



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

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

3. Presentation of the Colors

4. Pledge of Allegiance and Silent Prayer in Lieu of Invocation

5. Administration of Oath of Office for new Police Officer Paul Zalewski

6. Explanation of Visitor Speaking Procedure

7. Reading of the Minutes of the Previous Meeting

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

8. Mayor Vruwink's report.

9. Consider Confirmation of Mayor Vruwink's Appointments to Planning Commission, Board of Zoning Appeals, and Redevelopment Authority.

It was moved by Zurfluh, seconded by Blaser, to approve the appointments of: Dan Hanson to the Planning Commission, to a three-year term expiring May 1, 2021; Lee Thao as a reappointment to the Planning Commission, to a three-year term expiring May 1, 2021; Lee Gossick as a reappointment to the Board of Zoning Appeals, to a three-year term expiring November 1, 2020; and Jennifer Gossick as a reappointment to the Redevelopment Authority, to a five-year term expiring February 1, 2023. Motion carried, 8 ayes and 0 nays.

10. Consider an Ordinance Revising the City's Employee Residency Requirement for Emergency Personnel.

It was moved by Blaser, seconded by Zurfluh, to postpone action on this item. Motion carried, 8 ayes and 0 nays.

11. Consider a Resolution of Support for Incentive Community Foundation's Tribune Building Project (Referral from the Committee of the Whole).

It was moved by Blaser, seconded by Koth, to approve the Resolution. Motion carried, 8 ayes and 0 nays.

12. Consider a Special Election in Spring 2019 for the City Clerk position. Any order for such an election would be made at the November Council meeting. (Referral from the Committee of the Whole)

It was moved by Blaser, seconded by Koth, to direct the City Attorney to prepare an Order for a Special Election to be considered at the November Council meeting. Motion carried, 8 ayes and 0 nays.

13. Consider for Adoption the Actions of the Planning Commission at its Meeting on October 1:

The Planning Commission met at 4:00 p.m. on October 1, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Alderperson Thad Kubisiak, Lee Thao, Sue Wesley. Absent was Shane Burkhart. Staff members present included Community Development Director Adam Tegen and secretary Joe Terry. Others present were Larry Hayes, Dan Hansen, and Mike Zurfluh.

1. Approval of the report from the September 10, 2018 Planning Commission meeting.
Motion by Wesley, second by Thao, to approve the September 10, 2018 minutes. Motion passed (4-0).
2. Maps and plats received.
Review of Kingery extraterritorial Certified Survey Map.
Motion by Wesley, second by Thao, to approve the Kingery extraterritorial Certified Survey Map with the condition that the map complies with the right of way requirement for County Road W of 100' consistent with the City's Official right-of-way map. Motion passed (3-1).
3. Public Hearing on PLAN-18-0810; Michael Zurfluh. The applicant is requesting a rezoning from the R-2, Mixed Residential District to the B-2, General Commercial District. The subject properties are located at 400 and 404 Daly Avenue (Parcels 34-11000 and 34-11000-1).
Public Hearing called to order at 4:08 p.m.
Speaking in favor:
Mike Zurfluh
Speaking against:
None
Public Hearing closed at 4:11 p.m.
4. Action on PLAN-18-0810; Michael Zurfluh.
Motion by Kubisiak, second by Wesley, to postpone the decision on PLAN-18-0810 to the October 15, 2018 Planning Commission meeting at 4 p.m. Motion passed (4-0).

5. PLAN-18-0829; Wood Trust Bank. The applicant is requesting site plan and architectural review for the update of a banking facility located at 2651 8th Street South (Parcel 34-12629). Motion by Kubisiak, second by Thao, to approve PLAN-18-0829; Wood Trust Bank site plan and architectural review on Parcel 34-12629 subject to the following conditions:
 - 1) The exterior materials and design of the renovation to the building shall be constructed in substantial conformance with the proposed exterior elevation plans prepared by the Redmond Company dated 9-17-2018.
 - 2) The landscape plan prepared by InState Landscape Design dated 9-14-2018 shall be revised to include a minimum of 69 landscape points in the landscape island adjacent to 8th Street South while maintaining adequate vision sight distance. The landscaping may consist of a higher proportion of shrubs and low trees to minimize any visual impact on the existing sign. Landscaping shall be installed prior to issuance of an occupancy permit for the renovated facility.
 - 3) Compliance with all other applicable codes and ordinances.
 Motion passed (4-0).
6. Motion by Kubisiak, second by Thao, to adjourn.
 Motion passed (4-0). Meeting adjourned at 5:01 p.m.
 The next meeting of the Planning Commission will take place on October 15th at 4 p.m.

It was moved by Koth, seconded by Cattnach, to approve and adopt all actions of the Planning Commission. Motion carried, 8 ayes and 0 nays.

14. Consider for adoption the actions of the Planning Commission at its Meeting on October 15:

The Planning Commission met at 4:00 p.m. on October 15, 2018 in the first-floor conference room of City Hall. Members present included Mayor Vruwink, Alderperson Thad Kubisiak, Lee Thao, Sue Wesley. Absent was Shane Burkhart. Staff members present included Community Development Director Adam Tegen and secretary Joe Terry. Others present were Dan Hanson, and Mike Zurfluh.

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

1. Approval of the report from the October 1, 2018 Planning Commission meeting.
 Motion by Wesley, second by Thao, to approve the October 1, 2018 minutes. Motion passed (4-0).
2. Maps and plats received.
 Other Maps and Plats
 No other maps and plats received
3. Action on PLAN-18-0810; Michael Zurfluh requesting a rezoning from the R-2, Mixed Residential District to the B-2, General Commercial District. The subject properties are located at 400 and 404 Daly Avenue (Parcels 34-11000 and 34-11000-1).
 Motion by Thao, second by Kubisiak to approve rezoning parcel 34-11000 (400 Daly Avenue) from R-2 to B-2; conditionally upon permitting a sign with a maximum height of 17 feet, maximum face size of 96 square feet, and consistent with the design proposed (attached) with all other free standing and building signs removed.
 Motion passed (3-1). Wesley voted no.
4. Motion by Thao, second by Kubisiak, to adjourn. Motion passed (4-0).
 Meeting adjourned at 5:04 p.m.

It was moved by Koth, seconded by Blaser, to approve and adopt all actions of the Planning Commission. Rayome requested that item #3 be held out; Mayor Vruwink asked for unanimous consent to amend the motion to hold item #3 out for separate vote; No objection was made. Motion to approve and adopt the balance of the report carried, 8 ayes and 0 nays.

It was moved by Rayome, seconded by Kellogg, to re-zone parcels 34-11000 and 34-11000-1 (400 Daly Avenue and 404 Daly Avenue) from R-2 to B-3. Rayome requested that the motion be amended to only re-zone parcel 34-

11000 from R-2 to B-3. Mayor Vruwink asked for unanimous consent to amend the motion as requested. No objection was made. Motion was defeated 3 ayes and 5 nays, with Zurfluh, Graf, Koth, Kubisiak, and Blaser voting in the negative.

It was moved by Kubisiak, seconded by Koth, to adopt the actions of the Planning Commission regarding item #3, including the conditions as outlined by the Planning Commission. Motion carried, 7 ayes and 1 nay, with Rayome voting in the negative.

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

(a) Report of the Finance and Property Committee held on October 2:

Date of Meeting: 10/02/2018
Reported to Council: 10/16/2018

The Finance and Property Committee met at 5:00 p.m. on Tuesday, October 2, 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 to allocate unused budget funds intended for concrete joint sealing to the reconstruction a portion of the bike trail from Boles Creek boat landing to the north in Ben Hanson Park.
It was moved by Zurfluh, seconded by Cattanach to approve the request to allocate unused budget funds intended for concrete sealing to the reconstruction of a portion of the bike trail from Boles Creek boat landing to the north in Ben Hanson Park. Motion carried unanimously.
3. Review and consider for approval a request to purchase a leased hydraulic hammer.
It was moved by Blaser, and seconded by Zurfluh to approve the purchase of a hydraulic hammer from Aring Equipment for \$56,619.42. Motion carried unanimously.
4. Review and consider for approval a request to purchase two single pass automated refuse trucks.
It was moved by Cattanach, seconded by Zurfluh to purchase two 2020 refuse trucks from Jx Truck Center and Stepp Equipment for \$524,109.96. Motion carried unanimously.
5. Review and consider a request from Supermass Studio for an additional fee regarding the design services related to the East Riverbank Project.
It was moved by Blaser, and seconded by Cattanach to approve the request from Supermass Studio for additional fees in the amount of \$30,587 for scope changes, unforeseen modifications and geotech work related to the East Riverbank project. Motion carried unanimously.
6. 2019 Budget update.
Mayor Vruwink updated the Finance Committee on the status of the 2019 Budget and the Committee discussed future meeting dates to review the departmental budget requests. No action was taken.
7. Beverage operator license applications.
It was moved by Blaser, and seconded by Zurfluh to approve the following beverage operator license applications:
Kevin Aquilar, Roberta Andryszkiewicz, Michael Barrett, Stephanie Bradley, Emily Elmner, Samantha Gukenberger, Rikkilee Holden, Benita Hughes, Bethany Kitowski, Tessa Murray, Casie Oleson, Lisa Onslow, Michael Orminski, Candace Pudder, Keith Sams, Matthew Styka, Patricia Volz, Brianna Waldkirch, Dana Zeman
Motion carried unanimously.
8. Audit of the Bills – September 2018 (Check No. 73721 - 74077 and Manual Check No. 99755 – 99778)
It was moved by Blaser, and seconded by Cattanach to approve Check No. 73721 - 74077 and

- Manual Check No. 99755 – 99778. Motion carried unanimously.
9. Set next meeting date.
The Finance Committee scheduled the following meetings to review the 2019 Budget.
Tuesday, October 9th at 6:30 p.m. – Protective Services
Thursday, October 18th at 6:00 p.m. - DPW
 10. 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 Blaser, and seconded by Cattnach 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 the sale of property in the Rapids East Commerce Center.
In closed session, the Committee discussed negotiations and strategy related to the sale of property in the Rapids East Commerce Center.
 - b. The Committee may return to open session and take action or make recommendations regarding item 10(a), or may adjourn in closed session.
 11. In closed session it was moved by Blaser, and seconded by Cattnach to adjourn. Motion carried unanimously. The meeting adjourned at 6:22 p.m.

It was moved by Zurfluh, seconded by Cattnach, to approve and adopt all actions of the Finance and Property Committee. Graf requested that item #5 be held out; Mayor Vruwink asked for unanimous consent to amend the motion to hold item #5 out for separate vote; No objection was made. Motion to approve and adopt the balance of the report carried, 8 ayes and 0 nays.

It was moved by Koth, seconded by Cattnach, to approve item #5. Motion carried, 5 ayes and 3 nays, with Graf, Kubisiak, and Koth voting in the negative.

(b) Report of the Finance and Property Committee held on October 9:

Date of Meeting: 10/09/2018
Reported to Council: 10/16/2018

The Finance and Property Committee met at 6:30 p.m. on Tuesday, October 9, 2018 in the first-floor conference room at City Hall. All committee members were present with Alderperson Cattnach attending by phone. 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 6:30 p.m.
2. Review and discuss 2019 Departmental Budget Requests with the focus on reviewing the protective services budgets.
Police Chief Blevins and Fire Chief Young review their respective 2019 Departmental operating and outlay budget requests with the Finance Committee. As a product of the discussion, the Committee identified the following current/future budget priorities:
 1. Overtime allocated to a drug interdiction program
 2. Police officer body cameras
 3. Station No. 1 and No. 2 building improvementsNo action was taken.
3. Set next meeting date.
The next meeting date for the Finance Committee will be October 18, 2018, to review the Department of Public Works 2019 budget requests.
4. 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 Blaser, 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 discussed the evaluation of proposals for the shared ride taxi service for the City of Wisconsin Rapids for the contract years 2019 through 2023.
 - b. In closed session the committee discussed negotiations and strategy related to the sale of property in the Rapids East Commerce Center.
No action was taken.
 - c. The Committee did not vote to go into open session.
5. In closed session it was moved by Blaser, and seconded by Zurfluh to adjourn. Motion carried unanimously. The meeting adjourned at 8:45 p.m.

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

(c) Report of the Public Works Committee held on October 2:

Date of Meeting: 10/2/2018

Reported to Council: 10/16/2018

The Public Works Committee met at 6:30 p.m. on Tuesday, October 2, 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. Also attending were staff members Joe Terry and Paul Vollert and alderpersons Jake Cattnach and Shane Blaser

1. Review DPW report
The DPW report was reviewed and available to view online at www.wirapids.org.
2. A request from the property owner at 511 Maple St to remove sidewalk on Elm St. since it is in poor condition and is not connected to any other sidewalk.
It was moved by Kubisiak, and seconded by Graf to allow the sidewalk at 511 Maple identified by the City as defective to be removed with costs associated with removal assessed to property owner. Motion carried.
3. A request from Alderperson Blaser to add an exemption to the Overnight Parking ordinance with would exempt homeowners from the alternate side parking ordinance that live on streets that doesn't allow parking on the alternate side of the street.
No action taken.
4. Discuss policy and ordinance development/modifications for automated refuse and recycling services.
Ordinance language was discussed. Staff will draft language based on discussion and bring it to the November public works meeting for review.
5. Review Referral List
The referral list was reviewed
6. It was moved by Rayome, and seconded by Kubisiak to adjourn. Motion carried unanimously. The meeting adjourned at 8:58 p.m.

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

(d) Report of the Public Works Committee held on October 16:

Date of Meeting: 10/16/2018
Reported to Council: 10/16/2018

The Public Works Committee met at 5:55 p.m. on Tuesday, October 16th, 2018, in the first-floor conference room at City Hall. Tom Rayome and Thaddeus Kubisiak were present. A list of all others attending is on file in the Clerk's Office.

1. Review and consider approval of the revised Relocation Order and Right-of-Way Plat for E Grand Ave from 3rd St to 8th St (WI DOT Project # 6999-07-19).
It was moved by Rayome, seconded by Kubisiak to approve the revised Relocation Order and Right-of-Way Plat. Motion failed 1:1 .
2. It was moved by Kubisiak, and seconded by Rayome to adjourn. Motion carried unanimously. The meeting adjourned at 6:00 p.m.

It was moved by Rayome, seconded by Graf, to approve the actions of the Public Works Committee. Rayome requested that the motion be amended to approve the relocation order and right of way plat. Mayor Vruwink asked for unanimous consent to amend the motion. Motion carried, 7 ayes and 1 nay, with Kubisiak voting in the negative.

(e) Report of the Human Resources Committee held on October 5:
October 5, 2018 Meeting
Reported to Council on October 16, 2018

The Human Resources Committee met at 7 am on Friday, October 5, 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 Alderperson Shane Blaser, Mayor Vruwink, Sue Schill, Dawn Urban, Joe Terry, Derek Matykowski, Ben Goodreau and Justin Pluess.

1. Call to order.
The meeting was called to order by Chairperson Koth at 7:03 a.m.
2. Review and consider approval of an increase for Wastewater Operator on-call pay. (This agenda item was held out at the 9/18/18 Council meeting.)
Joe Terry provided further clarification for this request. The request is to increase on-call pay from \$20 per day to \$30 per day. It was reiterated that Operators will continue to be paid for all hours worked. For example: If an Operator needs to respond to an alert and works for 10 minutes, this Operator will be paid for 15 minutes of work (the smallest increment of time in our payroll system).
Chairperson Koth made a motion to approve this request as presented, and this motion was seconded by Alderperson Zurfluh. Motion carried.
3. Discussion around health and dental claims experience and benefits philosophy. Dental contribution rates will not change for 1/1/19. Health insurance contribution rates will default to ten percent for 2019. Previously, the wellness plan was modified eliminating the 5 percent incentive. No action requested.
There was a brief discussion. Dawn Urban indicated that the City is not increasing dental rates for 1/1/19 (even though dental claims continue to exceed dental premiums) since the health insurance contribution rates will increase for 1/1/19.
4. Review/consider approval of the revised Unpaid Leave policy (for clarification purposes).
Dawn Urban explained that the purpose of revising this policy is for clarification. This policy addresses unpaid leave that is not related to FMLA or a serious health condition. There were a few minor changes and criteria was added in an effort to apply this policy fairly and consistently.
A motion was made by Chairperson Koth to accept the revised policy as presented. Alderperson Zurfluh seconded the motion. Motion carried.
5. Set next meeting date.

The next HR Committee meeting has been scheduled for 1 pm on November 9, 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) (c) of the Wisconsin Statutes, which reads:

“Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”

A motion to go into closed session was made by Chairperson Koth and seconded by Alderperson Kellogg. Roll call vote taken. All members voted in the affirmative and the motion carried.

In closed session, the Committee reviewed the referral from Alderperson Lee Graf.

7. Motion made by Chairperson Koth and seconded by Alderperson Kellogg to return to open session. Motion carried.

In open session, the Committee discussed that the Deputy Clerk reports to the Mayor, and that the HR Director and Mayor have met with the Deputy Clerk multiple times to make sure that no duties are missed. Relief Clerical help has been offered, as well as the scheduling of election workers to assist with early voting. The Deputy Clerk is confident that all duties are being taken care of. The Committee also discussed that the request for additional compensation for the Deputy Clerk falls under the City’s current Merit Pay policy, and that Mayor Vruwink plans to request from the HR Committee additional compensation for the Deputy Clerk at the completion of the period of her additional duties.

Motion by Chairperson Koth, seconded by Alderperson Kellogg, to defer to the Merit Pay policy on this matter, and the Committee will consider compensation pursuant to the policy once her duties are complete and the Mayor makes the request. Motion carried.

A referral to the H.R. Committee was then made to review the current Merit Pay policy.

8. Alderperson Zurfluh made a motion to adjourn, and this motion was seconded by Chairperson Koth. Motion carried. The meeting adjourned at 8:35 a.m.

It was moved by Koth, seconded by Kellogg, to approve and adopt the actions of the Human Resources Committee, holding out item #2. Graf requested that item #4 be held out. Mayor Vruwink requested unanimous consent to amend the motion. There was no objection. A motion on the balance of the items carried, 8 ayes and 0 nays.

It was moved by Koth, seconded by Kellogg, to refer item #2 to back to the Human Resources Committee to work out a more thorough policy. Motion failed 1 aye and 7 nays. Koth voted in the affirmative.

It was moved by Zurfluh, seconded by Kellogg, to approve item #2. Motion carried, 8 ayes and 0 nays.

It was moved by Koth, seconded by Zurfluh, to approve item #4. Motion carried, 6 ayes and 2 nays, with Kubisiak and Kellogg voting in the negative.

(f) Report of the Human Resources Committee held on October 12:

Human Resources Committee

Meeting Date: October 12, 2018

Reported to Council: October 16, 2018

The Human Resources Committee met on Friday, October 12, 2018, in the First Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids. Alderpersons Koth and Kellogg were present. Alderperson Zurfluh was excused. Also present were Mayor Vruwink and Sue Schill.

1. The meeting was called to order by Chairperson Koth at 10:03 a.m.
2. Consider hiring an elections administration assistant for a limited term (not to exceed 36 hours in total) in the Clerk’s Office to assist with the General Election. This would include

voting machine testing, a chief election inspector meeting, assistance with set-up of election sites, election day oversight, and post-election assistance.

Motion by Koth, second by Kellogg, to approve the hiring of a consultant or employee for a limited term, not to exceed 36 hours in total, to assist with vote machine testing, setting up election sites, and election day and day after election assistance; the wage or contract rate would be \$25 per hour; and the City shall notice that it is seeking such a person/contractor, with a deadline to express interest to the City of 4:30 p.m. October 18; the Mayor shall choose the person/contractor by October 19. Motion carried.

3. Motion by Kellogg, second by Koth, to adjourn. Motion carried. Meeting adjourned at 10:18 a.m.

It was moved by Koth, seconded by Cattnach, to approve and adopt the actions of the Human Resources Committee. Motion carried 5 ayes and 1 nay, with Kubisiak voting in the negative and Blaser and Graf abstaining.

16. Reports of Other Committees, Commissions and Boards; Department Reports

- a. Wisconsin Rapids Housing Authority held on July 11, July 25 and August 29.
- b. McMillan Memorial Library held on August 15, September 19, and September 26.
- c. Mayor's Youth Council held on September 12.
- d. Police & Fire Commission held on September 12 and October 10.
- e. Committee of the Whole held on September 25.
- f. Wisconsin Rapids Fire Department report for September.
- g. Water Works and Lighting Commission held on September 12.
- h. Wastewater Treatment Commission held on October 3.
- i. South Wood County Airport Commission held on September 6.
- j. Board of Zoning Appeals held on October 9.

It was moved by Koth, seconded by Zurfluh, to place the reports and minutes on file. Motion carried, 8 ayes and 0 nays.

17. Referral of Communications to Committees.

Aldersperson Koth made a referral to the Human Resources Committee for a policy to be developed for wastewater treatment operators regarding their duties and liabilities regarding call-ins.

Aldersperson Blaser made a referral that the Human Resources Committee consider handling labor negotiations during their meetings.

Aldersperson Blaser made a referral to the Human Resources Committee to review the Recruitment and Selection, and Requesting Personnel policies.

Aldersperson Zurfluh made a referral for an update on the junked vehicles ordinance and enforcement.

18. Adjournment.

It was moved by Zurfluh, seconded by Rayome, to adjourn. The meeting adjourned at 8:02 p.m.