share position in connection with the proposed contracted services for ambulance billing.

Dawn Urban explained that the intent of this position is to modify the current Billing Clerk position in the Fire Department since this individual currently spends a significant amount of time working on ambulance billing.

Alderson Kellogg made a motion to approve this Job Description as presented, and this motion was seconded by Alderson Zurfluh. Motion carried.

4. Review referral from Alderson Blaser concerning the City's current residency requirement.

There was a discussion about this request. Police Chief Blevins indicated that he is supportive of changing the residency requirement to 30 miles. Fire Chief Young stated that he is also supportive of changing the residency requirement to 30 miles with the understanding that those EMS staff who live more than 15 miles from the border are not eligible for off-duty transfers or emergency call-ins.

A motion was made by Chairperson Koth to change the residency ordinance to require that the emergency personnel listed must live within 30 miles of the boundary of the City of Wisconsin Rapids. However, the ordinance is also amended to provide that the Chiefs of the Police and Fire Departments may enact policies which prohibit employees who live more than 15 miles from the boundary of the City of Wisconsin Rapids to be eligible for certain teams, duties, or call-ins which require timely response. This motion was seconded by Alderson Zurfluh. Motion carried.

5. Set next meeting date.

The next HR Committee meeting has been scheduled for 7 am on October 5, 2018 in the first floor conference room of City Hall.

6. The Committee may vote to go into closed session pursuant to 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 negotiation strategy regarding successor labor agreements with International Association of Firefighters Local 425, Wisconsin Rapids Professional Police Association, and AFSCME Local 1075.

A motion to go into closed session was made by Chairperson Koth and seconded by Joe Zurfluh. A roll call vote was taken and all members voted in the affirmative.

In closed session, the Committee discussed negotiation strategy regarding successor labor agreements with International Association of Firefighters Local 425, Wisconsin Rapids Professional Police Association, and AFSCME Local 1075.

The meeting adjourned in closed session at 2:17 pm.

**It was moved by Koth, seconded by Zurfluh, to approve and adopt all actions of the Committee. Zurfluh then requested to hold out item #2 and Koth requested to hold out Item #4. Mayor Vruwink asked for unanimous consent to amend the motion to hold out items #2 and #4. There was no objection. The motion adopting the balance of the report carried, 8 ayes and 0 nays.**

**It was moved by Zurfluh, seconded by Blaser, to approve item #2. Koth requested to amend the motion and send item #2 back to the HR Committee for clarification. Mayor Vruwink asked for unanimous consent to amend the motion to send item #2 back to the HR Committee for clarification. There was no objection. Motion carried, 8 ayes and 0 nays.**



It was motioned by Zurfluh, seconded by Blaser, to hold over item #4 to the next council meeting. Motion carried, 7 ayes and 1 nay, with Kubisiak voting in the negative.

**13. Reports of Other Committees, Commissions and Boards; Department Reports**

1. Water Works and Lighting Commission meetings held August 8 (Regular and Special).
2. Police and Fire Commission meeting held August 8.
3. South Wood County Airport Commission meeting held August 2
4. Wisconsin Rapids Fire Department monthly update for August.
5. Mayor's Youth Council meeting held August 8.
6. Wastewater Treatment Commission meeting held September 5.

It was moved by Zurfluh, seconded by Blaser, to approved the reports of Other Committees, Commission and Boards. Motion carried, 8 ayes and 0 nays.

**14. Referral of Communications to Committees.**

Aldersperson Koth made a referral to have a Committee of the Whole meeting to consider a resolution in support of Incourage Foundation's Tribune Building project.

Aldersperson Blaser made a referral to the Committee of the Whole to consider having a Special Election at the April 2019 Spring Election for the City Clerk vacancy

Aldersperson Graf made a referral to the Committee of the Whole to discuss job duties and pay for the Deputy City Clerk.

Aldersperson Zurfluh requested information from City staff regarding the status of an alley near 4<sup>th</sup> Avenue and West Grand Avenue.

Council President Kubisiak inquired about availability for a Committee of the Whole meeting on Tuesday, September 25, 2018, at 4:30 p.m. A meeting will be held at that time.

**15. Adjourn.**

It was moved by Zurfluh, seconded by Koth, to adjourn. Motion carried, 8 ayes and 0 nays. The meeting adjourned at 7:25 p.m.

Sue Bravick, Deputy City Clerk