



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, FEBRUARY 15, 2022
6:00 P.M.
CITY HALL COUNCIL CHAMBERS
AND VIA VIDEOCONFERENCE

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, February 15, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 846 3712 4105.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. If a member of the public wishes to submit comments to the Council regarding an agenda item, please contact Mayor Blaser via email or phone at mayor@wirapids.org or 715-421-8216 before the meeting.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on January 18, 2022 (See Attachment #1)
5. Discuss and consider for confirmation Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent, as recommended by the Human Resources Committee at its meeting on February 10, 2022
6. Comments from Jim Paine, Mayor of the City of Superior, WI, regarding the responsible bidder ordinance
7. Consider the appointment of two City representatives to the reconvened Standing Committee for the Superior Creek Landfill, LLC Expansion
8. Consider for adoption a general ordinance amending portions of Section 340.004 of the Municipal Code, creating an all-way stop at 12th Street South and Chestnut Street. This item was recommended for approval at the January Council meeting, but the ordinance was not provided at that meeting. (See Attachment #2)
9. Consider for Adoption the Actions of the Planning Commission at its meeting held on February 7, 2022:
 1. Approval of the reports from the December 6, 2021 and January 3, 2022 Plan Commission meetings
 2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
 3. **PLAN-22-0044; RC Rapids East LLC** – request for Certified Survey Map approval to combine and create four lots south of Poplar Street, between Third Street North and Fourth Street North (Parcel ID's 3405243, 3405242, 3405225, 3405226, 3405241, 3405227, 3405240, 3405228, 3405239, & 3405229)
 4. **PLAN-22-0060; RC Rapids East LLC** – request for Certified Survey Map approval to combine and create two lots north of Spring Street, between Second Street North and Third Street North, which includes the dedication of right-of-way along Spring Street (Parcel ID's 3405351, 3405223, 3405222 & 3405221)
 5. **PLAN-22-0039; Marshfield Clinic Health System** – Site Plan Review and Architectural Review to construct a Health Care Center and other site improvements at 220 24th St. S. (Parcel ID 3410784)
 6. Adjourn
10. Consider for Adoption the Actions of the Standing Committees of the Common Council, as Follows:
 - A. Finance and Property Committee meeting held on February 1, 2022:
 1. Call to Order
 2. Review and approve the equipment replacement plan for 2022 and portion of 2023
 3. Review and set rates for Contractors and Non-Resident Compost site passes for 2022
 4. Consider a request from the Police and Fire Commission to allocate funding and approval of a budget transfer resolution for the recruitment of a Fire Chief

5. Review 2023 Budget timeline and procedure
6. Discuss possible American Rescue Plan Act grant projects
7. Audit of the Bills
8. Set next meeting date
9. Adjourn.

B. Public Works Committee meeting held on February 3, 2022:

1. Call to order
2. Review the proposed mailbox replacement policy
3. Review the Snow Removal Policy
4. Review January Engineering & Street Department activities report
5. Review ITS Grant proposals
6. Review Parking Ordinance along Lincoln St 27.13(1)(c)(19) Revisions
7. Review and set the preliminary target revenue amount for the Transportation Utility
8. Review the responsible bidder model ordinance
9. Review referral list
10. Adjourn

C. Human Resources Committee meeting held on February 10, 2022:

1. Call to order
2. Update on wage study
3. Discuss and consider a 2022 general wage increase for non-represented employees of the City
4. Discuss and consider for confirmation Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent. **This item will be considered separately at the beginning of the Common Council agenda.**
5. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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 and bargaining strategy regarding labor negotiations with IAFF and WRPPA and may discuss tentative labor agreements with said units.
 - b. The Committee may return to open session, or may adjourn in closed session.
6. If the Committee returns to open session, the Committee may take action on tentative labor agreements with IAFF and/or WRPPA.
7. Adjournment.

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

- A. Engineering Department Monthly Summary for January 2022
- B. Public Works Department Monthly Summary for January 2022
- C. Wastewater Treatment Commission Summary for January 2022
- D. Wisconsin Rapids Fire Department monthly summary for January 2022
- E. McMillan Memorial Library Finance Committee held January 4, 2022; Personnel Committee held January 5, 2022; Board of Trustees held January 19, 2022
- F. Police and Fire Commission held January 12, 2022
- G. Water Works and Lighting Commission held January 12, 2022
- H. Ethics Board held February 1, 2022

12. Referrals to Committees

13. Adjournment

Jennifer M. Gossick, City Clerk

The City of Wisconsin Rapids encourages participation from all its citizens. If participation at this meeting via audioconference is not possible due to a disability or other reasons, notification to the city clerk's office at least 24 hours prior to the scheduled meeting is encouraged to make the necessary accommodations. Call the clerk at (715) 421-8200 to request accommodations.



Attachment #1

MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, JANUARY 18, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, January 18, 2022, at 6:06 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

1. Call to Order

Mayor Blaser called the meeting to order at 6:06 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present; Alderpersons Evanson and Rayome attended via videoconference:

<u>Aldersperson</u>	<u>District</u>	<u>Present</u>	<u>Absent</u>
Ryan Austin	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Mayor Blaser requested that all present stand for the Pledge of Allegiance and a moment of silent prayer.

4. Reading of the Minutes of the Previous Meeting held on December 21, 2021

It was moved by Veneman, seconded by Bemke to dispense with a reading and accept the minutes of the previous meetings. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

5. Consider for approval Mayor Blaser's appointment of Rick Bender, 45 Pepper Avenue, to the Police and Fire Commission as a regular member to replace Greg Jerabek, for a term expiring July 1, 2023

It was moved by Rayome, seconded by Bemke to approve the appointment of Rick Bender, 45 Pepper Avenue, to the Police and Fire Commission as a regular member to replace Greg Jerabek, for a term expiring July 1, 2023.

Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #1

Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

6. Consider a Resolution Declaring World Migratory Bird Day in the City of Wisconsin Rapids

It was moved by Cattnach, seconded by Veneman to approve a Resolution Declaring World Migratory Bird Day in the City of Wisconsin Rapids. Motion carried, 8 ayes and 0 nays. Resolution No. 1 (2022)

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Consider for Adoption the Actions of the Planning Commission at its meeting held on January 3, 2022:

Date of Meeting: January 3, 2022

Reported to Council: January 18, 2022

The Planning Commission met at 4:00 p.m. on January 3, 2022, in the City Hall Council Chambers and via remote audioconferencing. Members present included Chairperson Shane Blaser, Susan Feith, Ben Goodreau, Lee Thao, Eric Daven, and attending via Zoom was Ryan Austin. Shane Burkart was absent. Also at the meeting were Associate Planner Carrie Edmondson, Aldersperson Patrick Delaney, Norman Paul, Earl Haefs, Kurt and Connie Saylor, Rose Schultz, and Chris Jackson. Community Development Director Kyle Kearns attended remotely.

The meeting was called to order at 4:04 p.m.

1. Approval of the report from the December 6, 2021, Plan Commission meeting

The report was not included in the January 3, 2022, Plan Commission packet and approval was postponed for February's meeting.

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update

Kyle Kearns provided an progress update for the Wisconsin Rapids Recovery and Redevelopment Plan, and referenced the consultant memo (attached).

3. **PLAN-21-1258; Community Development Department** – Public hearing and action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 8 parcels, identified below, from a Residential classification to a Commercial or Mixed-Use land use classification: 1210 River Run Drive (Parcel ID 34-11865), 1310 River Run Drive (Parcel ID 34-11867), 1211 Parkwood Drive (Parcel ID 34-11868), 1221 Parkwood Drive (Parcel ID 34-11869), 1220 Parkwood Drive (Parcel ID 34-11870), 1210 Parkwood Drive (Parcel ID 34-11871), 1350 River Run Drive (Parcel ID 34-11875), and an unaddressed parcel on 16th Street South (Parcel ID 34-11880).

Carrie Edmondson provided a synopsis of the proposed changes to the City's Comprehensive Plan and zoning changes, including the items in PLAN-21-1258 and PLAN-21-1259.

Public hearing opened at 4:22 p.m.

Speaking in favor: Connie Saylor spoke in favor on behalf of the Animal Medical and Surgical Clinic as did Rose Schutz, representing the architect for a building project at the Animal Medical and Surgical Clinic.

Speaking against: none

Public hearing closed at 4:25 p.m.

Norman Paul of Lily Lane had questions about tax implications from the proposed changes and Aldersperson Patrick Delaney questioned the effect of State Licensing at the Assisted Living facility, to which Kyle Kearns

responded. Susan Feith expressed concerns regarding how signage, setbacks, building heights, and animal activities might be impacted. Mr. Kearns referred to the Use Table and other standards from the Zoning Code to address these issues.

Motion by Blaser to approve PLAN-21-1258, a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to classify 8 parcels, identified below, from a Residential classification to a Mixed Use land use classification: 1210 River Run Drive (Parcel ID 34-11865), 1310 River Run Drive (Parcel ID 34-11867), 1211 Parkwood Drive (Parcel ID 34-11868), 1221 Parkwood Drive (Parcel ID 34-11869), 1220 Parkwood Drive (Parcel ID 34-11870), 1210 Parkwood Drive (Parcel ID 34-11871), 1350 River Run Drive (Parcel ID 34-11875), and an unaddressed parcel on 16th Street South (Parcel ID 34-11880); second by Goodreau. Motion carried (6 – 0) **Ordinance No. MC 1300**

4. **PLAN-21-1259; Community Development Department** – Public hearing and action on a request for a zoning map amendment to rezone 7 parcels, identified below, from R-2 Mixed Residential District to B-3 Neighborhood Commercial District: 1210 River Run Drive (Parcel ID 34-11865), 1310 River Run Drive (Parcel ID 34-11867), 1211 Parkwood Drive (Parcel ID 34-11868), 1221 Parkwood Drive (Parcel ID 34-11869), 1220 Parkwood Drive (Parcel ID 34-11870), 1210 Parkwood Drive (Parcel ID 34-11871), and 1350 River Run Drive (Parcel ID 34-11876).

Public hearing opened at 4:37 p.m.

Speaking in favor: Connie Saylor

Speaking against: none

Public hearing closed at 4:38 p.m.

Motion by Daven to approve PLAN-21-1259, a request for a zoning map amendment to rezone 7 parcels, identified below, from R-2 Mixed Residential District to B-3 Neighborhood Commercial District: 1210 River Run Drive (Parcel ID 34-11865), 1310 River Run Drive (Parcel ID 34-11867), 1211 Parkwood Drive (Parcel ID 34-11868), 1221 Parkwood Drive (Parcel ID 34-11869), 1220 Parkwood Drive (Parcel ID 34-11870), 1210 Parkwood Drive (Parcel ID 34-11871), and 1350 River Run Drive (Parcel ID 34-11876); second by Goodreau. Motion carried (6 – 0) **Ordinance No. MC 1301**

5. **PLAN-21-1259; Community Development Department** – Public hearing and action on a request for a zoning map amendment to rezone an unaddressed parcel on 16th Street South (Parcel ID 34-11880) from R-3 Multi-family Medium Density Residential District to B-3 Neighborhood Commercial District.

Public hearing opened at 4:40 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:40 p.m.

Motion by Austin to approve PLAN-21-1259, a request for a zoning map amendment to rezone an unaddressed parcel on 16th Street South (Parcel ID 34-11880) from R-3 Multi-family Medium Density Residential District to B-3 Neighborhood Commercial District; second by Daven. Motion carried (6 – 0)

6. **PLAN-21-1260; Community Development Department** – Action on a request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to increase sign height allowance within the Institutional (I-1) Zoning District.

Carrie Edmondson shared an analysis for sign height maximums in various zoning districts, recommending the changes noted in the table provided in the staff report.

Commissioners questioned the impact of the changes for adjacent properties, to which staff responded. Motion by Goodreau to approve Plan-21-1260, a request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to increase the ground sign height allowance to ten feet maximum within the Institutional (I-1) Zoning District; second by Austin. Motion carried (6 – 0)

7. **PLAN-21-1261; Community Development Department** – Action on a request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to increase sign size allowance within the Mixed-Use Commercial (B-5) Zoning District.

Carrie Edmondson provided a summary of the findings and recommended the changes as outlined in the staff report.

Motion by Feith to approve PLAN-21-1261, a request for an amendment to the City's Municipal Code, Chapter 46 – Sign Code, to increase sign size allowance within the I Mixed-Use Commercial (B-5) Zoning District; second by Daven. Motion carried (6 – 0) **Ordinance No. MC 1302**

8. Adjourn

Motion by Thao to adjourn; second by Blaser. Motion carried (6 – 0). Meeting adjourned at 5:01 p.m.

It was moved by Austin, seconded by Zacher to approve and adopt the actions of the Committee. Rayome requested that item #6 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold out item #6 for separate vote. No objection was made, and the motion was so amended. Motion to approve and adopt

the balance of the report carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #6, it was moved by Veneman, seconded by Austin to approve the item as presented. Rayome requested that the motion be amended to allow a variance within the Institutional (I-1) Zoning District for a sign height of 10 feet, as long as the sign is not within 100 feet of a residential building. Mayor Blaser asked for unanimous consent to amend the motion. Delaney and Zacher objected, and the motion was not amended.

It was moved by Cattanaach, seconded by Veneman to amend the motion to allow a variance within the Institutional (I-1) Zoning District for a sign height of 10 feet, as long as the sign is not within 100 feet of a residential building. Motion carried, 8 ayes and 0 nays, and the motion was so amended:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

A vote was taken on the amended motion allowing a variance within the Institutional (I-1) Zoning District for a sign height of 10 feet, as long as the sign is not within 100 feet of a residential building. Motion carried, 8 ayes and 0 nays. Ordinance No. MC 1303

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON JANUARY 4, 2022:

Tom Rayome, Chairperson Jake Cattanaach, Secretary Jay Bemke

Date of Meeting: January 4, 2022

Reported to Council: January 18, 2022

The Finance and Property Committee met at 4:30 p.m. on Tuesday, January 4, 2022 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present with Aldersperson Cattanaach attending via remote. Also in attendance were Aldersperson Veneman, Aldersperson Delaney, Aldersperson Zacher,

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Mayor Blaser, Sue Schill, Interim Fire Chief Eckes, Division Chief Jason Joling, Kyle Kearns and Tim Desorcy.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:35 p.m.

2. Consider a request from the Fire Department to purchase a lifepack, ventilator, and IV pump from Nekoosa Ambulance

It was moved by Bemke, seconded by Rayome to approve the purchase of a lifepack, ventilator, and IV pump from Nekoosa Ambulance for \$23,850.00. Motion carried.

3. Preliminary discussion regarding the timeline and process for the 2023 budget

The Committee discussed the budget process and ideas for improving the 2023 budget process.

The Finance Director and Mayor will develop a 2023 budget timeline and present it at the next Finance & Property Committee meeting.

4. Audit of the Bills

It was moved by Bemke, seconded by Rayome to approve check no. 10997 to 11313. Motion carried.

5. Set next meeting date

The next regularly scheduled Finance & Property Committee meeting will be Tuesday, February 1, 2022 at 4:30 p.m.

6. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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"

In closed session, the Committee may discuss negotiation and strategy regarding a lease agreement with the Wisconsin Rapids Community Theatre for space in the Centralia Center.

It was moved by Bemke, seconded by Rayome to go into closed session. Roll call vote resulted in the affirmative.

7. The Committee will return to open session.

It was Bemke, seconded by Rayome to return to open session. Roll call vote resulted in the affirmative.

8. Review and approve a lease agreement for the Wisconsin Rapids Community Theatre for space in the Centralia Center.

It was moved by Cattanaach, seconded by Rayome to approve a lease with the Wisconsin Rapids Community Theatre with a term of 30-months at \$1,250.00 per month and the lease area will include the storage area.

9. Adjourn

It was moved by Rayome, seconded by Bemke to adjourn. Motion carried and meeting adjourned at 5:40 p.m.

It was moved by Rayome, seconded by Cattanaach to approve and adopt the actions of the Committee. Motion carried, 7 ayes and 1 nay:

<u>Alderpersion</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON JANUARY 5, 2022:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: January 5, 2022

Reported to Council: January 18, 2022

The Public Works Committee met on Wednesday, January, 5th 2022 in the 3rd Floor Conference Room at City Hall and via remote videoconference. Ryan Austin, Matt Zacher, and Patrick Delaney were in

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attendance. Others attending were Dean Veneman, Tom Rayome, Sheri Evanson, Jay Bemke, Dennis Polach, Chief Blevins, Paul Vollert, Joe Eichsteadt, and Tim Desorcy.

1. Call to order

The meeting was called to order at 5:00 PM

2. Review traffic control study report for the intersection of Chestnut St and 12th St S

The Engineering Study titled "Chestnut St and 12th St S" dated 11/23/2021 was reviewed. Motion by Zacher, second by Austin to install an all-way stop sign at Chestnut St and 12th St S. Motion carried (3-0)

3. Review speed study report for Chestnut St between Hill St and 8th St S

The report was reviewed with no action.

4. Review Parking Ordinance Revisions

Motion by Delaney, second by Zacher to approve the parking ordinance changes as presented except the following:

- Keep ordinance 27.13(1)(a)(4)(a) [D Street Cul-de-sac]
- remove ordinance provision 27.13(1)(a)(5)(i) [E Grand at Dairy Queen]
- remove 27.13(1)(a)(12)(b) [Lee St]
- No change to 27.13(1)(c)(19) until more information is known [Lincoln St]
- No change to 27.13(1)(e)(20) [Prospect buses at Emmanuel]
- reduce permit parking along 1st Ave S from 10 permit stalls to 5 permit stalls. 27.13(2)(f)(6)(a)
- Ordinances presented surrounding Lincoln High School to read 'on school days' rather than 'M-F'.

Motion carried (3-0)

5. Transportation Utility Update

An update was provided and discussed. No action taken.

6. Review December Engineering & Street Department activities report.

Reports were reviewed.

7. Review the Snow Removal Ordinance & Policy

The ordinance and policy was reviewed. This item is requested to be referred back to committee in February.

8. Review referral list

Remove items: 5,11,12. Next meeting is scheduled for February 3rd, 2022 at 5:00 pm.

9. Adjourn

Motion by Zacher, second by Delaney to adjourn at 7:35 pm. Motion carried (3-0).

Zacher requested that item #4 be held out for separate vote. Rayome requested that item #2 be held out for separate vote. It was moved by Austin, seconded by Delaney to approve and adopt the balance of the report, holding out items #2 and #4. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #2, it was moved by Cattanaach to install 2 fixed radar signs at the intersection of 12th Street and Chestnut Street. Motion failed due to lack of a second.

It was moved by Delaney, seconded by Zacher to approve the item as presented. An ordinance will be presented at the February Common Council meeting. Motion carried, 5 ayes and 3 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Attachment #1

Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>

Regarding item #4, Austin requested that the minutes be corrected to include an omitted change to the parking ordinance, striking 27.13(1)(a)(12)(h), Lincoln Street, east side from Peach Street to 100 feet south of Peach Street. It was moved by Austin, seconded by Bemke to approve and adopt the corrected report removing 27.13(1)(a)(12)(h). Ordinance Nos. MC 1304, 1305, 1306, 1307, 1308, 1309, and 1310. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON JANUARY 10, 2022:

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: January 10, 2022

Reported to Council: January 18, 2022

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Monday, January 10, 2022, at 5:00 p.m. All committee members were present, with Evanson attending remotely. Also present were Aldersperson Rayome, Ryan Hartman, Sue Schill, Mayor Shane Blaser, and Tyler Mickelson.

1. Call to order

Chairperson Bemke called the meeting to order at 5:08 p.m.

2. Discuss and consider for approval a request from Mayor Blaser for an organizational restructure of the Department of Public Works.

Motion by Veneman, seconded by Bemke to approve a request from Mayor Blaser for an organizational restructure of the Department of Public Works. Motion carried 2-1.

3. Discuss and consider for approval the proposed changes to the Attendance and Punctuality Policy.

Motion by Evanson, seconded by Veneman to approve the proposed changes to the Attendance and Punctuality Policy. Motion carried 3-0.

4. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., 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 and bargaining strategy regarding labor negotiations with IAFF and WRPPA, and may discuss tentative labor agreements with said units.

b. The Committee may return to open session, or may adjourn in closed session.

The Committee did not go into closed session. City Attorney Schill provided an update on labor negotiations. No action taken.

5. Adjournment.

Motion by Bemke, seconded by Veneman to adjourn. Motion carried 3-0. The meeting adjourned at 5:28 p.m.

Evanson requested item #2 be held out for separate vote. It was moved by Bemke, seconded by Delaney to approve and adopt the balance of the report, holding out item #2. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #1

Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #2, it was moved by Bemke, seconded by Austin to approve the item as presented. Motion carried, 5 ayes and 3 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

- A. McMillan Memorial Library Building and Grounds Committee held August 4, August 18, and November 10, 2021; Capital Campaign Committee held September 7, 2021; Donations Ad Hoc Committee held September 27, 2021; Board of Trustees held November 15 (Special) and held December 15, 2021 (Regular); Personnel Committee held December 1, 2021; Finance Committee held December 9, 2021; and Services Committee held December 14, 2021
- B. Wisconsin Rapids Housing Authority Resident Review Board held September 8, 2021, Regular Meetings held October 29, November 24, and December 22, 2021
- C. Engineering Department Monthly Summary for December 2021
- D. Wisconsin Rapids Fire Department monthly summary for December 2021
- E. Wisconsin Rapids Police Department monthly summary for December 2021
- F. Police and Fire Commission held December 8, 2021
- G. Water Works and Lighting Commission held December 8 and December 17, 2021
- H. South Wood County Airport Commission held December 9, 2021
- I. Zoning Board of Appeals held December 15, 2021
- J. Park and Recreation Commission held January 10, 2022

It was moved by Bemke, seconded by Austin to place the reports on file. Motion carried, 7 ayes and 1 nay:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

10. Referrals to Committee

- a. Delaney made a referral to send Planning Commission item #6 back to the Commission for further review and consideration.
- b. Cattnach made a referral the Public Works Committee to consider installing 2 fixed radar signs at the intersection of 12th Street and Chestnut Street.
- c. Cattnach made a referral to the Legislative Committee to review Common Council authority over the City's committees, commissions and boards.
- d. Evanson made a referral to the Human Resources Committee for an update on the Carlson Dettmann wage study, and the financial impact and cost of eliminating the Public Works Director position.

11. Adjournment

It was moved by Zacher, seconded by Veneman to adjourn. Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The meeting adjourned at 8:50 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

ORDINANCE NO. MC____
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING PORTIONS OF SECTION 340.004 OF THE MUNICIPAL CODE, CREATING AN ALL-WAY STOP AT CHESTNUT STREET AND TWELFTH STREET SOUTH

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

SECTION I Section 340.004(1)(a)(3)(c) of the Wisconsin Rapids Municipal Code is hereby amended to provide as follows:

340.004 Through Streets and Controlled Intersections

(1) Stop Signs Installed.

(a) Through Streets Designated. In the interest of public safety, and pursuant to authority granted by Wisconsin law, the following streets in the City of Wisconsin Rapids are declared to be through streets:

(3) Through streets beginning with the letter "C":

(c) Chestnut Street, from 3rd Street to the east city limits, except at its intersection with Lincoln Street, 8th Street South, 12th Street South, 6th Street South, and East Riverview Expressway (STH 54)

SECTION II Section 340.004(1)(c)(8) of the Wisconsin Rapids Municipal Code shall be amended to read as follows:

340.004 Through Streets and Controlled Intersections

(1) Stop Signs Installed.

(c) Designation of Location of All-way Stops. In the interest of public safety, all-way stop signs shall be installed at the following intersections to control traffic on the street over which the Wisconsin Rapids Common Council has exclusive jurisdiction. The intersection of:

(8) 12th Street South and Chestnut Street ~~for the duration of the 8th Street South/Riverview Expressway construction detour (MC#732)~~

SECTION III All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION IV This ordinance shall take effect upon passage and publication.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:
APPROVED:
PUBLISHED:

REPORT OF THE PLANNING COMMISSION

Date of Meeting: February 7, 2022

Report #1

The Planning Commission met at 4:00 p.m. on February 7, 2022 in the City Hall Council Chambers and via remote audioconferencing. Members present included acting Chairperson Ryan Austin, Lee Thao, Eric Daven, and Ben Goodreau. Shane Burkart and Susan Feith attended via Zoom. Absent was Shane Blaser. Also at the meeting were Carrie Edmondson, Kyle Kearns, Tom Rayome, Alex Mayou, Tracey Traut, Ryan Neville, Dave O, Dean Veneman, Jennifer Klund, Justin Frahm, and Jim Lynn.

The meeting was called to order at 4:03 p.m.

1. Approval of the reports from the December 6, 2021 and January 3, 2022 Plan Commission meetings.

Motion by Thao to approve the staff reports from the December 6, 2021 and January 3, 2022 Plan Commission meetings; second by Goodreau.

Motion carried (6 – 0)

2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update

Kyle Kearns provided information on the continued status and progress of the Wisconsin Rapids Recovery and Redevelopment Plan.

3. **PLAN-22-0044; RC Rapids East LLC** – request for Certified Survey Map approval to combine and create four lots south of Poplar Street, between Third Street North and Fourth Street North (Parcel ID's 3405243, 3405242, 3405225, 3405226, 3405241, 3405227, 3405240, 3405228, 3405239, & 3405229)

Motion by Daven to approve the request for Certified Survey Map approval to combine and create four lots south of Poplar Street, between Third Street North and Fourth Street North (Parcel ID's 3405243, 3405242, 3405225, 3405226, 3405241, 3405227, 3405240, 3405228, 3405239, & 3405229); second by Austin.

Motion carried (6 – 0)

4. **PLAN-22-0060; RC Rapids East LLC** – request for Certified Survey Map approval to combine and create two lots north of Spring Street, between Second Street North and Third Street North, which includes the dedication of right-of-way along Spring Street (Parcel ID's 3405351, 3405223, 3405222 & 3405221)

Motion by Goodreau to approve the request for Certified Survey Map approval to combine and create two lots north of Spring Street, between Second Street North and Third Street North, which includes the dedication of right-of-way along Spring Street (Parcel ID's 3405351, 3405223, 3405222 & 3405221); second by Thao.

Motion carried (6 – 0)

5. **PLAN-22-0039; Marshfield Clinic Health System** – Site Plan Review and Architectural Review to construct a Health Care Center and other site improvements at 220 24th St. S. (Parcel ID 3410784)

City staff provide hardcopies of updated plans to Commissioners (attached).

Carrie Edmondson provided a synopsis of the Marshfield Healthcare Clinic project. The Community Development Department recommends approval with the conditions outlined in the staff report.

Commissioners asked for clarification about the patient drop-off area, the relationship between the two buildings, the logistics for the transport of patients to and from each building and if it were to occur, traffic routes in the parking lot, and the quantity and use of patient rooms. Marshfield Clinic staff, Dave O and Jim Lynn responded to the concerns.

Motion Feith to approve the Site Plan Review and Architectural Review to construct a Health Care Center and other site improvements at 220 24th St. S. (Parcel ID 3410784), subject to the following conditions:

- a) An updated landscape plan should be submitted to the Community Development Department for review and approval.
- b) Trees within the setbacks, as outlined in the covenants, should be preserved where possible.
- c) Light from the business shall not exceed 0.2 foot-candles at the neighboring commercial property lines.
- d) Applicable permits through the City shall be obtained.
- e) Community development staff shall have the authority to approve minor modifications to the plans.

Second by Austin.

Motion carried (6 – 0)

6. Adjourn

Motion by Austin to adjourn; second by Goodreau.

Motion carried (6 – 0)

Meeting adjourned at 4:28 p.m.

Respectfully Submitted by Erika Esser, Secretary



Memorandum

To: Kyle Kearns, City of Wisconsin Rapids
From: Justin Frahm, JSD
Re: Marshfield Clinic Health System – 220 24th St. S. Hospital Development
JSD Project #: 21-10413
Date: February 2, 2022
cc: Tracey Traut, Marshfield Clinic Health System; James Lynn, MCHS; Joe Eichsteadt, City of Wisconsin Rapids; Carrie Edmondson, City of Wisconsin Rapids

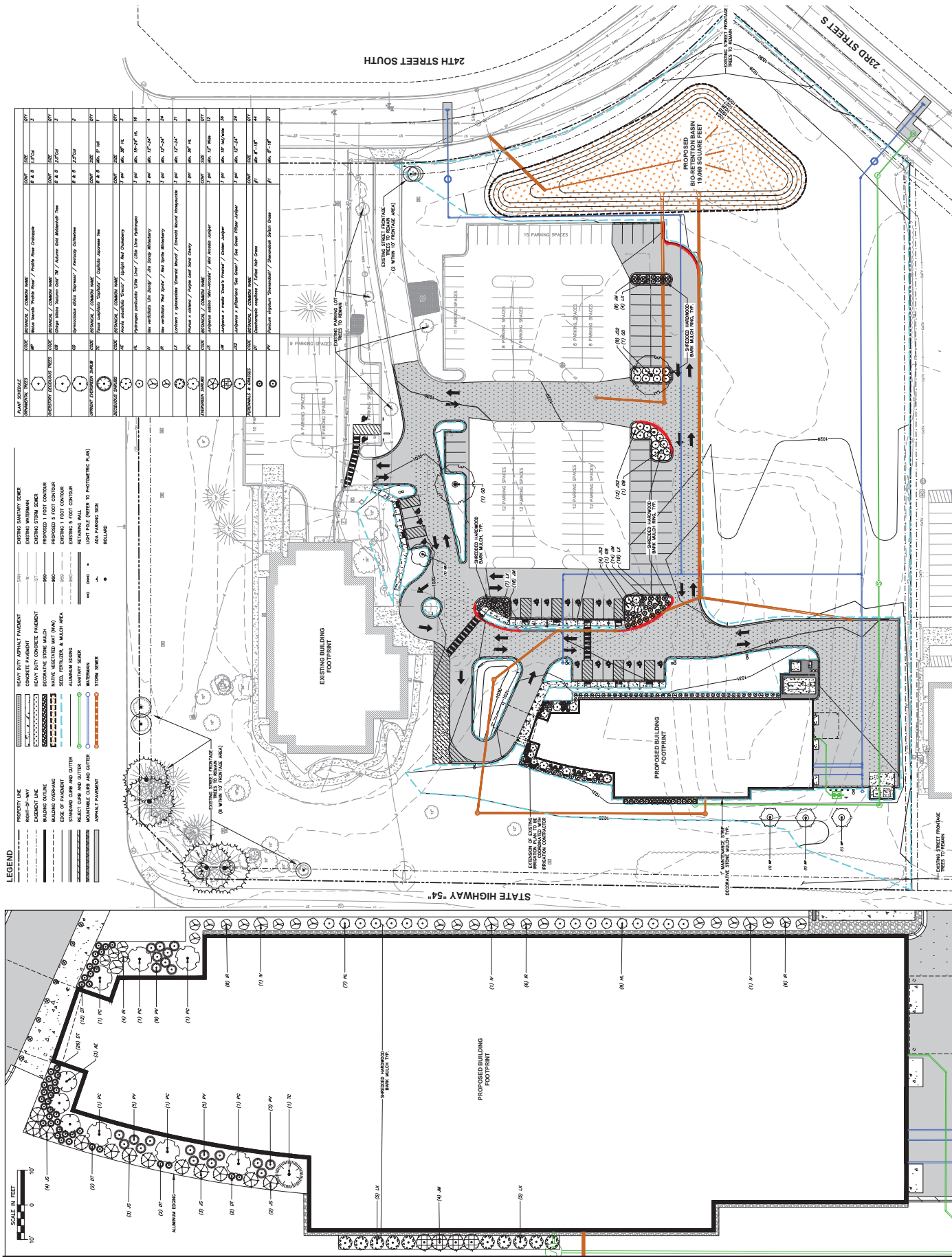
JSD has further analyzed the City of Wisconsin Rapids zoning code landscape requirements sections per the following:

Street Frontage: By utilizing all existing trees and the credit conversion table specified in the zoning code, 1,200 landscape points are provided to fulfill the required 1,109 landscape points. (See Landscape Plan sheet L1.0 for callouts of street frontage trees to remain and sheet L2.0 for points breakdown).

Building Foundation: Utilizing newly proposed plantings and the appropriate credits for each tall, medium and low plant material, 261 landscape points are provided to fulfill the 261 required landscape points. (Based on the proposed building's linear feet of foundation. See Landscape Plan sheet L2.0 for points breakdown).

Parking Lot: Utilizing both existing and newly proposed trees and shrubs, 741 landscape points are provided to fulfill the 577 landscape points required. The appropriate ratio of at least 60% tall trees and at least 20% is fulfilled. 1,888 square feet of interior parking lot landscaping is provided to fulfill the 1,875 square feet of required interior parking lot landscaping. (See Landscape Plan sheet L1.0 for proposed planting locations and existing tree callouts. See sheet L2.0 for points breakdown).

Woodlands Business Center Protective Covenants: Tree protection zones created by 50' setbacks along Highway 54 to the west, Peach Street to the north, and Apple Street/23rd Streets to the east have been considered along with the rear setback along the south property line to create a 30' setback protection zone. All trees within the north and west protection zones are preserved. A portion of trees within the south and east protection zones are requested for removal by special permission as a necessity to accommodate the bio-retention basin east of the parking lot. (See Demolition Plan).



MUNICIPAL LANDSCAPE REQUIREMENTS

[illegible]

GENERAL NOTES

[illegible]

LANDSCAPE MATERIAL NOTES

- [illegible]

SEEDING & POND VEGETATION NOTES

1. MATERIALS – TURFGRASS SEED, DISTURBED LAWY AREAS LABELED ON PLAN AS SUCH, SHALL RECEIVE A MINIMUM OF TWO (2) INCHES OF TURFGRASS SEED. TURFGRASS SEED SHALL BE APPLIED TO TURFGRASS SEED, ANNUAL RYE SHALL BE APPLIED TO ALL DISTURBED AREAS AT A RATE OF 1/2 LBS PER 1000 SQUARE FEET. FERTILIZER AND MULCH PER MANUFACTURER'S RECOMMENDATIONS SHALL BE COMPLIED WITH. DISTURBED AREAS SHALL BE COVERED IMMEDIATELY WITH SEED.
2. MATERIALS – TURFGRASS SEED, DISTURBED LAWN AREAS LABELED ON PLAN AS SUCH, SHALL RECEIVE A MINIMUM OF TWO (2) INCHES OF TURFGRASS SEED. TURFGRASS SEED SHALL BE APPLIED TO TURFGRASS SEED, ANNUAL RYE SHALL BE APPLIED TO ALL DISTURBED AREAS AT A RATE OF 1/2 LBS PER 1000 SQUARE FEET. FERTILIZER AND MULCH PER MANUFACTURER'S RECOMMENDATIONS SHALL BE COMPLIED WITH. DISTURBED AREAS SHALL BE COVERED IMMEDIATELY WITH SEED.
3. MATERIALS – TURFGRASS SEED, DISTURBED LAWN AREAS LABELED ON PLAN AS SUCH, SHALL RECEIVE A MINIMUM OF TWO (2) INCHES OF TURFGRASS SEED. TURFGRASS SEED SHALL BE APPLIED TO TURFGRASS SEED, ANNUAL RYE SHALL BE APPLIED TO ALL DISTURBED AREAS AT A RATE OF 1/2 LBS PER 1000 SQUARE FEET. FERTILIZER AND MULCH PER MANUFACTURER'S RECOMMENDATIONS SHALL BE COMPLIED WITH. DISTURBED AREAS SHALL BE COVERED IMMEDIATELY WITH SEED.

GENERAL NOTES

- [illegible]









**Report of the Finance and Property Committee**

Tom Rayome, Chairperson
Jake Cattnach, Secretary
Jay Bemke

Date of Meeting: February 1, 2022
Reported to Council: February 15, 2022

The Finance and Property Committee met at 4:30 p.m. on Tuesday, February 1, 2022 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app, and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were, Alderperson Delaney, Alderperson Zacher, Mayor Blaser, Sue Schill, Ryan Hartman, Paul Vollert, and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:34 p.m.

2. Review and approve the equipment replacement plan for 2022 and a portion of 2023.

It was moved by Bemke, seconded by Rayome to approve the 2022 equipment replacement plan and a portion of the 2023 replacement plan as presented (Attachment No. 1). Motion carried.

3. Review and set rates for Contractors and Non-Resident Compost site passes for 2022

It was moved by Cattnach to approve the non-resident annual compost pass rate of \$55.00, non-resident contractor annual rate of \$400.00 and \$25.00 for each additional tag and City of Wisconsin Rapids business annual rate of \$50.00 and \$50.00 for each additional tag. Motion died for a lack of a second.

It was moved by Bemke, seconded by Rayome to approve the non-resident annual compost pass rate of \$55.00, annual contractor compost pass rate of \$300.00 for City of Wisconsin Rapids businesses and \$400.00 for non-resident contractors and \$25.00 for each additional tag. Motion carried with Cattnach voting in the negative.

4. Consider a request from the Police and Fire Commission to allocate funding and approval of a budget transfer resolution for the recruitment of a Fire Chief.

It was moved by Bemke, seconded by Rayome to approve a \$7,500 proposal from McGrath Consulting Group, Inc, for assistance in the recruitment of a new Fire Chief and Budget Resolution No. 2. Motion carried (Attachment No. 2).

5. Review 2023 Budget timeline and procedure

The Committee discussed the proposed 2023 Budget timeline. No action was taken (Attachment No. 3).

6. Discuss possible American Rescue Plan Act grant projects

The Committee discussed the final guidance issued by the U.S. Treasury regarding the eligible uses of the American Rescue Plan Act grant. Ideas for the use of the grant funds will be solicited from Alderpersons and staff and a procedure for prioritizing the proposed projects will be determined at a future meeting. No action was taken.

7. Audit of the bills

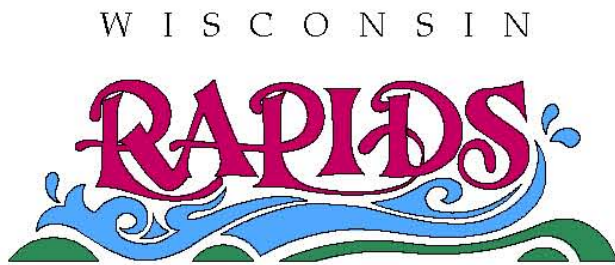
It was moved by Rayome, seconded by Cattnach to approve check no. 11314 to check no. 11595. Motion carried.

8. Set next meeting date

The next regularly scheduled Finance & Property Committee meeting will be Tuesday, March 1, 2022 at 4:30 p.m.

9. Adjourn

It was moved by Bemke, seconded by Rayome to adjourn. Motion carried and meeting adjourned at 6:11 p.m.



**PUBLIC WORKS
DEPARTMENT**

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

Requestors Name:

Paul Vollert, Public Works Superintendent

Referral Language:

Review and approve the equipment replacement plan for 2022 and portion of 2023.

Background Information:

Previous years each individual item was brought to the Finance Committee for approval. With today's volatile pricing, most pricing is not good for 60 days. The intent was to have the equipment replacement plan as part of the budget, similar to how other departments operate, but that did not happen in 2022. Looking for the committee and council to approve the 2022 plan, and approve the replacement of unit #4 and #5 in 2023. If approved, multiple proposals for each item would be requested and accepted. As long as the proposal amount is less than the replacement cost shown, it would be accepted and a contract written. If proposals was higher, the Public Works department would come back to Committee for addition approval on that item. Requesting approval of items in 2023 due to the current estimated lead time of twelve to sixteen months on multi axle trucks and bodies.

Recommendation:

Approve the 2022 equipment replacement plan as shown, and unit #4 and #5 for 2023.

If financing is needed, how will it be financed?

Financing for this plan would come out of the equipment replacement fund for Public Works.

Equipment Replacement Schedule



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

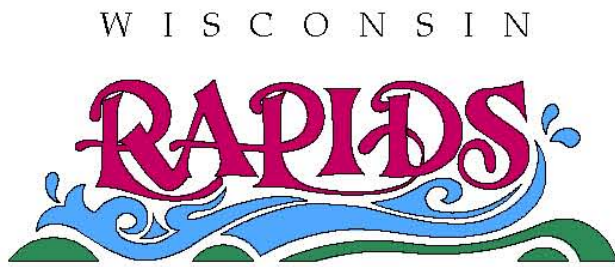
EQUIPMENT REPLACEMENT PLAN 2021

11/1/2021

2020		TRADE IN ESTIMATE	REPLACEMENT COST
UNITS TO REPLACE	REPLACE WITH		
#151 1995 TORO 580 D GROUNDMASTER MOWER	4WD 15' DIESEL LAWNMOWER	\$4,000	\$87,890

2022		2022 RENTAL BUDGET	
UNITS TO REPLACE	REPLACE WITH	TRADE IN ESTIMATE	REPLACEMENT COST
#48 2007 FORD F 150	1/2 TON DOUBLE CAB 6' BOX	\$4,500	\$34,000
#73 2007 FORD F 150	3/4 TON REGULAR CAB	\$3,750	\$35,000
#15 2010 FORD F 450 WITH UTILITY BODY	F450 WITH UTILITY BODY	\$11,500	\$70,000
#80 2020 CHEVY CREW CAB	1/2 TON CREW CAB	\$39,000	\$39,500
#83 2020 CHEVY DOUBLE CAB	1/2 TON CREW CAB	\$33,805	\$39,500
#81 2020 CHEVY CREW CAB	1/2 TON CREW CAB	\$39,000	\$39,500
#100 2014 FORD F150	1/2 TON CREW CAB	\$15,000	\$39,500
	1/2 TON CREW CAB	\$0	\$39,500
#189 1996 DODGE BR1500 HALF TON TRUCK	1/2 TON DOUBLE CAB WITH TOPPER	\$2,500	\$36,000
#26 1985 CAT 130G GRADER	USED AWD GRADER UNDER \$125,000	\$20,000	\$125,000
#176 2000 CONSTRUCTION TRAILER	DACCO OFFICE TRAILER	\$2,000	\$28,000
#192 1991 HIGHWAY MODEL 245 PAINT STRIPER	TRUCK MOUNTED CENTER LINE SPRAYER	\$2,500	\$60,000
	SHOP SCANNERS	\$0	\$10,000

2023		2023 RENTAL BUDGET	
UNITS TO REPLACE	REPLACE WITH	TRADE IN ESTIMATE	REPLACEMENT COST
#4 2005 STERLING LT9513 QUAD AXLE DUMP TRUCK	QUAD AXLE DUMP TRUCK WITH HITCH	\$25,000	\$230,000
#5 2005 STERLING LT9513 QUAD AXLE DUMP TRUCK	QUAD AXLE DUMP TRUCK WITH HITCH	\$25,000	\$230,000
#36 1998 CAT 446B TRACTOR BACKHOE LOADER	SIMILAR SIZE TRACTOR BACKHOE	\$20,000	\$210,000
#355 2010 CHEVROLET EXPRESS SURVEY VAN	1/2 TON CREW CAB WITH SURVEY TOPPER	\$5,500	\$40,000
#324 1999 INGERSOLL RAND 50 KW GENERATOR	50 KW TOWABLE GENERATOR	\$5,000	\$45,000
#102 2014 FORD F150	3/4 TON REGULAR CAB	\$13,000	\$37,750
#177 2007 DODGE 3500 ONE TON PICKUP TRUCK	F550 DUMP BODY 4X4	\$10,000	\$70,000
#178 2007 DODGE 3500 ONE TON PICKUP TRUCK	ONE TON DUMP BODY 4X4	\$10,000	\$60,000
#356 2017 CHEVROLET SILVERADO HALF TON	1/2 TON CREW CAB 4X4	\$8,000	\$39,500
#190 2003 DODGE 3/4 TON UTILITY	1/2 TON DOUBLE CAB 4X4	\$4,000	\$38,000
#149 2003 GMC 6000 ONE TON PICKUP TRUCK	ONE TON DUMP BODY	\$2,500	\$55,000
	SKID STEER PAVER ATTACHMENT	\$0	\$54,000



**PUBLIC WORKS
DEPARTMENT**

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

Requestors Name:

Paul Vollert, Public Works Superintendent

Referral Language:

Review and set rates for Contractors and Non-Resident Compost site passes for 2022.

Background Information:

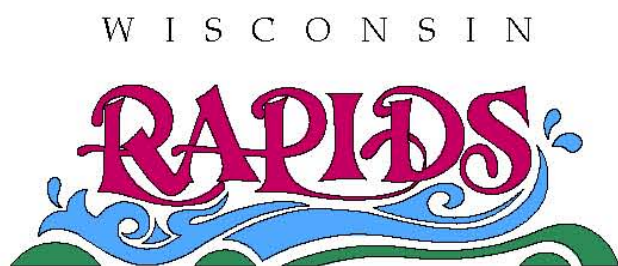
Each year Contractors and Non-Residents are sold Compost site passes to the City of Wisconsin Rapids sites. Periodically the rates are reviewed to make sure that rates are relative to the costs associated with operating the compost sites and the use. Compost sites usage has been reviewed for multiple years, and rates are being recommended base on usage.

Recommendation:

Approve the recommended rates as attached.

If financing is needed, how will it be financed?

No Financing needed.



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

Cost to run the Eastside and Westside Compost sites is approximately \$156,861.00 for the 2022 calendar year. Based off the gate attendants counting vehicles entering the gates the usage is as follows:

Westside 2020 Yearly Usage

Residents	10964
Non-Residents	2236
Contractors	3146
Total	16346

Eastside 2020 Yearly Usage

Residents	18728
Non-Residents	7237
Contractors	268
Total	26233

Westside 2021 Yearly Usage

Residents	9321
Non-Residents	1644
Contractors	2369
Total	13334

Eastside 2021 Yearly Usage

Residents	19176
Non-Residents	7845
Contractors	242
Total	27263

In review in the amount of tags that have been sold by municipalities for the Non-Resident tags 800 tags sold in 2020, and 650 tags sold 2021. Current price is \$50.00 per tag on an annually.

Recommend increasing tags to \$55.00 per tag annually.

In review in the amount of tags that have been sold to Contractors, 30 Contractors bought tags in 2020, and 28 Contractors bought tags in 2021. Current pricing is \$150.00 for the first tag and \$25.00 per tag for each additional tag.

Recommend increasing tags to \$300.00 annually for City of Wisconsin Rapids businesses. Non-Resident Contractor \$400.00 annually plus \$25.00 for each additional tag.

Recommend increasing the rate for disposing of stumps at the compost site from projects located within the city by **\$10.00** per level.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 12, 2022
7:30 A.M.

1. Call the meeting to order.

Commissioner Haasl called the meeting to order at 7:30 a.m.

2. Roll call.

Present by videoconferencing was Commissioners Albrecht and Haasl. Present in person at City Hall were Commissioners King and Yonkovich; and Mayor Shane Blaser, Sue Schill, Alderperson Jay Bemke, Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski, Interim Fire Chief Todd Eckes, Justin Pluess, Nikkilas Wix, Derek Matykowski, Trent Aldrich, Matt Feder and Ben Goodreau.

3. Approve the December 8, 2021 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the December 8, 2021 meeting minutes. Motion carried.

4. Discuss the monthly report and activities of the Police Department with the Police Chief.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to approve the report of the Police Department. Motion carried.

5. Discuss the monthly report and activities of the Fire Department with the Fire Chief.

A motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve the report of the Fire Department. Motion carried.

6. Discuss the process for recruitment of new Fire Chief, due to the retirement of Fire Chief Scott Young.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the proposal from McGrath Consulting Group, Inc. for Assessment Center Testing at a cost of \$7,500. Motion carried with Commissioner Yonkovich voting in the negative.

7. Establish date for next meeting and discuss items for inclusion in next agenda.

The next monthly meeting will be held on February 9, 2022 at 7:30 a.m.

8. The Commission will 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."

In closed session, the Commission may consider employment for a public employee.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion,



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 12, 2022
7:30 A.M.

compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. Commissioners Albrecht, King, and Haasl voted in the affirmative; Commissioner Yonkovich abstained. Motion carried.

Present in the closed session were Commissioners Albrecht, Haasl, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Alderperson Jay Bemke. Interim Fire Chief Todd Eckes and Justin Pluess were invited into a portion of the closed session.

In closed session, the Commission discussed the employment of a public employee.

9. The Commission will adjourn in closed session.

A motion was made by Commissioner Haasl, seconded by Commissioner King, to adjourn in closed session. Motion carried.

Respectfully Submitted,
Lee Albrecht, Secretary

Proposal

To Conduct An

Fire Chief Executive Search

for the



City of Wisconsin Rapids

and the

Wisconsin Rapids Fire Department



Submitted by



September 2021



September 14, 2021

Mr. Gregory J. Jerabek SC
Nash Law Group
170 Third Street North
P.O. Box 997
Wisconsin Rapids, WI 54495-0997

Dear Mr. Jerabek,

McGrath Consulting Group, Inc., in partnership with our subsidiary company McGrath Human Resources Group, is pleased to submit a proposal for conducting an executive search for the position of Fire Chief for the Wisconsin Rapids Fire Department. We have had the opportunity to work with your City and Police and Fire Commission for both Fire and Police Chiefs executive searches. Our firm limits its executive search services to the top two administrative positions within the organization.

Having the two divisions of our corporation allows input from two very diverse perspectives. Together we approach the recruitment process as a unified team but from different perspectives and backgrounds. McGrath Consulting Group, Inc. is enjoying its 21st year of consulting which includes 425 clients in 39 states. Included in this hiring process will be an assessment test in which the final candidates appear before the hiring team/assessors and demonstrate their knowledge and experience various testing scenarios.

This proposal will outline the methodology utilized by the consultants in determining the best candidate to become the Fire Chief for the City of Wisconsin Rapids. Included in the project is a video conferencing meeting with the hiring committee and/or Police & Fire Commission to identify traits, knowledge, and experience in the screening of the candidates.

Please contact us if you require any additional information.

Sincerely,

A handwritten signature in cursive script that reads "Tim McGrath".

Tim McGrath, Ph.D.
CEO McGrath Consulting Group, Inc.

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Company Qualifications

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting. McGrath Human Resources Group is a subsidiary and specializes in human resource services. The principals of the companies bring over 50 years of experience in providing comprehensive organizational assessments and executive searches that are specifically designed to assist the organizations in securing a candidate that not only fits the required skills and qualifications but will also fit into the culture of the Wisconsin Rapids Fire Department. Our firm specializes in public sector management and recruitment projects in 39 states and has 21 years of consulting experience.

The principal of McGrath Consulting is Dr. Tim McGrath, retired fire chief, and Dr. Victoria McGrath, is CEO of McGrath Human Resource Group. Both Drs. Tim and Victoria McGrath have had significant experience in the hiring process ranging from the development of position descriptions and profiles, preparation of job descriptions, position advertising, screening of candidates, communication with client and candidates, and in interviewing governing officials, department members, and other identified stakeholders to gain a better understanding of the need attributes of the next Fire Chief. In addition, Dr. Tim McGrath has extensive experience in the creation and administration of assessment center testing for the Fire Chief position.

Recruitment Services

McGrath Consulting Group, Inc. will provide complete recruitment services or tailor the process to best suit the needs of the Hiring Committee/Police and Fire Commission in the following areas:

Planning:

Before a project begins, communication is established among the principals of the Hiring Committee/Police and Fire Commission to identify the specific qualifications of the candidate and collect information regarding the department. A specific work plan is developed for the recruitment in order to ensure a smooth and effective startup of the process.

Interviews can also be held with officers of the fire department, representatives of employees/union members, Board/Council Members, governing officials, and other appropriate parties to ascertain the traits, skills, and qualifications of the next Fire Chief. This information assists the consultants in selecting candidates and ensuring the interview and/or assessment process is tailored to meet the needs of the City of Wisconsin Rapids and the Wisconsin Rapids Fire Department.

Client Input

Our search methodology allows the client to have as much or little input as they desire. Inasmuch as we do all of the search steps for you, thus allowing you to concentrate on making the final decision as to your next Fire Chief.

Technical Advisor

Throughout the project, our consulting team will serve as technical advisors to address questions, concerns, or unique opportunities as they relate to the City and Department. Our firm has had the opportunity of conducting executive searches and successfully placing highly qualified candidates as Chief Officers in multiple states, including Wisconsin.

Recruitment Literature Development

Based on the above information, the consultants can prepare recruitment information to be distributed to all interested applicants. A draft copy of all materials can be reviewed by the Hiring Committee/Police and Fire Commission prior to final distribution.

Our firm will place the job announcement on government and fire professional websites to ensure a comprehensive distribution. This type of recruitment typically yields the largest number of qualified candidates. Placement of this advertisement in local newspapers most often does not yield a significant numbers of resumes; however, what is recommended is that the job should be posted in all of the fire stations.

Applicant Packet

If desired, the consultants will work with the Hiring Committee/Police and Fire Commission to prepare an application packet to be distributed to all interested applicants. All completed application materials will be sent directly to the consultants.

Candidate Screening

The screening of applicants has multiple layers. First, the consultants, via paper screening, will do the initial screening to ensure that applicants have the skills, qualifications, and traits determined by the Hiring Committee. Qualified candidate resumes are summarized and placed into a similar format – a candidate profile - that allows for equal assessment of the candidates.

Second, communication between the Consultant and Hiring Committee/Police and Fire Commission will be arranged to review the candidates' profiles. The candidates are divided into two primary groups – those completely matching the desired qualifications and those that only slightly lack some of the matching desired qualifications or equivalent qualifications. A third group – candidates that do not meet the qualifications – will be listed by name and state only for review by the Hiring Committee/Police and Fire Commission.

Reference Checks

An initial reference check will be conducted of the final candidate(s) prior to the interview process and/or assessment center, if desired by the Hiring Committee/Police and Fire Commission. This check will be to verify employment, responsibilities, and answer any questions raised during the candidate review process. In addition, an internet search of the candidate name and former places of employment

will be conducted; references will be called to verify resume information. The criminal background check is the responsibility of the client.

Interview

The consultants will assist the Hiring Committee/Police and Fire Commission in the development of interview questions, as well as facilitate the interview process. This includes scheduling applicants for the day, preparation of interview questions with copies for all interviewers, facilitating during the interviews, and assisting the interviewers in the decision-making process.

Assessment Center Testing

An assessment center is a process that places the candidate in a testing environment that provides a high degree of reliability and insight into his/her supervisory, leadership, and/or management potential by testing skills and ability rather than just knowledge. The candidates participate in a series of exercises designed to simulate his/her competency to perform a particular job.

The assessment center process allows the assessors to observe the candidate's throughout the process; thus, evaluating each candidate's organizational skills, leadership ability, stress tolerance, analytical skills, influence, delegation ability, decisiveness, sensitivity and/or empathy, communication techniques both verbal and non-verbal, ability to function as a team member, and his/her ethics.

The assessment center testing process has both individual and group tasks that are observed by a series of assessors who will be trained by McGrath Consulting Group, Inc. in behavioral observation techniques. The assessors observe the candidates throughout the entire testing process. Each assessor will rank the candidates and then meet as a group and discuss and agree upon a composite evaluation of each candidate. The make-up of the assessment team will consist of two or three retired or active Chief Fire/EMS Officers, one or two Human Resource specialists and a facilitator (total team four or five consultants). Assessment Center Testing has been found to be extremely beneficial in identifying candidates who are most apt to succeed.

Note: During an assessment center, candidates have downtime that can be filled in with interviews by other stakeholders such as fire department officers, employee groups, or community panel, etc. This option will be discussed during the pre-planning phase of the recruitment.

Assessment Center Testing Services:

The consultants will provide the following:

- A schedule for each of the three or four candidates
- A schedule for each assessor
- Assessor training (review morning of the test)
- Candidate orientation (prior to the test)
- Develop, copy, and administer all testing materials for a maximum of four candidates; all materials for the assessors

- All materials remain the property of the McGrath Consulting Group, Inc. as well as all/any written responses/notes by the candidates and/or assessors. All documents will be collected and maintained in confidence by the consultants for a period of three years.
- One test facilitator (one principle of the company)
- Provide all evaluation criteria sheets and work sheets for the assessors
- Provide leadership to the assessment team in evaluating candidates and identifying desirable candidate traits
- Assist assessors in developing a candidate-ranking list to be forwarded to the Hiring Committee

There are a series of exercises available to the Hiring Committee to choose from that will best match the challenges and opportunities facing the new Fire Chief.

Note: The Hiring Committee/Police and Fire Commission will be asked to identify a minimum of seven (7) candidates for selection; however, only three or four candidates will be brought to an assessment center. Assessment centers with more than four candidates need to be held on two consecutive days in order to provide ample testing opportunities. This would not only require more time of the Hiring Committee and assessors but would also increase the cost of the proposal. Through phone interviews, the Consultant can screen identified candidates to reach the three or four for the assessment center, as well as have two (2) or three (3) candidates as alternates.

Staff Qualifications

Our team of consultants includes professionals who have held leadership positions as administrator, council members, public safety director, fire chief (municipal and district), police chief, EMS directors, legal advisor, university professor, and human resource specialists. The following members will be a member of the recruitment team.

Dr. Tim McGrath, CEO of McGrath Consulting Group, Inc. has retired as Fire Chief from two remarkably diverse communities in Illinois and Wisconsin. As an executive board member of the Illinois Fire Chiefs he was active in the Association's Service Bureau's activities. These included the recruitment, testing, and placement of fire department Chief Officers. His practical experience and formal education in management initiatives brings a unique dimension to the consulting team.

Dr. McGrath has a doctorate degree in Management and a dual master's degree in Public Administration and Management. He also holds a bachelor's of science in Education, and an associate degree in Fire Science Management. Chief McGrath has been an adjunct faculty member at the bachelor level for Southern Illinois University; master's level for Webster University; and hired by Northwestern University to teach in the United Arab Emirates.

Dr. Victoria McGrath – CEO of McGrath Human Resource Group a subsidiary of McGrath Consulting Group, Inc. has over 25 years of experience in the field of human resources in the public and private sector and ten

years of recruitment experience in our consulting firm. She has extensive experience in working on projects with both police and fire departments which include assessing leadership attributes.

Dr. Victoria McGrath received her doctoral degree from the University of Wisconsin-Milwaukee, focusing on government and its efforts in efficiency. She holds a master's degree in management and a dual bachelor's degree in business and labor relations. She is an adjunct faculty member for Northwestern University and the University of Wisconsin-Milwaukee, in both the master's and doctorate programs, teaching courses on management, labor issues, recruitment and retention, public sector organizational behavior, and research and writing.

Assessors – Two or three retired or current fire department Chief Officers (one with experience in Wisconsin) and one Human Resource professional will be added to the assessment testing team, for a total consulting team of three or four assessors and one facilitator.

References

Sun Prairie Volunteer Fire Department, WI

Contact: Mr. Thane Westermeyer – Selection Committee Chair – email: thanewestermeyer@gmail.com
Cell: (608) 469-3915 or Aaron Oppenheimer – City Administrator – email: aoppenheimer@cityofsunprairie.com. (608) 825-1193.

Oxford Charter Township, MI

Contact: Fire Chief Peter Scholz – email: pscholz@oxfordfiredept.com Office: (248)-969-9483.

South Shore Fire Department, WI

Contact: Chief Robert Stedman (262) 995-1210 Email: rstedman@mtpleasantwi.gov.

Cy-Fair Volunteer Fire Department, TX

Contact: Fire Chief Amy Ramon – former ESD #9 General Manager – (281) 550-6663; email amy.ramon@cyfairvfd.org.

City of O'Fallon, IL

Contact: Ms. Pamala Funk – Retired – Assistant City Administrator – email: pamalafunk@charter.net
Cell: (618) 971-8662

Braidwood Fire Protection District, IL

Contact: Mr. Michael Dillon – District Trustee – email mdillon@braidwoodfire.org. Cell: (815) 405-0881.

Other Services

Applicant Communication

The consultants will be the primary communication source for all applicants. They will keep candidates apprised of the process, notify if no longer in consideration, and will also provide feedback to the applicants of their performance during the interview process.

Hiring Committee/Department Staff Time

The Consultant's will require some time of the Hiring Committee/Police and Fire Commission and/or department's staff in coordinating room needs, scheduling interview dates with all appropriate personnel, arranging candidate hotel accommodations (if needed), and directions for the candidates. Further, on the date of the interview, assisting the consultants and candidates in room logistics, directions, and arranging for lunch to be brought in for the interview team.

The Consultant's will be responsible for the development and copying of all recruitment and assessment materials, as well as arranging for interview times with the candidates. The Consultant's will also gather and have prepared any pre-interview assignments for the applicants, along with sufficient copies for the interview team's review on the day of the interview.

Timeline

McGrath Consulting Group, Inc. takes pride in meeting its time commitments. Our firm is large enough to have the resources for a successful project, yet small enough to make each client a priority. A selection process typically can be completed within 3 – 3.5 months.

There are factors that impact the scheduling that may be out of the control of the Consultants. The proposed time frame is contingent upon timely meetings, receipt of information from the Hiring Committee/Police and Fire Commission, scheduling of dates, etc.

Costs

The executive recruitment including an assessment center testing activities, including all services outlined in this proposal: \$16,500.00.

Costs include consultant(s) time, travel expenses, copies, and all testing materials/supplies. Costs do not include advertisement(s), costs associated with candidates (travel, meals, etc.), costs associated with interview/assessment testing rooms and/or meals, or licensing fees to conduct business with the City of Wisconsin Rapids.

The client will be billed 15% of the total upon signing of the contract. The remaining 85% will be billed upon completion of the executive search.

Project price is good for 60 days from the September 14, 2021.

Guarantee:

The Consultants will work with the Hiring Committee/Police and Fire Commission until an acceptable candidate is offered and accepts the position. If the Hiring Committee/Police and Fire Commission selects a candidate listed in the Category 1 grouping by McGrath Consulting Group, Inc., and the recruitment process needs to be repeated for either of these two reasons: 1) the finalist withdraws prior to starting the position; or 2) if within one year of appointment the client dismisses the individual, our firm will repeat the entire process. The City of Wisconsin Rapids would only be responsible for the following costs: recruitment team and candidate travel expenses, advertisements, and assessor costs. All other costs would be waived.

Final Word

This proposal outlines a general scope of services for the recruitment of the Fire Chief. We will work with the Hiring Committee/Police and Fire Commission to develop a recruitment process that fits the needs of the City and fire department. Please feel free to contact us if you have any questions regarding this proposal.

Tim McGrath

Tim McGrath, Ph.D.

CEO McGrath Consulting Group, Inc.

Proposal (Assessment Center Testing)

To Conduct An

Fire Chief Executive Search

for the



City of Wisconsin Rapids

and the

Wisconsin Rapids Fire Department



Submitted by



Revised December 18, 2021



December 18, 2021

Mr. Gregory J. Jerabek SC
Nash Law Group
170 Third Street North
P.O. Box 997
Wisconsin Rapids, WI 54495-0997

Dear Mr. Jerabek

McGrath Consulting Group, Inc., in partnership with our subsidiary company McGrath Human Resources Group, is pleased to submit this ***Revised Proposal*** for conducting an Assessment Center testing for the position of Fire Chief for the Wisconsin Rapids Fire Department. We have had the opportunity to work with your City and Police and Fire Commission (PFC) for both Fire and Police Chiefs executive searches in the past.

Having the two divisions of our corporation allows input from two very diverse perspectives. Together we approach this process as a unified team but from different perspectives and backgrounds. McGrath Consulting Group, Inc. is enjoying its 21st year of consulting which includes 425 clients in 39 states. This hiring process undertaken by McGrath Consulting Group Inc. provides for an assessment testing/evaluation in which the final four candidates appear before the hiring team/assessors/PFC to demonstrate their knowledge and experience utilizing various testing scenarios.

This proposal will outline the methodology utilized by the consultants in its assessment testing to identify the best candidate to become the Fire Chief for the City of Wisconsin Rapids.

Please contact us if you require any additional information.

Sincerely,

Tim McGrath

Tim McGrath, Ph.D.
CEO McGrath Consulting Group, Inc.

cc: Emily Kent EKent@wirapids.org

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Company Qualifications

McGrath Consulting Group, Inc. is an organization that specializes in public sector consulting. McGrath Human Resources Group is a subsidiary and specializes in human resource services. The principals of the companies bring over 50 years of experience in providing comprehensive organizational assessments and executive searches that are specifically designed to assist the organizations in securing a candidate that not only fits the required skills and qualifications but will also fit into the culture of the Wisconsin Rapids Fire Department. Our firm specializes in public sector management and recruitment projects in 39 states and has 21 years of consulting experience.

The principal of McGrath Consulting is Dr. Tim McGrath, retired fire chief, and Dr. Victoria McGrath, is CEO of McGrath Human Resource Group. Both Drs. Tim and Victoria McGrath have had significant experience in the hiring process ranging from the development of position descriptions and profiles, preparation of job descriptions, position advertising, screening of candidates, communication with client and candidates, and in interviewing governing officials, department members, and other identified stakeholders to gain a better understanding of the need attributes of the next Fire Chief. In addition, Dr. Tim McGrath has extensive experience in the creation and administration of assessment center testing for the Fire Chief position.

Applicant Packet

The City of Wisconsin Rapids will be responsible for the development of the requirements for the position of Fire Chief and provide an applicant package to perspective candidates.

Candidate Screening

The screening of all applicants will be conducted exclusively by the City of Wisconsin Rapids. Upon the closing date of the application period, the City will provide and forward their top six (6) candidates-along with complete application packets to McGrath Consulting Group for further evaluation. Upon this evaluation of each of the individual's education, training, experience etc. McGrath Consulting will rank the candidates and return their findings to the City/Police & Fire Commission.

Reference Checks

All background and reference checks will be the responsibility of the City of Wisconsin Rapids.

Interview

During the Assessment Center testing each candidate will participate in two interviews. One with the assessors and the other with an employee group overseen by our firms Human Resources professional.

Assessment Center Testing

An assessment center is a process that places the candidate in a testing environment that provides a high degree of reliability and insight into his/her supervisory, leadership, and/or management potential by testing skills and ability rather than just knowledge. The candidates participate in a series of exercises designed to simulate his/her competency to perform a particular job.

The assessment center process allows the assessors to observe the candidates throughout the process; thus, evaluating each candidate's organizational skills, leadership ability, stress tolerance, analytical skills, influence, delegation ability, decisiveness, sensitivity and/or empathy, communication techniques both verbal and non-verbal, ability to function as a team member, and his/her ethics.

The assessment center testing process has both individual and group tasks that are observed by a series of assessors who will be trained by McGrath Consulting Group, Inc. in behavioral observation techniques. The assessors observe the candidates throughout the entire testing process. Each assessor will rank the candidates and then meet as a group and discuss and agree upon a composite evaluation of each candidate. The make-up of the assessment team will consist of two or three retired or active Chief Fire/EMS Officers, one or two Human Resource specialists and a facilitator (total team four or five consultants). Assessment Center Testing has been found to be extremely beneficial in identifying candidates who are most apt to succeed.

Note: During an assessment center, candidates have downtime that can be filled in with interviews by other stakeholders such as fire department officers, employee groups, or community panel, etc. This option will be discussed during the pre-planning phase of the testing.

Assessment Center Testing Services:

The consultants will provide the following:

- A schedule for each of the four candidates
- A schedule for each assessor
- Assessor training (review morning of the test)
- Candidate orientation (prior to the test)
- Develop, copy, and administer all testing materials for a maximum of four candidates; all materials for the assessors
 - All materials remain the property of the McGrath Consulting Group, Inc. as well as all/any written responses/notes by the candidates and/or assessors. All documents will be collected and maintained in confidence by the consultants for a period of three years.
- One test facilitator (one principle of the company)
- Provide all evaluation criteria sheets and work sheets for the assessors
- Provide leadership to the assessment team in evaluating candidates and identifying desirable candidate traits
- Assist assessors in developing a candidate-ranking list to be forwarded to the Hiring Committee

There are a series of exercises available to the Hiring Committee to choose from that will best match the challenges and opportunities facing the new Fire Chief. Example of a most recent testing for a Wisconsin Fire Chief included by not limited to:

- *In-Basket exercise*
- *Structured oral interview*
 - *Assessment team*
 - *Employee group*
- *Budget exercise*
- *Management exercise*
- *Candidate-prepared oral presentation to Board*

Note: The Hiring Committee/PFC will be asked to identify (6) candidates for selection; however, only four candidates will be brought to the assessment center. Assessment centers with more than four candidates need to be held on two consecutive days in order to provide ample testing opportunities. This would not only require more time of the Hiring Committee and assessors but would also increase the cost of the proposal. The two remaining candidates not chosen to participate in the assessment testing may serve as alternates.

Staff Qualifications

Our team of consultants includes professionals who have held leadership positions as administrator, council members, public safety director, fire chief (municipal and district), police chief, EMS directors, legal advisor, university professor, and human resource specialists. The following members will be a member of the recruitment team.

Dr. Tim McGrath, CEO of McGrath Consulting Group, Inc. has retired as Fire Chief from two remarkably diverse communities in Illinois and Wisconsin. As an executive board member of the Illinois Fire Chiefs, he was active in the Association's Service Bureau's activities. These included the recruitment, testing, and placement of fire department Chief Officers. His practical experience and formal education in management initiatives brings a unique dimension to the consulting team.

Dr. McGrath has a doctorate degree in Management and a dual master's degree in Public Administration and Management. He also holds a Bachelor of Science in Education, and an associate degree in Fire Science Management. Chief McGrath has been an adjunct faculty member at the bachelor level for Southern Illinois University; master's level for Webster University; and hired by Northwestern University to teach in the United Arab Emirates.

Dr. Victoria McGrath – CEO of McGrath Human Resource Group a subsidiary of McGrath Consulting Group, Inc. has over 25 years of experience in the field of human resources in the public and private sector and ten years of recruitment experience in our consulting firm. She has extensive experience in working on projects with both police and fire departments which include assessing leadership attributes.

Dr. Victoria McGrath received her doctoral degree from the University of Wisconsin-Milwaukee, focusing on government and its efforts in efficiency. She holds a master's degree in management and a dual bachelor's degree in business and labor relations. She is an adjunct faculty member for Northwestern University and the University of Wisconsin-Milwaukee, in both the master's and doctorate programs, teaching courses on management, labor issues, recruitment and retention, public sector organizational behavior, and research and writing.

Assessors – Two or three retired or current fire department Chief Officers (one with experience in Wisconsin) and one Human Resource professional will be added to the assessment testing team, for a total consulting team of three or four assessors and one facilitator.

References

Sun Prairie Volunteer Fire Department, WI

Contact: Mr. Thane Westermeyer – Selection Committee Chair – email: thanewestermeyer@gmail.com
Cell: (608) 469-3915 or Aaron Oppenheimer – City Administrator: - email: aoppenheimer@cityofsunprairie.com. (608) 825-1193.

Oxford Charter Township, MI

Contact: Fire Chief Peter Scholz – email: pscholz@oxfordfiredept.com Office: (248)-969-9483.

South Shore Fire Department, WI

Contact: Chief Robert Stedman (262) 995-1210 Email: rstedman@mtpleasantwi.gov.

Cy-Fair Volunteer Fire Department, TX

Contact: Fire Chief Amy Ramon – former ESD #9 General Manager – (281) 550-6663; email amy.ramon@cyfairvfd.org.

City of O'Fallon, IL

Contact: Ms. Pamala Funk – Retired – Assistant City Administrator – email: pamalafunk@charter.net
Cell: (618) 971-8662

Braidwood Fire Protection District, IL

Contact: Mr. Michael Dillon – District Trustee – email mdillon@braidwoodfire.org. Cell: (815) 405-0881.

Other Services

Applicant Communication

The City of Wisconsin Rapids will be the primary communication source for all applicants. They will keep candidates apprised of the process, notify if no longer in consideration, and will also provide feedback to the applicants of their performance during the interview process.

Hiring Committee/Department Staff Time

The Consultant's will require some time of the Hiring Committee/Police and Fire Commission and/or department's staff in coordinating facility/room needs, scheduling interview dates with all appropriate personnel, arranging candidate hotel accommodations (if needed), and directions for the candidates. Further, on the date of the interview, assisting the consultants and candidates in room logistics, directions, and arranging for lunch to be brought in for the interview team.

The Consultant's will be responsible for the development and copying of all assessment testing materials. The Consultant's will also gather and have prepared any pre-interview assignments for the applicants, along with sufficient copies for the interview team's review on the day of the interview.

Timeline

An Assessment Center testing is completed in one day lasting about eight hours. At the end of the testing the hiring committee/PFC will be given a list of candidates in order of preference for the position of Fire Chief. The decision of the final choice of the best candidate is the responsibility of the city/PFC.

Costs

The executive recruitment including an assessment center testing activities, including all services outlined in this proposal: \$7,500.00

Costs include consultant(s) time, travel expenses, copies, and all testing materials/supplies. Costs do not include advertisement(s), costs associated with candidates (travel, meals, etc.), costs associated with interview/assessment testing rooms and/or meals, or licensing fees to conduct business with the City of Wisconsin Rapids.

The client will be billed 15% of the total upon signing of the contract. The remaining 85% will be billed upon completion of the executive search.

Project price is good for 60 days from December 22, 2021.

Final Word

This proposal outlines a general scope of services for the Assessment Center testing for the position of the Fire Chief. Please feel free to contact us if you have any questions regarding this proposal.

Tim McGrath

Tim McGrath, Ph.D.
CEO McGrath Consulting Group, Inc.

City of Wisconsin Rapids

2023 Budget Timeline

Capital Budget

The capital budget provides funding for the City's major infrastructure projects, new or improvements to building facilities and park systems, investment in the City's information technology systems and the acquisition of departmental equipment.

Department Heads submit capital budget requests to the Mayor

Due Date: April 30, 2022



Mayor reviews preliminary capital budget requests with Department Heads

Date: May 1, 2022 to May 31, 2022

Operating Budget

The operating budget provides funding for personnel costs and other departmental operating costs to provide services both within the organization and/or to residents.

Department Heads submit requests for additional personnel to the Mayor and identify any significant cost changes in their operating budget

Due Date: April 30, 2022



Mayor reviews request for additional personnel with Department Heads

Date: May 1, 2022 to May 31, 2022



Finance Director compiles 2023 budget projection based on preliminary capital budget requests and operating budget changes identified by Department Heads. The projection will include both estimated 2023 expenditures and revenues. Assumptions utilized to compile the projection will be identified.

Date: May 1, 2022 to May 31, 2022



Mayor and Finance Director reviews the 2023 budget projection with the Common Council and guidance is issued to Department Heads for the 2023 departmental budget requests

Date: Committee of the Whole meeting June 14, 2022



Department Heads compile and submit their 2023 department budget requests based on the guidance determined at the June 14, 2022 Committee of the Whole meeting to the Mayor and Finance Director

Due Date: July 31, 2022



Mayor and Finance Director to provide update on the status of the 2023 Budget to the Common Council

Date: August 16, 2022 Common Council meeting



Executive Budget distributed to the Common Council

Date: September 1, 2022



City of Wisconsin Rapids 2023 Budget Timeline

Finance Committee reviews 2023 Executive Budget. Review will consist of Finance Committee and/or Committee of the Whole meetings as determined by the Finance Committee and/or Common Council

Date: September 1, 2022 to November 8, 2022



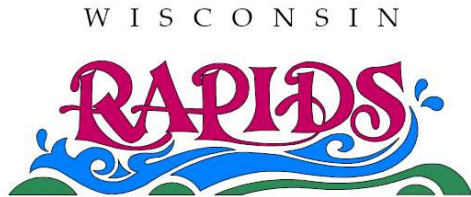
2023 Budget Public Hearing

Date: November 10, 2022



Common Council Adoption of the 2023 Budget

Date: November 15, 2022

**CITY OF WISCONSIN RAPIDS****Resolution No. 02 (2022)****2022 Budget Amendment No. 1**

WHEREAS, at the January 12, 2022 Police and Fire Commission meeting, the Commission approved a \$7,500 Assessment Center Testing proposal from McGrath Consulting Group, Inc. for the recruitment of a new Fire Chief; and

WHEREAS, funds for the recruitment of a new Fire Chief were included in the 2022 Contingency Account; and

THEREFORE, BE IT RESOLVED, by a majority vote of the entire City of Wisconsin Rapids Common Council government body that the 2022 budget be amended as follows:

BE IT FURTHER RESOLVED that the City Clerk is hereby directed to publish a class 1 notice of this resolution in the City's official newspaper within 10 days of adoption the Common Council.

General Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
		\$ -	Police & Fire Commission	51100-56101	\$ 7,500
		-	Contingency	51560-55735	(7,500)
Total		\$ -	Total		\$ -

Adopted the 15th day of February, 2022

Shane Blaser, Mayor

Jennifer M Gossick, City Clerk



Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule

U.S. DEPARTMENT OF THE TREASURY

January 2022



The Overview of the Final Rule provides a summary of major provisions of the final rule for informational purposes and is intended as a brief, simplified user guide to the final rule provisions.

The descriptions provided in this document summarize key provisions of the final rule but are non-exhaustive, do not describe all terms and conditions associated with the use of SLFRF, and do not describe all requirements that may apply to this funding. Any SLFRF funds received are also subject to the terms and conditions of the agreement entered into by Treasury and the respective jurisdiction, which incorporate the provisions of the final rule and the guidance that implements this program.



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Introduction

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF), a part of the American Rescue Plan, delivers \$350 billion to state, local, and Tribal governments across the country to support their response to and recovery from the COVID-19 public health emergency. The program ensures that governments have the resources needed to:

- Fight the pandemic and support families and businesses struggling with its public health and economic impacts,
- Maintain vital public services, even amid declines in revenue, and
- Build a strong, resilient, and equitable recovery by making investments that support long-term growth and opportunity.

EARLY PROGRAM IMPLEMENTATION

In May 2021, Treasury published the Interim final rule (IFR) describing eligible and ineligible uses of funds (as well as other program provisions), sought feedback from the public on these program rules, and began to distribute funds. The IFR went immediately into effect in May, and since then, governments have used SLFRF funds to meet their immediate pandemic response needs and begin building a strong and equitable recovery, such as through providing vaccine incentives, development of affordable housing, and construction of infrastructure to deliver safe and reliable water.

As governments began to deploy this funding in their communities, Treasury carefully considered the feedback provided through its public comment process and other forums. Treasury received over 1,500 comments, participated in hundreds of meetings, and received correspondence from a wide range of governments and other stakeholders.

KEY CHANGES AND CLARIFICATIONS IN THE FINAL RULE

The final rule delivers broader flexibility and greater simplicity in the program, responsive to feedback in the comment process. Among other clarifications and changes, the final rule provides the features below.

Replacing Lost Public Sector Revenue

The final rule offers a standard allowance for revenue loss of up to \$10 million, allowing recipients to select between a standard amount of revenue loss or complete a full revenue loss calculation. Recipients that select the standard allowance may use that amount – in many cases their full award – for government services, with streamlined reporting requirements.

Public Health and Economic Impacts

In addition to programs and services, the final rule clarifies that recipients can use funds for capital expenditures that support an eligible COVID-19 public health or economic response. For example, recipients may build certain affordable housing, childcare facilities, schools, hospitals, and other projects consistent with final rule requirements.



In addition, the final rule provides an expanded set of households and communities that are presumed to be “impacted” and “disproportionately impacted” by the pandemic, thereby allowing recipients to provide responses to a broad set of households and entities without requiring additional analysis. Further, the final rule provides a broader set of uses available for these communities as part of COVID-19 public health and economic response, including making affordable housing, childcare, early learning, and services to address learning loss during the pandemic eligible in all impacted communities and making certain community development and neighborhood revitalization activities eligible for disproportionately impacted communities.

Further, the final rule allows for a broader set of uses to restore and support government employment, including hiring above a recipient’s pre-pandemic baseline, providing funds to employees that experienced pay cuts or furloughs, avoiding layoffs, and providing retention incentives.

Premium Pay

The final rule delivers more streamlined options to provide premium pay, by broadening the share of eligible workers who can receive premium pay without a written justification while maintaining a focus on lower-income and frontline workers performing essential work.

Water, Sewer & Broadband Infrastructure

The final rule significantly broadens eligible broadband infrastructure investments to address challenges with broadband access, affordability, and reliability, and adds additional eligible water and sewer infrastructure investments, including a broader range of lead remediation and stormwater management projects.

FINAL RULE EFFECTIVE DATE

The final rule takes effect on April 1, 2022. Until that time, the interim final rule remains in effect; funds used consistently with the IFR while it is in effect are in compliance with the SLFRF program.

However, recipients can choose to take advantage of the final rule’s flexibilities and simplifications now, even ahead of the effective date. Treasury will not take action to enforce the interim final rule to the extent that a use of funds is consistent with the terms of the final rule, regardless of when the SLFRF funds were used. Recipients may consult the *Statement Regarding Compliance with the Coronavirus State and Local Fiscal Recovery Funds Interim Final Rule and Final Rule*, which can be found on Treasury’s website, for more information on compliance with the interim final rule and the final rule.



Overview of the Program

The Coronavirus State and Local Fiscal Recovery Funds (SLFRF) program provides substantial flexibility for each jurisdiction to meet local needs within the four separate eligible use categories. This Overview of the Final Rule addresses the four eligible use categories ordered from the broadest and most flexible to the most specific.

Recipients may use SLFRF funds to:

- **Replace lost public sector revenue**, using this funding to provide government services up to the amount of revenue loss due to the pandemic.
 - Recipients may determine their revenue loss by choosing between two options:
 - A standard allowance of up to \$10 million in aggregate, not to exceed their award amount, during the program;
 - Calculating their jurisdiction's specific revenue loss each year using Treasury's formula, which compares actual revenue to a counterfactual trend.
 - Recipients may use funds up to the amount of revenue loss for government services; generally, services traditionally provided by recipient governments are government services, unless Treasury has stated otherwise.
- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
 - Recipients can use funds for programs, services, or capital expenditures that respond to the public health and negative economic impacts of the pandemic.
 - To provide simple and clear eligible uses of funds, Treasury provides a list of enumerated uses that recipients can provide to households, populations, or classes (i.e., groups) that experienced pandemic impacts.
 - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavioral healthcare, and preventing and responding to violence.
 - Eligible uses to respond to negative economic impacts are organized by the type of beneficiary: assistance to households, small businesses, and nonprofits.
 - Each category includes assistance for "impacted" and "disproportionately impacted" classes: impacted classes experienced the general, broad-based impacts of the pandemic, while disproportionately impacted classes faced meaningfully more severe impacts, often due to preexisting disparities.
 - To simplify administration, the final rule presumes that some populations and groups were impacted or disproportionately impacted and are eligible for responsive services.



- Eligible uses for assistance to impacted households include aid for re-employment, job training, food, rent, mortgages, utilities, affordable housing development, childcare, early education, addressing learning loss, and many more uses.
- Eligible uses for assistance to impacted small businesses or nonprofits include loans or grants to mitigate financial hardship, technical assistance for small businesses, and many more uses.
- Recipients can also provide assistance to impacted industries like travel, tourism, and hospitality that faced substantial pandemic impacts, or address impacts to the public sector, for example by re-hiring public sector workers cut during the crisis.
- Recipients providing funds for enumerated uses to populations and groups that Treasury has presumed eligible are clearly operating consistently with the final rule. Recipients can also identify (1) other populations or groups, beyond those presumed eligible, that experienced pandemic impacts or disproportionate impacts and (2) other programs, services, or capital expenditures, beyond those enumerated, to respond to those impacts.
- **Provide premium pay for eligible workers performing essential work**, offering additional support to those who have and will bear the greatest health risks because of their service in critical sectors.
 - Recipients may provide premium pay to eligible workers – generally those working in-person in key economic sectors – who are below a wage threshold or non-exempt from the Fair Labor Standards Act overtime provisions, or if the recipient submits justification that the premium pay is responsive to workers performing essential work.
- **Invest in water, sewer, and broadband infrastructure**, making necessary investments to improve access to clean drinking water, to support vital wastewater and stormwater infrastructure, and to expand affordable access to broadband internet.
 - Recipients may fund a broad range of water and sewer projects, including those eligible under the EPA’s Clean Water State Revolving Fund, EPA’s Drinking Water State Revolving Fund, and certain additional projects, including a wide set of lead remediation, stormwater infrastructure, and aid for private wells and septic units.
 - Recipients may fund high-speed broadband infrastructure in areas of need that the recipient identifies, such as areas without access to adequate speeds, affordable options, or where connections are inconsistent or unreliable; completed projects must participate in a low-income subsidy program.

While recipients have considerable flexibility to use funds to address the diverse needs of their communities, some restrictions on use apply across all eligible use categories. These include:

- **For states and territories:** No offsets of a reduction in net tax revenue resulting from a change in state or territory law.

Coronavirus State & Local Fiscal Recovery Funds: Overview of the Final Rule



- **For all recipients except for Tribal governments:** No extraordinary contributions to a pension fund for the purpose of reducing an accrued, unfunded liability.
- **For all recipients:** No payments for debt service and replenishments of rainy day funds; no satisfaction of settlements and judgments; no uses that contravene or violate the American Rescue Plan Act, Uniform Guidance conflicts of interest requirements, and other federal, state, and local laws and regulations.

Under the SLFRF program, funds must be used for costs incurred on or after March 3, 2021. Further, funds must be obligated by December 31, 2024, and expended by December 31, 2026. This time period, during which recipients can expend SLFRF funds, is the “period of performance.”

In addition to SLFRF, the American Rescue Plan includes other sources of funding for state and local governments, including the [Coronavirus Capital Projects Fund](#) to fund critical capital investments including broadband infrastructure; the [Homeowner Assistance Fund](#) to provide relief for our country’s most vulnerable homeowners; the [Emergency Rental Assistance Program](#) to assist households that are unable to pay rent or utilities; and the [State Small Business Credit Initiative](#) to fund small business credit expansion initiatives. Eligible recipients are encouraged to visit the Treasury website for more information.



Replacing Lost Public Sector Revenue

The Coronavirus State and Local Fiscal Recovery Funds provide needed fiscal relief for recipients that have experienced revenue loss due to the onset of the COVID-19 public health emergency. Specifically, SLFRF funding may be used to pay for “government services” in an amount equal to the revenue loss experienced by the recipient due to the COVID-19 public health emergency.

Government services generally include any service traditionally provided by a government, including construction of roads and other infrastructure, provision of public safety and other services, and health and educational services. Funds spent under government services are subject to streamlined reporting and compliance requirements.

In order to use funds under government services, recipients should first determine revenue loss. They may, then, spend up to that amount on general government services.

DETERMINING REVENUE LOSS

Recipients have two options for how to determine their amount of revenue loss. Recipients must choose one of the two options and cannot switch between these approaches after an election is made.

- 1. Recipients may elect a “standard allowance” of \$10 million to spend on government services through the period of performance.**

Under this option, which is newly offered in the final rule Treasury presumes that up to \$10 million in revenue has been lost due to the public health emergency and recipients are permitted to use that amount (not to exceed the award amount) to fund “government services.” The standard allowance provides an estimate of revenue loss that is based on an extensive analysis of average revenue loss across states and localities, and offers a simple, convenient way to determine revenue loss, particularly for SLFRF’s smallest recipients.

All recipients may elect to use this standard allowance instead of calculating lost revenue using the formula below, including those with total allocations of \$10 million or less. Electing the standard allowance does not increase or decrease a recipient’s total allocation.

- 2. Recipients may calculate their actual revenue loss according to the formula articulated in the final rule.**

Under this option, recipients calculate revenue loss at four distinct points in time, either at the end of each calendar year (e.g., December 31 for years 2020, 2021, 2022, and 2023) or the end of each fiscal year of the recipient. Under the flexibility provided in the final rule, recipients can choose whether to use calendar or fiscal year dates but must be consistent throughout the period of performance. Treasury has also provided several adjustments to the definition of general revenue in the final rule.

To calculate revenue loss at each of these dates, recipients must follow a four-step process:



- a. Calculate revenues collected in the most recent full fiscal year prior to the public health emergency (i.e., last full fiscal year before January 27, 2020), called the *base year revenue*.
- b. Estimate *counterfactual revenue*, which is equal to the following formula, where n is the number of months elapsed since the end of the base year to the calculation date:

$$\text{base year revenue} \times (1 + \text{growth adjustment})^{\frac{n}{12}}$$

The *growth adjustment* is the greater of either a standard growth rate—5.2 percent—or the recipient’s average annual revenue growth in the last full three fiscal years prior to the COVID-19 public health emergency.

- c. Identify *actual revenue*, which equals revenues collected over the twelve months immediately preceding the calculation date.

Under the final rule, recipients must adjust actual revenue totals for the effect of tax cuts and tax increases that are adopted after the date of adoption of the final rule (January 6, 2022). Specifically, the estimated fiscal impact of tax cuts and tax increases adopted after January 6, 2022, must be added or subtracted to the calculation of actual revenue for purposes of calculation dates that occur on or after April 1, 2022.

Recipients may subtract from their calculation of actual revenue the effect of tax increases enacted prior to the adoption of the final rule. Note that recipients that elect to remove the effect of tax increases enacted before the adoption of the final rule must also remove the effect of tax decreases enacted before the adoption of the final rule, such that they are accurately removing the effect of tax policy changes on revenue.

- d. Revenue loss for the calculation date is equal to *counterfactual revenue* minus *actual revenue* (adjusted for tax changes) for the twelve-month period. If actual revenue exceeds counterfactual revenue, the loss is set to zero for that twelve-month period. Revenue loss for the period of performance is the sum of the revenue loss on for each calculation date.

The supplementary information in the final rule provides an example of this calculation, which recipients may find helpful, in the Revenue Loss section.



SPENDING ON GOVERNMENT SERVICES

Recipients can use SLFRF funds on government services up to the revenue loss amount, whether that be the standard allowance amount or the amount calculated using the above approach. **Government services generally include *any service traditionally provided by a government***, unless Treasury has stated otherwise. Here are some common examples, although this list is not exhaustive:

- ✓ Construction of schools and hospitals
- ✓ Road building and maintenance, and other infrastructure
- ✓ Health services
- ✓ General government administration, staff, and administrative facilities
- ✓ Environmental remediation
- ✓ Provision of police, fire, and other public safety services (including purchase of fire trucks and police vehicles)

Government services is the most flexible eligible use category under the SLFRF program, and funds are subject to streamlined reporting and compliance requirements. Recipients should be mindful that certain restrictions, which are detailed further in the Restrictions on Use section and apply to all uses of funds, apply to government services as well.



Responding to Public Health and Economic Impacts of COVID-19

The Coronavirus State and Local Fiscal Recovery Funds provide resources for governments to meet the public health and economic needs of those impacted by the pandemic in their communities, as well as address longstanding health and economic disparities, which amplified the impact of the pandemic in disproportionately impacted communities, resulting in more severe pandemic impacts.

The eligible use category to respond to public health and negative economic impacts is organized around the types of assistance a recipient may provide and includes several sub-categories:

- public health,
- assistance to households,
- assistance to small businesses,
- assistance to nonprofits,
- aid to impacted industries, and
- public sector capacity.

In general, to identify eligible uses of funds in this category, recipients should (1) identify a COVID-19 public health or economic impact on an individual or class (i.e., a group) and (2) design a program that responds to that impact. Responses should be related and reasonably proportional to the harm identified and reasonably designed to benefit those impacted.

To provide simple, clear eligible uses of funds that meet this standard, Treasury provides a non-exhaustive list of enumerated uses that respond to pandemic impacts. Treasury also presumes that some populations experienced pandemic impacts and are eligible for responsive services. In other words, recipients providing enumerated uses of funds to populations presumed eligible are clearly operating consistently with the final rule.¹

Recipients also have broad flexibility to (1) identify and respond to other pandemic impacts and (2) serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients can also identify groups or “classes” of beneficiaries that experienced pandemic impacts and provide services to those classes.

¹ However, please note that use of funds for enumerated uses may not be grossly disproportionate to the harm. Further, recipients should consult the Capital Expenditures section for more information about pursuing a capital expenditure; please note that enumerated capital expenditures are not presumed to be reasonably proportional responses to an identified harm except as provided in the Capital Expenditures section.



Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	<ul style="list-style-type: none">• Can identify impact to a specific household, business or nonprofit or to a class of households, businesses, or nonprofits (i.e., group)• Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class	<ul style="list-style-type: none">• Types of responses can include a program, service, or capital expenditure• Response should be related and reasonably proportional to the harm• Response should also be reasonably designed to benefit impacted individual or class
Simplifying Presumptions	<ul style="list-style-type: none">• Final Rule presumes certain populations and classes are impacted and disproportionately impacted	<ul style="list-style-type: none">• Final Rule provides non-exhaustive list of enumerated eligible uses that respond to pandemic impacts and disproportionate impacts

To assess eligibility of uses of funds, recipients should first determine the sub-category where their use of funds may fit (e.g., public health, assistance to households, assistance to small businesses), based on the entity that experienced the health or economic impact.² Then, recipients should refer to the relevant section for more details on each sub-category.

While the same overall eligibility standard applies to all uses of funds to respond to the public health and negative economic impacts of the pandemic, each sub-category has specific nuances on its application. In addition:

- Recipients interested in using funds for capital expenditures (i.e., investments in property, facilities, or equipment) should review the Capital Expenditures section in addition to the eligible use sub-category.
- Recipients interested in other uses of funds, beyond the enumerated uses, should refer to the section on “Framework for Eligible Uses Beyond Those Enumerated.”

² For example, a recipient interested in providing aid to unemployed individuals is addressing a negative economic impact experienced by a household and should refer to the section on assistance to households. Recipients should also be aware of the difference between “beneficiaries” and “sub-recipients.” Beneficiaries are households, small businesses, or nonprofits that can receive assistance based on impacts of the pandemic that they experienced. On the other hand, sub-recipients are organizations that carry out eligible uses on behalf of a government, often through grants or contracts. Sub-recipients do not need to have experienced a negative economic impact of the pandemic; rather, they are providing services to beneficiaries that experienced an impact.



RESPONDING TO THE PUBLIC HEALTH EMERGENCY

While the country has made tremendous progress in the fight against COVID-19, including a historic vaccination campaign, the disease still poses a grave threat to Americans' health and the economy. Providing state, local, and Tribal governments the resources needed to fight the COVID-19 pandemic is a core goal of the Coronavirus State and Local Fiscal Recovery Funds, as well as addressing the other ways that the pandemic has impacted public health. Treasury has identified several public health impacts of the pandemic and enumerated uses of funds to respond to impacted populations.

- **COVID-19 mitigation and prevention.** The pandemic has broadly impacted Americans and recipients can provide services to prevent and mitigate COVID-19 to the general public or to small businesses, nonprofits, and impacted industries in general. Enumerated eligible uses include:
 - ✓ Vaccination programs, including vaccine incentives and vaccine sites
 - ✓ Testing programs, equipment and sites
 - ✓ Monitoring, contact tracing & public health surveillance (e.g., monitoring for variants)
 - ✓ Public communication efforts
 - ✓ Public health data systems
 - ✓ COVID-19 prevention and treatment equipment, such as ventilators and ambulances
 - ✓ Medical and PPE/protective supplies
 - ✓ Support for isolation or quarantine
 - ✓ Ventilation system installation and improvement
 - ✓ Technical assistance on mitigation of COVID-19 threats to public health and safety
 - ✓ Transportation to reach vaccination or testing sites, or other prevention and mitigation services for vulnerable populations
 - ✓ Support for prevention, mitigation, or other services in congregate living facilities, public facilities, and schools
 - ✓ Support for prevention and mitigation strategies in small businesses, nonprofits, and impacted industries
 - ✓ Medical facilities generally dedicated to COVID-19 treatment and mitigation (e.g., ICUs, emergency rooms)
 - ✓ Temporary medical facilities and other measures to increase COVID-19 treatment capacity
 - ✓ Emergency operations centers & emergency response equipment (e.g., emergency response radio systems)
 - ✓ Public telemedicine capabilities for COVID-19 related treatment



- **Medical expenses.** Funds may be used for expenses to households, medical providers, or others that incurred medical costs due to the pandemic, including:
 - ✓ Unreimbursed expenses for medical care for COVID-19 testing or treatment, such as uncompensated care costs for medical providers or out-of-pocket costs for individuals
 - ✓ Paid family and medical leave for public employees to enable compliance with COVID-19 public health precautions
 - ✓ Emergency medical response expenses
 - ✓ Treatment of long-term symptoms or effects of COVID-19
- **Behavioral health care, such as mental health treatment, substance use treatment, and other behavioral health services.** Treasury recognizes that the pandemic has broadly impacted Americans' behavioral health and recipients can provide these services to the general public to respond. Enumerated eligible uses include:
 - ✓ Prevention, outpatient treatment, inpatient treatment, crisis care, diversion programs, outreach to individuals not yet engaged in treatment, harm reduction & long-term recovery support
 - ✓ Enhanced behavioral health services in schools
 - ✓ Services for pregnant women or infants born with neonatal abstinence syndrome
 - ✓ Support for equitable access to reduce disparities in access to high-quality treatment
 - ✓ Peer support groups, costs for residence in supportive housing or recovery housing, and the 988 National Suicide Prevention Lifeline or other hotline services
 - ✓ Expansion of access to evidence-based services for opioid use disorder prevention, treatment, harm reduction, and recovery
 - ✓ Behavioral health facilities & equipment
- **Preventing and responding to violence.** Recognizing that violence – and especially gun violence – has increased in some communities due to the pandemic, recipients may use funds to respond in these communities through:
 - ✓ Referrals to trauma recovery services for victims of crime
 - ✓ Community violence intervention programs, including:
 - Evidence-based practices like focused deterrence, with wraparound services such as behavioral therapy, trauma recovery, job training, education, housing and relocation services, and financial assistance
 - ✓ In communities experiencing increased gun violence due to the pandemic:
 - Law enforcement officers focused on advancing community policing
 - Enforcement efforts to reduce gun violence, including prosecution
 - Technology & equipment to support law enforcement response



RESPONDING TO NEGATIVE ECONOMIC IMPACTS

The pandemic caused severe economic damage and, while the economy is on track to a strong recovery, much work remains to continue building a robust, resilient, and equitable economy in the wake of the crisis and to ensure that the benefits of this recovery reach all Americans. While the pandemic impacted millions of American households and businesses, some of its most severe impacts fell on low-income and underserved communities, where pre-existing disparities amplified the impact of the pandemic and where the most work remains to reach a full recovery.

The final rule recognizes that the pandemic caused broad-based impacts that affected many communities, households, and small businesses across the country; for example, many workers faced unemployment and many small businesses saw declines in revenue. The final rule describes these as “impacted” households, communities, small businesses, and nonprofits.

At the same time, the pandemic caused disproportionate impacts, or more severe impacts, in certain communities. For example, low-income and underserved communities have faced more severe health and economic outcomes like higher rates of COVID-19 mortality and unemployment, often because pre-existing disparities exacerbated the impact of the pandemic. The final rule describes these as “disproportionately impacted” households, communities, small businesses, and nonprofits.

To simplify administration of the program, the final rule presumes that certain populations were “impacted” and “disproportionately impacted” by the pandemic; these populations are presumed to be eligible for services that respond to the impact they experienced. The final rule also enumerates a non-exhaustive list of eligible uses that are recognized as responsive to the impacts or disproportionate impacts of COVID-19. Recipients providing enumerated uses to populations presumed eligible are clearly operating consistently with the final rule.

As discussed further in the section Framework for Eligible Uses Beyond Those Enumerated, recipients can also identify other pandemic impacts, impacted or disproportionately impacted populations or classes, and responses.

However, note that the final rule maintains that general infrastructure projects, including roads, streets, and surface transportation infrastructure, would generally not be eligible under this eligible use category, unless the project responded to a specific pandemic public health need or a specific negative economic impact. Similarly, general economic development or workforce development – activities that do not respond to negative economic impacts of the pandemic but rather seek to more generally enhance the jurisdiction’s business climate – would generally not be eligible under this eligible use category.



Assistance to Households

Impacted Households and Communities

Treasury presumes the following households and communities are impacted by the pandemic:

- ✓ Low- or moderate income households or communities
- ✓ Households that experienced unemployment
- ✓ Households that experienced increased food or housing insecurity
- ✓ Households that qualify for the Children's Health Insurance Program, Childcare Subsidies through the Child Care Development Fund (CCDF) Program, or Medicaid
- ✓ *When providing affordable housing programs:* households that qualify for the National Housing Trust Fund and Home Investment Partnerships Program
- ✓ *When providing services to address lost instructional time in K-12 schools:* any student that lost access to in-person instruction for a significant period of time

Low- or moderate-income households and communities are those with (i) income at or below 300 percent of the Federal Poverty Guidelines for the size of the household based on the most recently published poverty guidelines or (ii) income at or below 65 percent of the area median income for the county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines are higher than the area's median income and using the Federal Poverty Guidelines would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the response they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$65,880 per year.³ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is impacted by the pandemic and eligible for services to respond. Additionally, by following the steps detailed in the section Framework for Eligible Uses Beyond Those Enumerated, recipients may designate additional households as impacted or disproportionately impacted beyond these presumptions, and may also pursue projects not listed below in response to these impacts consistent with Treasury's standards.

³ For recipients in Alaska, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$82,350 per year. For recipients in Hawaii, the income limit for 300 percent of the Federal Poverty Guidelines for a household of three is \$75,780 per year.



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to impacts of the pandemic on households and communities:

- ✓ Food assistance & food banks
- ✓ Emergency housing assistance: rental assistance, mortgage assistance, utility assistance, assistance paying delinquent property taxes, counseling and legal aid to prevent eviction and homelessness & emergency programs or services for homeless individuals, including temporary residences for people experiencing homelessness
- ✓ Health insurance coverage expansion
- ✓ Benefits for surviving family members of individuals who have died from COVID-19
- ✓ Assistance to individuals who want and are available for work, including job training, public jobs programs and fairs, support for childcare and transportation to and from a jobsite or interview, incentives for newly-employed workers, subsidized employment, grants to hire underserved workers, assistance to unemployed individuals to start small businesses & development of job and workforce training centers
- ✓ Financial services for the unbanked and underbanked
- ✓ Burials, home repair & home weatherization
- ✓ Programs, devices & equipment for internet access and digital literacy, including subsidies for costs of access
- ✓ Cash assistance
- ✓ Paid sick, medical, and family leave programs
- ✓ Assistance in accessing and applying for public benefits or services
- ✓ Childcare and early learning services, home visiting programs, services for child welfare-involved families and foster youth & childcare facilities
- ✓ Assistance to address the impact of learning loss for K-12 students (e.g., high-quality tutoring, differentiated instruction)
- ✓ Programs or services to support long-term housing security: including development of affordable housing and permanent supportive housing
- ✓ Certain contributions to an Unemployment Insurance Trust Fund⁴

⁴ Recipients may only use SLFRF funds for contributions to unemployment insurance trust funds and repayment of the principal amount due on advances received under Title XII of the Social Security Act up to an amount equal to (i) the difference between the balance in the recipient's unemployment insurance trust fund as of January 27, 2020 and the balance of such account as of May 17, 2021, plus (ii) the principal amount outstanding as of May 17, 2021 on any advances received under Title XII of the Social Security Act between January 27, 2020 and May 17, 2021. Further, recipients may use SLFRF funds for the payment of any interest due on such Title XII advances. Additionally, a recipient that deposits SLFRF funds into its unemployment insurance trust fund to fully restore the pre-pandemic balance may not draw down that balance and deposit more SLFRF funds, back up to the pre-pandemic balance. Recipients that deposit SLFRF funds into an unemployment insurance trust fund, or use SLFRF funds to repay principal on Title XII advances, may not take action to reduce benefits available to unemployed workers by changing the computation method governing regular unemployment compensation in a way that results in a reduction of average weekly benefit amounts or the number of weeks of benefits payable (i.e., maximum benefit entitlement).



Disproportionately Impacted Households and Communities

Treasury presumes the following households and communities are disproportionately impacted by the pandemic:

- ✓ Low -income households and communities
- ✓ Households residing in Qualified Census Tracts
- ✓ Households that qualify for certain federal benefits⁵
- ✓ Households receiving services provided by Tribal governments
- ✓ Households residing in the U.S. territories or receiving services from these governments

Low-income households and communities are those with (i) income at or below 185 percent of the Federal Poverty Guidelines for the size of its household based on the most recently published poverty guidelines or (ii) income at or below 40 percent of area median income for its county and size of household based on the most recently published data. For the vast majority of communities, the Federal Poverty Guidelines level is higher than the area median income level and using this level would result in more households and communities being presumed eligible. Treasury has provided an easy-to-use spreadsheet with Federal Poverty Guidelines and area median income levels on its website.

Recipients can measure income for a specific household or the median income for the community, depending on whether the service they plan to provide serves specific households or the general community. The income thresholds vary by household size; recipients should generally use income thresholds for the appropriate household size but can use a default household size of three when easier for administration or when measuring income for a general community.

The income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$40,626 per year.⁶ In other words, recipients can always presume that a household earning below this level, or a community with median income below this level, is disproportionately impacted by the pandemic and eligible for services to respond.

⁵ These programs are Temporary Assistance for Needy Families (TANF), Supplemental Nutrition Assistance Program (SNAP), Free- and Reduced-Price Lunch (NSLP) and/or School Breakfast (SBP) programs, Medicare Part D Low-Income Subsidies, Supplemental Security Income (SSI), Head Start and/or Early Head Start, Special Supplemental Nutrition Program for Women, Infants, and Children (WIC), Section 8 Vouchers, Low-Income Home Energy Assistance Program (LIHEAP), and Pell Grants. For services to address educational disparities, Treasury will recognize Title I eligible schools as disproportionately impacted and responsive services that support the school generally or support the whole school as eligible.

⁶ For recipients in Alaska, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$50,783 per year. For recipients in Hawaii, the income limit for 185 percent of the Federal Poverty Guidelines for a household of three is \$46,731 per year



Treasury recognizes the enumerated projects below, which have been expanded under the final rule, as eligible to respond to disproportionate impacts of the pandemic on households and communities:

- ✓ Pay for community health workers to help households access health & social services
- ✓ Remediation of lead paint or other lead hazards
- ✓ Primary care clinics, hospitals, integration of health services into other settings, and other investments in medical equipment & facilities designed to address health disparities
- ✓ Housing vouchers & assistance relocating to neighborhoods with higher economic opportunity
- ✓ Investments in neighborhoods to promote improved health outcomes
- ✓ Improvements to vacant and abandoned properties, including rehabilitation or maintenance, renovation, removal and remediation of environmental contaminants, demolition or deconstruction, greening/vacant lot cleanup & conversion to affordable housing⁷
- ✓ Services to address educational disparities, including assistance to high-poverty school districts & educational and evidence-based services to address student academic, social, emotional, and mental health needs
- ✓ Schools and other educational equipment & facilities

⁷ Please see the final rule for further details and conditions applicable to this eligible use. This includes Treasury's presumption that demolition of vacant or abandoned residential properties that results in a net reduction in occupiable housing units for low- and moderate-income individuals in an area where the availability of such housing is lower than the need for such housing is ineligible for support with SLFRF funds.



Assistance to Small Businesses

Small businesses have faced widespread challenges due to the pandemic, including periods of shutdown, declines in revenue, or increased costs. The final rule provides many tools for recipients to respond to the impacts of the pandemic on small businesses, or disproportionate impacts on businesses where pre-existing disparities like lack of access to capital compounded the pandemic's effects.

Small businesses eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "small business," specifically:

1. Have no more than 500 employees, or if applicable, the size standard in number of employees [established](#) by the Administrator of the Small Business Administration for the industry in which the business concern or organization operates, and
2. Are a small business concern as defined in section 3 of the Small Business Act⁸ (which includes, among other requirements, that the business is independently owned and operated and is not dominant in its field of operation).

Impacted Small Businesses

Recipients can identify small businesses impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- | | |
|---------------------------------------|--|
| ✓ Decreased revenue or gross receipts | ✓ Capacity to weather financial hardship |
| ✓ Financial insecurity | ✓ Challenges covering payroll, rent or mortgage, and other operating costs |
| ✓ Increased costs | |

Assistance to small businesses that experienced negative economic impacts includes the following enumerated uses:

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| ✓ Loans or grants to mitigate financial hardship, such as by supporting payroll and benefits, costs to retain employees, and mortgage, rent, utility, and other operating costs | ✓ Technical assistance, counseling, or other services to support business planning |
|---|--|

Disproportionately Impacted Small Businesses

Treasury presumes that the following small businesses are disproportionately impacted by the pandemic:

⁸ 15 U.S.C. 632.



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- ✓ Small businesses operating in Qualified Census Tracts
- ✓ Small businesses operated by Tribal governments or on Tribal lands
- ✓ Small businesses operating in the U.S. territories

Assistance to disproportionately impacted small businesses includes the following enumerated uses, which have been expanded under the final rule:

- ✓ Rehabilitation of commercial properties, storefront improvements & façade improvements
- ✓ Technical assistance, business incubators & grants for start-up or expansion costs for small businesses
- ✓ Support for microbusinesses, including financial, childcare, and transportation costs



Assistance to Nonprofits

Nonprofits have faced significant challenges due to the pandemic's increased demand for services and changing operational needs, as well as declines in revenue sources such as donations and fees.

Nonprofits eligible for assistance are those that experienced negative economic impacts or disproportionate impacts of the pandemic and meet the definition of "nonprofit"—specifically those that are 501(c)(3) or 501(c)(19) tax-exempt organizations.

Impacted Nonprofits

Recipients can identify nonprofits impacted by the pandemic, and measures to respond, in many ways; for example, recipients could consider:

- ✓ Decreased revenue (e.g., from donations and fees)
- ✓ Financial insecurity
- ✓ Increased costs (e.g., uncompensated increases in service need)
- ✓ Capacity to weather financial hardship
- ✓ Challenges covering payroll, rent or mortgage, and other operating costs

Assistance to nonprofits that experienced negative economic impacts includes the following enumerated uses:

- ✓ Loans or grants to mitigate financial hardship
- ✓ Technical or in-kind assistance or other services that mitigate negative economic impacts of the pandemic

Disproportionately Impacted Nonprofits

Treasury presumes that the following nonprofits are disproportionately impacted by the pandemic:

- ✓ Nonprofits operating in Qualified Census Tracts
- ✓ Nonprofits operated by Tribal governments or on Tribal lands
- ✓ Nonprofits operating in the U.S. territories

Recipients may identify appropriate responses that are related and reasonably proportional to addressing these disproportionate impacts.



Aid to Impacted Industries

Recipients may use SLFRF funding to provide aid to industries impacted by the COVID-19 pandemic. Recipients should first designate an impacted industry and then provide aid to address the impacted industry's negative economic impact.

This sub-category of eligible uses does not separately identify disproportionate impacts and corresponding responsive services.

1. Designating an impacted industry. There are two main ways an industry can be designated as "impacted."

1. If the industry is in the travel, tourism, or hospitality sectors (including Tribal development districts), the industry is impacted.
2. If the industry is outside the travel, tourism, or hospitality sectors, the industry is impacted if:
 - a. The industry experienced at least 8 percent employment loss from pre-pandemic levels,⁹ or
 - b. The industry is experiencing comparable or worse economic impacts as the national tourism, travel, and hospitality industries as of the date of the final rule, based on the totality of economic indicators or qualitative data (if quantitative data is unavailable), and if the impacts were generally due to the COVID-19 public health emergency.

Recipients have flexibility to define industries broadly or narrowly, but Treasury encourages recipients to define narrow and discrete industries eligible for aid. State and territory recipients also have flexibility to define the industries with greater geographic precision; for example, a state may identify a particular industry in a certain region of a state as impacted.

2. Providing eligible aid to the impacted industry. Aid may only be provided to support businesses, attractions, and Tribal development districts operating prior to the pandemic and affected by required closures and other efforts to contain the pandemic. Further, aid should be generally broadly available to all businesses within the impacted industry to avoid potential conflicts of interest, and Treasury encourages aid to be first used for operational expenses, such as payroll, before being used on other types of costs.

⁹ Specifically, a recipient should compare the percent change in the number of employees of the recipient's identified industry and the national Leisure & Hospitality sector in the three months before the pandemic's most severe impacts began (a straight three-month average of seasonally-adjusted employment data from December 2019, January 2020, and February 2020) with the latest data as of the final rule (a straight three-month average of seasonally-adjusted employment data from September 2021, October 2021, and November 2021). For parity and simplicity, smaller recipients without employment data that measure industries in their specific jurisdiction may use data available for a broader unit of government for this calculation (e.g., a county may use data from the state in which it is located; a city may use data for the county, if available, or state in which it is located) solely for purposes of determining whether a particular industry is an impacted industry.



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Treasury recognizes the enumerated projects below as eligible responses to impacted industries.

- ✓ Aid to mitigate financial hardship, such as supporting payroll costs, lost pay and benefits for returning employees, support of operations and maintenance of existing equipment and facilities
- ✓ Technical assistance, counseling, or other services to support business planning
- ✓ COVID-19 mitigation and infection prevention measures (see section Public Health)

As with all eligible uses, recipients may pursue a project not listed above by undergoing the steps outlined in the section Framework for Eligible Uses Beyond Those Enumerated.



PUBLIC SECTOR CAPACITY

Recipients may use SLFRF funding to restore and bolster public sector capacity, which supports government's ability to deliver critical COVID-19 services. There are three main categories of eligible uses to bolster public sector capacity and workforce: Public Safety, Public Health, and Human Services Staff; Government Employment and Rehiring Public Sector Staff; and Effective Service Delivery.

Public Safety, Public Health, and Human Services Staff

SLFRF funding may be used for payroll and covered benefits for public safety, public health, health care, human services and similar employees of a recipient government, for the portion of the employee's time spent responding to COVID-19. Recipients should follow the steps below.

1. **Identify eligible public safety, public health, and human services staff.** Public safety staff include:

- ✓ Police officers (including state police officers)
- ✓ Sheriffs and deputy sheriffs
- ✓ Firefighters
- ✓ Emergency medical responders
- ✓ Correctional and detention officers
- ✓ Dispatchers and supervisor personnel that directly support public safety staff

Public health staff include:

- ✓ Employees involved in providing medical and other physical or mental health services to patients and supervisory personnel, including medical staff assigned to schools, prisons, and other such institutions
- ✓ Laboratory technicians, medical examiners, morgue staff, and other support services essential for patient care
- ✓ Employees of public health departments directly engaged in public health matters and related supervisory personnel

Human services staff include:

- ✓ Employees providing or administering social services and public benefits
- ✓ Child welfare services employees
- ✓ Child, elder, or family care employees

2. **Assess portion of time spent on COVID-19 response for eligible staff.**

Recipients can use a variety of methods to assess the share of an employees' time spent responding to COVID-19, including using reasonable estimates—such as estimating the share of time based on discussions with staff and applying that share to all employees in that position.

For administrative convenience, recipients can consider public health and safety employees entirely devoted to responding to COVID-19 (and their payroll and benefits fully covered by SLFRF) if the



employee, or his or her operating unit or division, is “primarily dedicated” to responding to COVID-19. Primarily dedicated means that more than half of the employee, unit, or division’s time is dedicated to responding to COVID-19.

Recipients must periodically reassess their determination and maintain records to support their assessment, although recipients do not need to track staff hours.

3. **Use SLFRF funding for payroll and covered benefits for the portion of eligible staff time spent on COVID-19 response.** SLFRF funding may be used for payroll and covered benefits for the portion of the employees’ time spent on COVID-19 response, as calculated above, through the period of performance.

Government Employment and Rehiring Public Sector Staff

Under the increased flexibility of the final rule, SLFRF funding may be used to support a broader set of uses to restore and support public sector employment. Eligible uses include hiring up to a pre-pandemic baseline that is adjusted for historic underinvestment in the public sector, providing additional funds for employees who experienced pay cuts or were furloughed, avoiding layoffs, providing worker retention incentives, and paying for ancillary administrative costs related to hiring, support, and retention.

- **Restoring pre-pandemic employment.** Recipients have two options to restore pre-pandemic employment, depending on the recipient’s needs.
 - *If the recipient simply wants to hire back employees for pre-pandemic positions:* Recipients may use SLFRF funds to hire employees for the same positions that existed on January 27, 2020 but that were unfilled or eliminated as of March 3, 2021. Recipients may use SLFRF funds to cover payroll and covered benefits for such positions through the period of performance.
 - *If the recipient wants to hire above the pre-pandemic baseline and/or would like to have flexibility in positions:* Recipients may use SLFRF funds to pay for payroll and covered benefits associated with the recipient increasing its number of budgeted FTEs up to 7.5 percent above its pre-pandemic baseline. Specifically, recipients should undergo the following steps:
 - a. Identify the recipient’s budgeted FTE level on January 27, 2020. This includes all budgeted positions, filled and unfilled. This is called the *pre-pandemic baseline*.
 - b. Multiply the pre-pandemic baseline by 1.075. This is called the *adjusted pre-pandemic baseline*.
 - c. Identify the recipient’s budgeted FTE level on March 3, 2021, which is the beginning of the period of performance for SLFRF funds. Recipients may, but are not required to, exclude the number of FTEs dedicated to responding to the COVID-19 public health emergency. This is called the *actual number of FTEs*.
 - d. Subtract the *actual number of FTEs* from the *adjusted pre-pandemic baseline* to calculate the number of FTEs that can be covered by SLFRF funds. Recipients do not have to hire for the same roles that existed pre-pandemic.

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Recipients may use SLFRF funds to cover payroll and covered benefits through the period of performance; these employees must have begun their employment on or after March 3, 2021. Recipients may only use SLFRF funds for additional FTEs hired over the March 3, 2021 level (i.e., the *actual number of FTEs*).

- **Supporting and retaining public sector workers.** Recipients can also use funds in other ways that support the public sector workforce.¹⁰ These include:
 - **Providing additional funding for employees who experienced pay reductions or were furloughed** since the onset of the pandemic, up to the difference in the employee's pay, taking into account unemployment benefits received.
 - **Maintaining current compensation levels to prevent layoffs.** SLFRF funds may be used to maintain current compensation levels, with adjustments for inflation, in order to prevent layoffs that would otherwise be necessary.
 - **Providing worker retention incentives, including reasonable increases in compensation** to persuade employees to remain with the employer as compared to other employment options. Retention incentives must be entirely additive to an employee's regular compensation, narrowly tailored to need, and should not exceed incentives traditionally offered by the recipient or compensation that alternative employers may offer to compete for the employees. Treasury presumes that retention incentives that are less than 25 percent of the rate of base pay for an individual employee or 10 percent for a group or category of employees are reasonably proportional to the need to retain employees, as long as other requirements are met.
- **Covering administrative costs associated with administering the hiring, support, and retention programs above.**

Effective Service Delivery

SLFRF funding may be used to improve the efficacy of public health and economic programs through tools like program evaluation, data, and outreach, as well as to address administrative needs caused or exacerbated by the pandemic. Eligible uses include:

- **Supporting program evaluation, data, and outreach through:**

¹⁰ Recipients should be able to substantiate that these uses of funds are substantially due to the public health emergency or its negative economic impacts (e.g., fiscal pressures on state and local budgets) and respond to its impacts. See the final rule for details on these uses.



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- ✓ Program evaluation and evidence resources
 - ✓ Data analysis resources to gather, assess, share, and use data
 - ✓ Technology infrastructure to improve access to and the user experience of government IT systems, as well as technology improvements to increase public access and delivery of government programs and services
 - ✓ Community outreach and engagement activities
 - ✓ Capacity building resources to support using data and evidence, including hiring staff, consultants, or technical assistance support
- **Addressing administrative needs, including:**
 - ✓ Administrative costs for programs responding to the public health emergency and its economic impacts, including non-SLFRF and non-federally funded programs
 - ✓ Address administrative needs caused or exacerbated by the pandemic, including addressing backlogs caused by shutdowns, increased repair or maintenance needs, and technology infrastructure to adapt government operations to the pandemic (e.g., video-conferencing software, data and case management systems)

**CAPITAL EXPENDITURES**

As described above, the final rule clarifies that recipients may use funds for programs, services, and capital expenditures that respond to the public health and negative economic impacts of the pandemic. Any use of funds in this category for a capital expenditure must comply with the capital expenditure requirements, in addition to other standards for uses of funds.

Capital expenditures are subject to the same eligibility standard as other eligible uses to respond to the pandemic's public health and economic impacts; specifically, they must be related and reasonably proportional to the pandemic impact identified and reasonably designed to benefit the impacted population or class.

For ease of administration, the final rule identifies enumerated types of capital expenditures that Treasury has identified as responding to the pandemic's impacts; these are listed in the applicable sub-category of eligible uses (e.g., public health, assistance to households, etc.). Recipients may also identify other responsive capital expenditures. Similar to other eligible uses in the SLFRF program, no pre-approval is required for capital expenditures.

To guide recipients' analysis of whether a capital expenditure meets the eligibility standard, recipients (with the exception of Tribal governments) must complete and meet the requirements of a written justification for capital expenditures equal to or greater than \$1 million. For large-scale capital expenditures, which have high costs and may require an extended length of time to complete, as well as most capital expenditures for non-enumerated uses of funds, Treasury requires recipients to submit their written justification as part of regular reporting. Specifically:

If a project has total capital expenditures of	and the use is enumerated by Treasury as eligible, then	and the use is beyond those enumerated by Treasury as eligible, then
Less than \$1 million	No Written Justification required	No Written Justification required
Greater than or equal to \$1 million, but less than \$10 million	Written Justification required but recipients are not required to submit as part of regular reporting to Treasury	Written Justification required and recipients must submit as part of regular reporting to Treasury
\$10 million or more	Written Justification required and recipients must submit as part of regular reporting to Treasury	

A Written Justification includes:

- *Description of the harm or need to be addressed.* Recipients should provide a description of the specific harm or need to be addressed and why the harm was exacerbated or caused by the public health emergency. Recipients may provide quantitative information on the extent and the type of harm, such as the number of individuals or entities affected.



- *Explanation of why a capital expenditure is appropriate.* For example, recipients should include an explanation of why existing equipment and facilities, or policy changes or additional funding to pertinent programs or services, would be inadequate.
- *Comparison of proposed capital project against at least two alternative capital expenditures and demonstration of why the proposed capital expenditure is superior.* Recipients should consider the effectiveness of the capital expenditure in addressing the harm identified and the expected total cost (including pre-development costs) against at least two alternative capital expenditures.

Where relevant, recipients should consider the alternatives of improving existing capital assets already owned or leasing other capital assets.

Treasury presumes that the following capital projects are generally ineligible:

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| ✖ Construction of new correctional facilities as a response to an increase in rate of crime | ✖ Construction of convention centers, stadiums, or other large capital projects intended for general economic development or to aid impacted industries |
| ✖ Construction of new congregate facilities to decrease spread of COVID-19 in the facility | |

In undertaking capital expenditures, Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.

**FRAMEWORK FOR ELIGIBLE USES BEYOND THOSE ENUMERATED**

As described above, recipients have broad flexibility to identify and respond to other pandemic impacts and serve other populations that experienced pandemic impacts, beyond the enumerated uses and presumed eligible populations. Recipients should undergo the following steps to decide whether their project is eligible:

Step	1. Identify COVID-19 public health or economic impact	2. Design a response that addresses or responds to the impact
Analysis	<ul style="list-style-type: none"> Can identify impact to a specific household, business or nonprofit or to a class of households, businesses or nonprofits (i.e., group) Can also identify disproportionate impacts, or more severe impacts, to a specific beneficiary or to a class 	<ul style="list-style-type: none"> Types of responses can include a program, service, or capital expenditure Response should be related and reasonably proportional to the harm Response should also be reasonably designed to benefit impacted individual or class

1. Identify a COVID-19 public health or negative economic impact on an individual or a class.

Recipients should identify an individual or class that is “impacted” or “disproportionately impacted” by the COVID-19 public health emergency or its negative economic impacts as well as the specific impact itself.

- “Impacted” entities are those impacted by the disease itself or the harmful consequences of the economic disruptions resulting from or exacerbated by the COVID-19 public health emergency. For example, an individual who lost their job or a small business that saw lower revenue during a period of closure would both have experienced impacts of the pandemic.
- “Disproportionately impacted” entities are those that experienced disproportionate public health or economic outcomes from the pandemic; Treasury recognizes that pre-existing disparities, in many cases, amplified the impacts of the pandemic, causing more severe impacts in underserved communities. For example, a household living in a neighborhood with limited access to medical care and healthy foods may have faced health disparities before the pandemic, like a higher rate of chronic health conditions, that contributed to more severe health outcomes during the COVID-19 pandemic.

The recipient may choose to identify these impacts at either the individual level or at a class level. If the recipient is identifying impacts at the individual level, they should retain documentation supporting the impact the individual experienced (e.g., documentation of lost revenues from a small business). Such documentation can be streamlined in many cases (e.g., self-attestation that a household requires food assistance).

Recipients also have broad flexibility to identify a “class” – or a group of households, small businesses, or nonprofits – that experienced an impact. In these cases, the recipients should



first identify the class and the impact that it faced. Then, recipients only need to document that the individuals served fall within that class; recipients do not need to document a specific impact to each individual served. For example, a recipient could identify that restaurants in the downtown area faced substantial declines in revenue due to decreased foot traffic from workers; the recipient could develop a program to respond to the impact on that class and only needs to document that the businesses being served are restaurants in the downtown area.

Recipients should keep the following considerations in mind when designating a class:

- **There should be a relationship between the definition of the class and the proposed response.** Larger and less-specific classes are less likely to have experienced similar harms, which may make it more difficult to design a response that appropriately responds to those harms.
- **Classes may be determined on a population basis or on a geographic basis,** and the response should be appropriately matched. For example, a response might be designed to provide childcare to single parents, regardless of which neighborhood they live in, or a response might provide a park to improve the health of a disproportionately impacted neighborhood.
- **Recipients may designate classes that experienced disproportionate impact,** by assessing the impacts of the pandemic and finding that some populations experienced meaningfully more severe impacts than the general public. To determine these disproportionate impacts, recipients:
 - May designate classes based on academic research or government research publications (such as the citations provided in the supplementary information in the final rule), through analysis of their own data, or through analysis of other existing data sources.
 - May also consider qualitative research and sources to augment their analysis, or when quantitative data is not readily available. Such sources might include resident interviews or feedback from relevant state and local agencies, such as public health departments or social services departments.
 - Should consider the quality of the research, data, and applicability of analysis to their determination in all cases.
- **Some of the enumerated uses may also be appropriate responses to the impacts experienced by other classes of beneficiaries.** It is permissible for recipients to provide these services to other classes, so long as the recipient determines that the response is also appropriate for those groups.
- **Recipients may designate a class based on income level, including at levels higher than the final rule definition of "low- and moderate-income."** For example, a recipient may identify that households in their community with incomes above the final rule threshold for low-income nevertheless experienced disproportionate impacts from the pandemic and provide responsive services.

2. **Design a response that addresses or responds to the impact.** Programs, services, and other interventions must be reasonably designed to benefit the individual or class that experienced



the impact. They must also be related and reasonably proportional to the extent and type of impact experienced. For example, uses that bear no relation or are grossly disproportionate to the type or extent of the impact would not be eligible.

“Reasonably proportional” refers to the scale of the response compared to the scale of the harm, as well as the targeting of the response to beneficiaries compared to the amount of harm they experienced; for example, it may not be reasonably proportional for a cash assistance program to provide a very small amount of aid to a group that experienced severe harm and a much larger amount to a group that experienced relatively little harm. Recipients should consider relevant factors about the harm identified and the response to evaluate whether the response is reasonably proportional. For example, recipients may consider the size of the population impacted and the severity, type, and duration of the impact. Recipients may also consider the efficacy, cost, cost-effectiveness, and time to delivery of the response.

For disproportionately impacted communities, recipients may design interventions that address broader pre-existing disparities that contributed to more severe health and economic outcomes during the pandemic, such as disproportionate gaps in access to health care or pre-existing disparities in educational outcomes that have been exacerbated by the pandemic.



Premium Pay

The Coronavirus State and Local Fiscal Recovery Funds may be used to provide premium pay to eligible workers performing essential work during the pandemic. Premium pay may be awarded to eligible workers up to \$13 per hour. Premium pay must be in addition to wages or remuneration (i.e., compensation) the eligible worker otherwise receives. Premium pay may not exceed \$25,000 for any single worker during the program.

Recipients should undergo the following steps to provide premium pay to eligible workers.

- 1. Identify an “eligible” worker.** Eligible workers include workers “needed to maintain continuity of operations of essential critical infrastructure sectors.” These sectors and occupations are eligible:

- ✓ Health care
- ✓ Emergency response
- ✓ Sanitation, disinfection & cleaning
- ✓ Maintenance
- ✓ Grocery stores, restaurants, food production, and food delivery
- ✓ Pharmacy
- ✓ Biomedical research
- ✓ Behavioral health
- ✓ Medical testing and diagnostics
- ✓ Home and community-based health care or assistance with activities of daily living
- ✓ Family or child care
- ✓ Social services
- ✓ Public health
- ✓ Mortuary
- ✓ Critical clinical research, development, and testing necessary for COVID-19 response
- ✓ State, local, or Tribal government workforce
- ✓ Workers providing vital services to Tribes
- ✓ Educational, school nutrition, and other work required to operate a school facility
- ✓ Laundry
- ✓ Elections
- ✓ Solid waste or hazardous materials management, response, and cleanup
- ✓ Work requiring physical interaction with patients
- ✓ Dental care
- ✓ Transportation and warehousing
- ✓ Hotel and commercial lodging facilities that are used for COVID-19 mitigation and containment

Beyond this list, the chief executive (or equivalent) of a recipient government may designate additional non-public sectors as critical so long as doing so is necessary to protecting the health and wellbeing of the residents of such jurisdictions.

- 2. Verify that the eligible worker performs “essential work,”** meaning work that:

- Is not performed while teleworking from a residence; and
- Involves either:
 - a. regular, in-person interactions with patients, the public, or coworkers of the individual that is performing the work; or
 - b. regular physical handling of items that were handled by, or are to be handled by, patients, the public, or coworkers of the individual that is performing the work.



3. Confirm that the premium pay “responds to” workers performing essential work during the COVID-19 public health emergency. Under the final rule, which broadened the share of eligible workers who can receive premium pay without a written justification, recipients may meet this requirement in one of three ways:

- Eligible worker receiving premium pay is earning (with the premium included) at or below 150 percent of their residing state or county’s average annual wage for all occupations, as defined by the Bureau of Labor Statistics’ [Occupational Employment and Wage Statistics](#), whichever is higher, on an annual basis; or
- Eligible worker receiving premium pay is not exempt from the Fair Labor Standards Act overtime provisions; or
- If a worker does not meet either of the above requirements, the recipient must submit written justification to Treasury detailing how the premium pay is otherwise responsive to workers performing essential work during the public health emergency. This may include a description of the essential worker’s duties, health, or financial risks faced due to COVID-19, and why the recipient determined that the premium pay was responsive. Treasury anticipates that recipients will easily be able to satisfy the justification requirement for front-line workers, like nurses and hospital staff.

Premium pay may be awarded in installments or lump sums (e.g., monthly, quarterly, etc.) and may be awarded to hourly, part-time, or salaried or non-hourly workers. Premium pay must be paid in addition to wages already received and may be paid retrospectively. A recipient may not use SLFRF to merely reimburse itself for premium pay or hazard pay already received by the worker, and premium pay may not be paid to volunteers.



Water & Sewer Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in water and sewer infrastructure. State, local, and Tribal governments have a tremendous need to address the consequences of deferred maintenance in drinking water systems and removal, management, and treatment of sewage and stormwater, along with additional resiliency measures needed to adapt to climate change.

Recipients may undertake the eligible projects below:

PROJECTS ELIGIBLE UNDER EPA'S CLEAN WATER STATE REVOLVING FUND (CWSRF)

Eligible projects under the CWSRF, and the final rule, include:

- ✓ Construction of publicly owned treatment works
- ✓ Projects pursuant to implementation of a nonpoint source pollution management program established under the Clean Water Act (CWA)
- ✓ Decentralized wastewater treatment systems that treat municipal wastewater or domestic sewage
- ✓ Management and treatment of stormwater or subsurface drainage water
- ✓ Water conservation, efficiency, or reuse measures
- ✓ Development and implementation of a conservation and management plan under the CWA
- ✓ Watershed projects meeting the criteria set forth in the CWA
- ✓ Energy consumption reduction for publicly owned treatment works
- ✓ Reuse or recycling of wastewater, stormwater, or subsurface drainage water
- ✓ Security of publicly owned treatment works

Treasury encourages recipients to review the EPA handbook for the [CWSRF](#) for a full list of eligibilities.

PROJECTS ELIGIBLE UNDER EPA'S DRINKING WATER STATE REVOLVING FUND (DWSRF)

Eligible drinking water projects under the DWSRF, and the final rule, include:

- ✓ Facilities to improve drinking water quality
- ✓ Transmission and distribution, including improvements of water pressure or prevention of contamination in infrastructure and lead service line replacements
- ✓ New sources to replace contaminated drinking water or increase drought resilience, including aquifer storage and recovery system for water storage
- ✓ Green infrastructure, including green roofs, rainwater harvesting collection, permeable pavement
- ✓ Storage of drinking water, such as to prevent contaminants or equalize water demands
- ✓ Purchase of water systems and interconnection of systems
- ✓ New community water systems

Treasury encourages recipients to review the EPA handbook for the [DWSRF](#) for a full list of eligibilities.

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ADDITIONAL ELIGIBLE PROJECTS

With broadened eligibility under the final rule, SLFRF funds may be used to fund additional types of projects— such as additional stormwater infrastructure, residential wells, lead remediation, and certain rehabilitations of dams and reservoirs — beyond the CWSRF and DWSRF, if they are found to be “necessary” according to the definition provided in the final rule and outlined below.

- ✓ Culvert repair, resizing, and removal, replacement of storm sewers, and additional types of stormwater infrastructure
- ✓ Infrastructure to improve access to safe drinking water for individual served by residential wells, including testing initiatives, and treatment/remediation strategies that address contamination
- ✓ Dam and reservoir rehabilitation if primary purpose of dam or reservoir is for drinking water supply and project is necessary for provision of drinking water
- ✓ Broad set of lead remediation projects eligible under EPA grant programs authorized by the Water Infrastructure Improvements for the Nation (WIIN) Act, such as lead testing, installation of corrosion control treatment, lead service line replacement, as well as water quality testing, compliance monitoring, and remediation activities, including replacement of internal plumbing and faucets and fixtures in schools and childcare facilities

A “necessary” investment in infrastructure must be:

- (1) responsive to an identified need to achieve or maintain an adequate minimum level of service, which may include a reasonable projection of increased need, whether due to population growth or otherwise,
- (2) a cost-effective means for meeting that need, taking into account available alternatives, and
- (3) for investments in infrastructure that supply drinking water in order to meet projected population growth, projected to be sustainable over its estimated useful life.

Please note that DWSRF and CWSRF-eligible projects are generally presumed to be necessary investments. Additional eligible projects generally must be responsive to an identified need to achieve or maintain an adequate minimum level of service. Recipients are only required to assess cost-effectiveness of projects for the creation of new drinking water systems, dam and reservoir rehabilitation projects, or projects for the extension of drinking water service to meet population growth needs. Recipients should review the supplementary information to the final rule for more details on requirements applicable to each type of investment.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



Broadband Infrastructure

The Coronavirus State and Local Fiscal Recovery Funds may be used to make necessary investments in broadband infrastructure, which has been shown to be critical for work, education, healthcare, and civic participation during the public health emergency. The final rule broadens the set of eligible broadband infrastructure investments that recipients may undertake.

Recipients may pursue investments in broadband infrastructure meeting technical standards detailed below, as well as an expanded set of cybersecurity investments.

BROADBAND INFRASTRUCTURE INVESTMENTS

Recipients should adhere to the following requirements when designing a broadband infrastructure project:

1. **Identify an eligible area for investment.** Recipients are encouraged to prioritize projects that are designed to serve locations without access to reliable wireline 100/20 Mbps broadband service (meaning service that reliably provides 100 Mbps download speed and 20 Mbps upload speed through a wireline connection), but are broadly able to invest in projects designed to provide service to locations with an identified need for additional broadband investment. Recipients have broad flexibility to define need in their community. Examples of need could include:

- ✓ Lack of access to a reliable high-speed broadband connection
- ✓ Lack of affordable broadband
- ✓ Lack of reliable service

If recipients are considering deploying broadband to locations where there are existing and enforceable federal or state funding commitments for reliable service of at least 100/20 Mbps, recipients must ensure that SLFRF funds are designed to address an identified need for additional broadband investment that is not met by existing federal or state funding commitments. Recipients must also ensure that SLFRF funds will not be used for costs that will be reimbursed by the other federal or state funding streams.

2. **Design project to meet high-speed technical standards.** Recipients are required to design projects to, upon completion, reliably meet or exceed symmetrical 100 Mbps download and upload speeds. In cases where it is not practicable, because of the excessive cost of the project or geography or topography of the area to be served by the project, eligible projects may be designed to reliably meet or exceed 100/20 Mbps and be scalable to a minimum of symmetrical 100 Mbps download and upload speeds.

Treasury encourages recipients to prioritize investments in fiber-optic infrastructure wherever feasible and to focus on projects that will achieve last-mile connections. Further, Treasury encourages recipients to prioritize support for broadband networks owned, operated by, or affiliated with local governments, nonprofits, and co-operatives.



3. **Require enrollment in a low-income subsidy program.** Recipients must require the service provider for a broadband project that provides service to households to either:

- ✓ Participate in the FCC's Affordable Connectivity Program (ACP)
- ✓ Provide access to a broad-based affordability program to low-income consumers that provides benefits commensurate to ACP

Treasury encourages broadband services to also include at least one low-cost option offered without data usage caps at speeds sufficient for a household with multiple users to simultaneously telework and engage in remote learning. Recipients are also encouraged to consult with the community on affordability needs.

CYBERSECURITY INVESTMENTS

SLFRF may be used for modernization of cybersecurity for existing and new broadband infrastructure, regardless of their speed delivery standards. This includes modernization of hardware and software.

APPLICABLE STANDARDS & REQUIREMENTS

Treasury encourages recipients to adhere to strong labor standards, including project labor agreements and community benefits agreements that offer wages at or above the prevailing rate and include local hire provisions. Treasury also encourages recipients to prioritize in their procurements employers with high labor standards and to prioritize employers without recent violations of federal and state labor and employment laws.



Restrictions on Use

While recipients have considerable flexibility to use Coronavirus State and Local Fiscal Recovery Funds to address the diverse needs of their communities, some restrictions on use of funds apply.

OFFSET A REDUCTION IN NET TAX REVENUE

- **States and territories may not use this funding to directly or indirectly offset a reduction in net tax revenue resulting from a change in law, regulation, or administrative interpretation beginning on March 3, 2021, through the last day of the fiscal year in which the funds provided have been spent.** If a state or territory cuts taxes during this period, it must demonstrate how it paid for the tax cuts from sources other than SLFRF, such as by enacting policies to raise other sources of revenue, by cutting spending, or through higher revenue due to economic growth. If the funds provided have been used to offset tax cuts, the amount used for this purpose must be repaid to the Treasury.

DEPOSITS INTO PENSION FUNDS

- **No recipients except Tribal governments may use this funding to make a deposit to a pension fund.** Treasury defines a “deposit” as an extraordinary contribution to a pension fund for the purpose of reducing an accrued, unfunded liability. While pension deposits are prohibited, recipients may use funds for routine payroll contributions connected to an eligible use of funds (e.g., for public health and safety staff). Examples of extraordinary payments include ones that:
 - ✗ Reduce a liability incurred prior to the start of the COVID-19 public health emergency and occur outside the recipient's regular timing for making the payment
 - ✗ Occur at the regular time for pension contributions but is larger than a regular payment would have been

ADDITIONAL RESTRICTIONS AND REQUIREMENTS

Additional restrictions and requirements that apply across all eligible use categories include:

- **No debt service or replenishing financial reserves.** Since SLFRF funds are intended to be used prospectively, recipients may not use SLFRF funds for debt service or replenishing financial reserves (e.g., rainy day funds).
- **No satisfaction of settlements and judgments.** Satisfaction of any obligation arising under or pursuant to a settlement agreement, judgment, consent decree, or judicially confirmed debt restructuring in a judicial, administrative, or regulatory proceeding is itself not an eligible use. However, if a settlement requires the recipient to provide services or incur other costs that are an eligible use of SLFRF funds, SLFRF may be used for those costs.
- **Additional general restrictions.** SLFRF funds may not be used for a project that conflicts with or contravenes the purpose of the American Rescue Plan Act statute (e.g., uses of funds that

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U.S. DEPARTMENT OF THE TREASURY

undermine COVID-19 mitigation practices in line with CDC guidance and recommendations) and may not be used in violation of the Award Terms and Conditions or conflict of interest requirements under the Uniform Guidance. Other applicable laws and regulations, outside of SLFRF program requirements, may also apply (e.g., laws around procurement, contracting, conflicts-of-interest, environmental standards, or civil rights).



Program Administration

The Coronavirus State and Local Fiscal Recovery Funds final rule details a number of administrative processes and requirements, including on distribution of funds, timeline for use of funds, transfer of funds, treatment of loans, use of funds to meet non-federal match or cost-share requirements, administrative expenses, reporting on use of funds, and remediation and recoupment of funds used for ineligible purposes. This section provides a summary for the most frequently asked questions.

TIMELINE FOR USE OF FUNDS

Under the SLFRF, funds must be used for costs incurred on or after March 3, 2021. Further, costs must be obligated by December 31, 2024, and expended by December 31, 2026.

TRANSFERS

Recipients may undertake projects on their own or through subrecipients, which carry out eligible uses on behalf of a recipient, including pooling funds with other recipients or blending and braiding SLFRF funds with other sources of funds. Localities may also transfer their funds to the state through section 603(c)(4), which will decrease the locality's award and increase the state award amounts.

LOANS

Recipients may generally use SLFRF funds to provide loans for uses that are otherwise eligible, although there are special rules about how recipients should track program income depending on the length of the loan. Recipients should consult the final rule if they seek to utilize these provisions.

NON-FEDERAL MATCH OR COST-SHARE REQUIREMENTS

Funds available under the "revenue loss" eligible use category (sections 602(c)(1)(C) and 603(c)(1)(C) of the Social Security Act) generally may be used to meet the non-federal cost-share or matching requirements of other federal programs. However, note that SLFRF funds may not be used as the non-federal share for purposes of a state's Medicaid and CHIP programs because the Office of Management and Budget has approved a waiver as requested by the Centers for Medicare & Medicaid Services pursuant to 2 CFR 200.102 of the Uniform Guidance and related regulations.

SLFRF funds beyond those that are available under the revenue loss eligible use category may not be used to meet the non-federal match or cost-share requirements of other federal programs, other than as specifically provided for by statute. As an example, the Infrastructure Investment and Jobs Act provides that SLFRF funds may be used to meet the non-federal match requirements of authorized Bureau of Reclamation projects and certain broadband deployment projects. Recipients should consult the final rule for further details if they seek to utilize SLFRF funds as a match for these projects.

ADMINISTRATIVE EXPENSES

SLFRF funds may be used for direct and indirect administrative expenses involved in administering the program. For details on permissible direct and indirect administrative costs, recipients should refer to Treasury's [Compliance and Reporting Guidance](#). Costs incurred for the same purpose in like circumstances must be treated consistently as either direct or indirect costs.

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REPORTING, COMPLIANCE & RECOUPMENT

Recipients are required to comply with Treasury's [Compliance and Reporting Guidance](#), which includes submitting mandatory periodic reports to Treasury.

Funds used in violation of the final rule are subject to remediation and recoupment. As outlined in the final rule, Treasury may identify funds used in violation through reporting or other sources. Recipients will be provided with an initial written notice of recoupment with an opportunity to submit a request for reconsideration before Treasury provides a final notice of recoupment. If the recipient receives an initial notice of recoupment and does not submit a request for reconsideration, the initial notice will be deemed the final notice. Treasury may pursue other forms of remediation and monitoring in conjunction with, or as an alternative to, recoupment.

REVISIONS TO THE OVERVIEW OF THE FINAL RULE:

- January 18, 2022 (p. 4, p. 16): Clarification that the revenue loss standard allowance is “up to” \$10 million under the Replacing Lost Public Sector Revenue eligible use category; addition of further information on the eligibility of general infrastructure, general economic development, and worker development projects under the Public Health and Negative Economic Impacts eligible use category.

REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: 2/3/2022
Reported to Council: 2/15/2022

The Public Works Committee met on Thursday, February 3rd, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Matt Zacher, and Patrick Delaney were in attendance. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:00 PM.

2. Review the proposed mailbox replacement policy

Motion by Delaney, second by Austin to approve the mailbox replacement policy described as Option 1. Motion carried 3-0.

3. Review the Snow Removal Policy

Motion by Delaney, second by Zacher to hold over until next month. Motion carried 3-0.

4. Review January Engineering & Street Department activities report

Reports were reviewed.

5. Review ITS Grant proposals

Motion by Zacher, second by Delaney to approve MSA's proposal in the amount of \$71,355. Motion carried 3-0.

6. Review Parking Ordinance along Lincoln St 27.13(1)(c)(19) Revisions

Motion by Delaney, second by Austin to remove the parking restriction 27.13(1)(c)(19). Motion carried 3-0.

7. Review and set the preliminary target revenue amount for the Transportation Utility

Motion by Delaney, second Austin to set the target revenue amount at \$500,000 (\$350,000 for special assessments and \$150,000 for resurfacing). Motion carried 2-1 with Zacher voting in the negative.

8. Review the responsible bidder model ordinance

Motion by Austin, second by Zacher to approve codifying the responsible bidder ordinance as presented along with the addition of the following items:

- 1) Sworn statement of proper employee classification
- 2) Proper workers compensation insurance coverage for all employees
- 3) Proof of professional trade license required by local law.

Motion carried 2-1 with Delaney voting in the negative.

9. Review referral list

Remove item: 3

10. Adjourn

Motion by Zacher, second by Austin to adjourn at 6:55 pm. Motion carried (3-0).

Others in attendance:

Mayor Blaser
Dean Veneman
Tom Rayome
Sheri Evanson
Jay Bemke
Luke Kramer, NCSRCC

Paul Vollert
Nick Dums
Sue Schill
Joe Eichsteadt
Tim Desorcy



Public Works Committee

Date of Request: 01/24/2022

Requestor: Paul Vollert Public Works Superintendent

Request/Referral: Review and approve proposed mailbox replacement policy

Background information: There is no policy in place on how to replace mailboxes if they are damaged by Public Works operations.

Options available: See attached options

Action you are requesting the committee take: The committee can choose to approve one of the two options that are presented or a version similar as a stand-alone policy, or they can take no action and make it part of the snow removal policy.

How will the item be financed? No financing needed for approval of the policy.



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

Mailbox Replacement Policy Option 1

The Wisconsin Rapids Public Works Department has many operations that require various types of equipment and vehicles to work within the right of way, specifically within the proximity of the curb and gutter. Performing these operations require the department to plow or clean as close to the curb as possible. The Public Works Department takes great care not to damage any property that is located within the city right of way; however, mailboxes may occasionally be damaged. If a mailbox is damaged, the property owner shall report the damage to the Public Works Department at 715-421-8218. A representative of the city will be sent out to determine if the damage meets the following criteria:

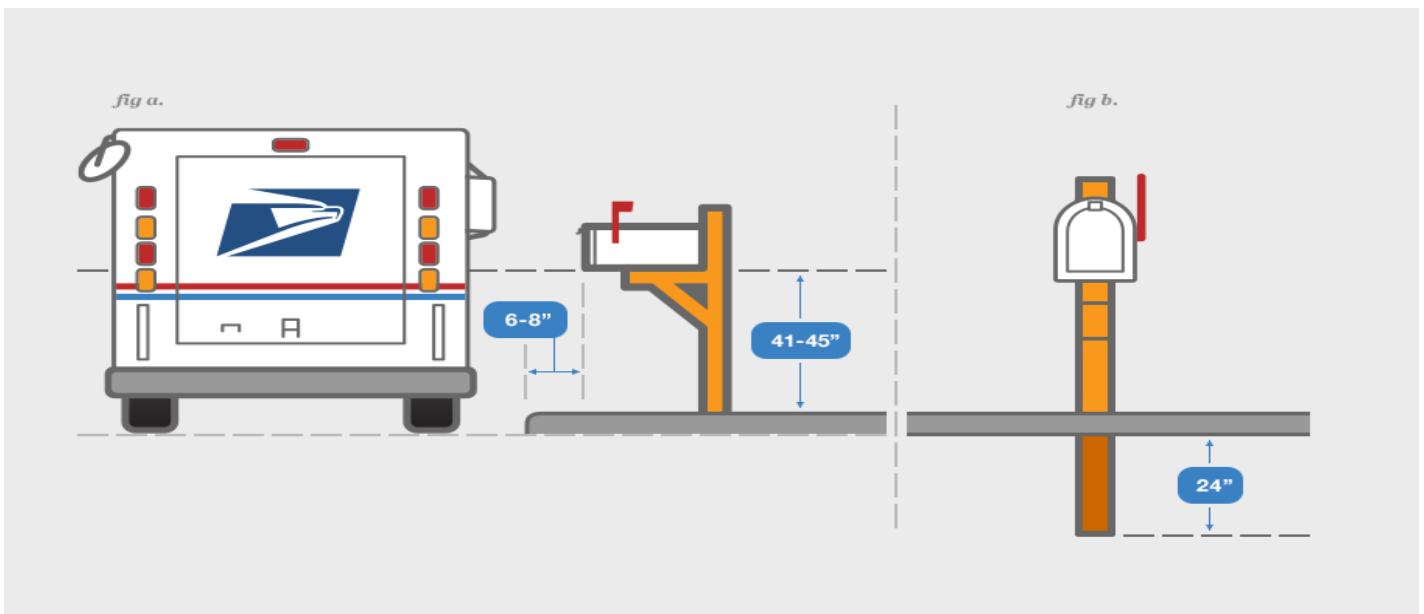
1. It is determined that the city operator damaged the mailbox; and
2. The mailbox was properly installed (e.g., meeting USPS installation guidelines discussed below) and was maintained prior to damage occurring.

If all the criteria noted above are met, the city will attempt to repair the existing mail box, or replace with a wood post and metal box, or an over post plastic mailbox kit supplied by a local vendor. If these options are not acceptable options, the property owner may replace the mailbox on his own, and request reimbursement from the city for up to \$100.00 towards the repair or replacement. The owner making a claim shall assume full responsibility for the repair or replacement including all materials and labor. Copies of the receipts are required for both materials and labor.

A temporary mailbox will be placed by the city until repairs are completed if necessary, repairs shall be made within six (6) months of occurrence.

Note: Any mailbox damaged by the weight of the snow exiting the end of the plow will not be covered under this policy.

Below are the mailbox installation guidelines established per USPS regulations:





PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
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Mailbox Replacement Policy Option 2

The Wisconsin Rapids Public Works Department has many operations that require various types of equipment and vehicles to work within the right of way, specifically within the proximity of the curb and gutter. Performing these operations require the department to plow or clean as close to the curb as possible. The Public Works Department takes great care not to damage any property that is located within the city right of way; however, mailboxes may occasionally be damaged. If a mailbox is damaged, the property owner shall report the damage to the Public Works Department at 715-421-8218. A representative of the city will be sent out to determine if the damage meets the following criteria:

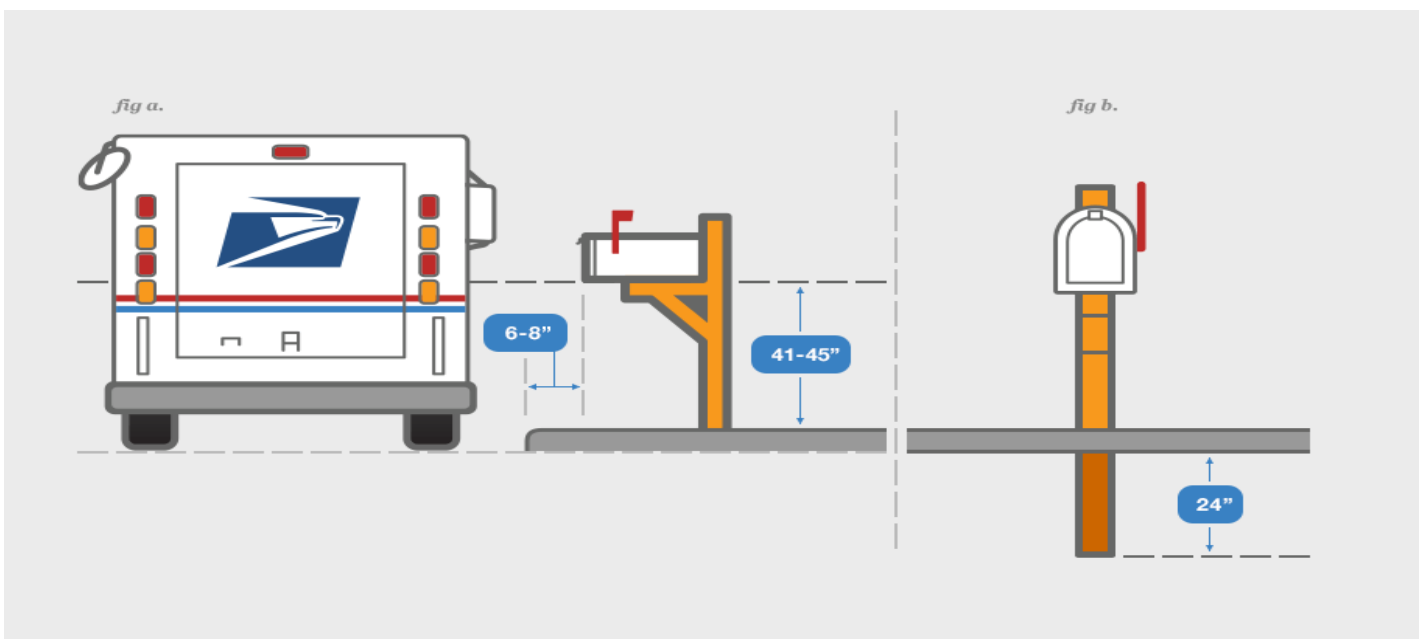
1. It is determined that the city operator damaged the mailbox; and
2. The mailbox was properly installed (e.g., meeting USPS installation guidelines discussed below) and was maintained prior to damage occurring.

If all criteria noted above are met, you may repair or replace the mailbox/post at your own cost. The city of Wisconsin Rapids will then reimburse you up to a \$100.00, which includes both labor and materials. Copies of the receipts are required for both materials and labor.

A temporary mailbox will be placed by the city until repairs are completed if necessary, repairs shall be made within six (6) months of occurrence.

Note: Any mailbox damaged by the weight of the snow exiting the end of the plow will not be covered under this policy.

Below are the mailbox installation guidelines established per USPS regulations:





Public Works Committee

Date of Request: 01/24/2022

Requestor: Paul Vollert Public Works Superintendent

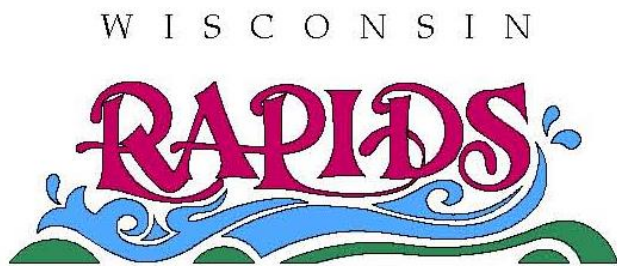
Request/Referral: Review and approve proposed changes to the snow removal policy

Background information: Review of the snow removal policy and recommended changes due to the current need and equipment used.

Options available: See attached

Action you are requesting the committee take: Approve the recommended changes to the snow removal policy. Add a mailbox replacement policy to it if committee chooses not to have a stand alone policy.

How will the item be financed? No financing needed for approval of the policy.



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

DE-ICING AND SNOW REMOVAL POLICY

This policy is written for the purpose of insuring a uniform de-icing and snow removal procedure is in effect for the City of Wisconsin Rapids and to accomplish the work necessary with the personnel available with the equipment presently in the Public Works Fleet. This policy may be amended from time to time based on circumstances and conditions but nothing herein is meant to be a guarantee that certain streets will be plowed or de-iced by a certain time of the day as this is contingent upon when the slippery conditions or snow prevails in the area. As new developments occur and new equipment becomes available that will aid in providing better services, appropriate recommendations will be made in an effort to implement them. Suggestions and comments on methods of improving this policy are welcomed.

It is the intent of the City of Wisconsin Rapids to provide the highest degree of service to the residents of the City but to accomplish this within the budget and frame work established by the governing body.

1. Weather Service and Storm Notification:

The City of Wisconsin Rapids utilizes various weather information sources such as internet, television, and radio weather reports to assist with snow removal plans. Public Works personnel may also confer with Wood County Highway Dept. for additional weather information to aid in the planning process. Although this information is beneficial, it may not be 100% accurate and therefore, supervisory assessment and judgement is necessary.

In addition, the City of Wisconsin Rapids Police Department is charged with the responsibility of alerting supervisory personnel within the Public Works Department when and if driving conditions are hazardous or an unsafe condition exists. A call-in list for supervisors to contact will be provided to Wood County dispatch and the W.R. Police Department.

2. Snow Accumulation Depth:

It shall be the policy of the City of Wisconsin Rapids to remove snow from the streets when and if the accumulation reaches four (4) inches or more. Lesser amounts will be removed upon decision of supervisory personnel when in their opinion the failure to remove could result in additional cost to the City in applying abrasives or chemicals.

3. Snow Removal Plan:

It shall be the policy of the City to remove snowfalls from City streets within a twenty-four hour period after the snowfall has ended. This twenty-four hour period is required because sufficient personnel may not be available to work around the clock.

The Public Works Department has a total of eighteen (~~17~~ 18) units available for snow removal from streets and City owned parking lots. In addition, there are two (2) sidewalk plows and three (3) alley plows. The City is divided into areas or zones with one unit being assigned each area. Whenever and wherever possible, the same driver or operator is assigned the same area or zone for each snow removal operation. This will allow the driver or operator to become familiar with the area; they will know problem areas, traffic patterns, and will be able to accomplish the snow removal operation in the least possible time.

In the event of break down, accident, etc. involving a snow removal unit, the area or zone to which the unit was assigned may not be plowed within the twenty-four (24) hour period and must wait until other areas are cleared of snow and another unit is available for work.

Attachment #1 is a list of Public Works equipment assigned areas to plow.

4. Streets Closed During Winter Months:

It shall be the policy of the City, in an effort to reduce the cost of snow removal, to refrain from clearing snow from certain streets which are not used generally during the winter months. These streets would be those on which no structures or residences were located and would not be plowed unless a request was received from the property owner and there is a need for access. These streets will be posted with appropriate signs and a list is attached as Attachment #2.

5. De-Icing Plan:

The City of Wisconsin Rapids has a total of approximately 149 miles of local roads (298 lane miles) and 12 miles of State Highways (48 lane miles). It has ~~three~~(~~3~~) (4) four sanders available with operators to de-ice the entire City and one (1) sander available as a spare. It is evident that the entire City can not be de-iced immediately; therefore, priorities have been established to insure the safe flow of traffic in high volume traffic areas. The following priority is hereby established:

- Priority One – Highways and downtown area
- Priority Two – Hills
- Priority Three – Arterial streets – Truck routes
- Priority Four – Secondary streets

Along this same line, not all streets will be de-iced by use of chemicals and it is not the policy of the City to have bare pavement on all City streets. Those streets and areas falling in priority one and two will be de-iced using chemicals and in most cases will be bare pavement. Those streets falling in priority three will have intersection and mid-block chemical application and those streets in priority four will be de-iced using abrasives. Enclosed as Attachment #3 is the de-icing schedule that lists the order employees will be called in to apply salt and/or sand. Also attached are maps illustrating the various streets and how de-icing is done on each. See Attachment #4.

6. Alley Plowing:

As noted above, the City has three (3) units for the plowing of alleys. Alleys will be plowed during and somewhat after streets have been plowed. These alleys are broken down into East Side – West Side and a list is enclosed as Attachment #5. Alleys with ~~grass or~~ gravel surfaces may not be plowed until after the ground has frozen.

7. Sidewalk Plowing and Shoveling:

The City also has sidewalk plows with which to remove snow from City maintained sidewalks **and bike trails**. Because of the volume of sidewalks and the need for personnel in other areas of the snow removal operation, it is not possible to have a bare pavement policy with respect to sidewalks. Every effort within the Public Works Department will be made to make the sidewalks safe for pedestrian traffic, however, care, good judgement and caution should be exercised by the general public. A list of City maintained sidewalks on which snow is to be removed is enclosed as Attachment #6. Along with the sidewalks that are maintained by the city sidewalk plows there are also locations requiring to be shoveled by hand. Every effort is made to have these locations cleared within 24 hours of the end of the snow event. A list of shovel by hand locations is enclosed as Attachment #8

8. Snow Loading Operation:

Upon completion of the snow removal operations, the Public Works Department will enter the snow loading operation where snowbanks are loaded off streets in key areas. Normally this operation is started after a snowstorm and is only done if the accumulation is sufficient to impede pedestrian traffic, and to provide sufficient space for on street parking. Where traffic volumes permit, snow will be removed during the normal daytime hours. In some areas, a combination of nighttime and daytime hours will be used were it better serves the public. Highways may be cleared during night hours for worker safety reasons. No guarantee is made that the snow will be loaded out within a specific period. Snow dumping sites in several locations will be used to allow solids or garbage to settle out on the ground prior to entering the storm sewers and waterways. These sites will be cleaned in the spring after the snow melts. Attachment #7 is included with a list of streets, schools, and churches in which snow should be removed from. **It is also the policy of the city to not remove snowbanks from the state highways in the city until such time that the accumulation is such that the traffic lane width is reduced to not allow safe traffic flow or poor visibility. Nothing herein guarantees the removal of the snow within a specific time.**

~~Snow Loading—Main Highways:~~

~~It is the policy of the City not to remove snow from the main highways in the City (Hwy 54-13-73-34) until such time as the accumulation is such that the traffic lane width is reduced so as to make it unsafe for the even flow of the traffic or in the event snow deposits are such that the removal of snow from the street from a plowing operation would result in snow being pushed on sidewalks. Nothing herein guarantees the removal of this snow within a specified period.~~

9. Cross-Walk and Intersection Clearing: Shoveling:

Shoveling Removing of snow from cross walks within the City has in the past been the responsibility of the Public Works Department. The number of these crosswalks exceeds 3,000. As personnel are available, snow will be removed from these crosswalks with the priority being:

- 1 – Main highways
- 2 – School areas
- 3 – Arterial streets
- 4 – All other areas

There is no guarantee that snow will be removed from these crosswalks in a specified time; residents when clearing snow from their sidewalks should make every effort to remove the snow from their crosswalks.

In the event heavy snowfalls occur throughout the winter months, accumulations of snow may exist at intersections, which make it difficult for the motoring public to obtain good visibility in all directions, when this occurs the Public Works Department will make every effort to go around and remove those banks, at which time they will also go thru and open crosswalks that are not open.

~~Therefore, the public should use care, good judgement and caution when using crosswalks.~~

Intersection Clearing:

~~In the event heavy snowfalls occur throughout the winter months, accumulations of snow may exist at intersections, which make it difficult for the motoring public to obtain good visibility in all directions. Motorists should travel with caution and at reduced speed when such conditions prevail. The use of red flags attached to antennas, etc. is recommended as an aid.~~

10. Salt Sand Locations:

The Public Works Department will at key locations throughout the City locate **Salt Sand containers** filled with abrasives. These containers are for the use of the general public in controlling slippery or icy conditions on sidewalks or intersections. Police Department personnel are encouraged to make use of these containers by spreading the abrasives on slippery intersections and thereby reducing the possibility of an accident until such time they can properly be salted or sanded by the Public Works Department. Periodically, the containers are refilled so that salt sand is readily available. Attachment #9 is a list of salt sand locations.

11. Borderline Street Agreement (Grand Rapids):

Attached is the most recent borderline street agreement for road maintenance with the Town of Grand Rapids. This agreement is made with the Town to ensure streets get plowed and de-iced by one of the parties to the agreement. Updates to this agreement will be made on an annual or as-needed basis. See Attachment #10.

12. Special Plowing Arrangements

The standard approach used to plow streets and alleys in the City shall be to divide the snow at the centerline and plow to both sides of the street. In some locations, snow can be plowed to one side of the street where driveways and homes are not present, but is understood that these are exceptions, and cannot be done city-wide as that will increase plowing time and cost. The Public Works Superintendent will determine when exceptions can be made. See Attachment #11

REVISIONS

Date: Jan 9, 1984

Rev: Jan 6, 1989

Sept, 18, 1995

April 1, 1996

Feb 7, 1997

Dec. 17, 2008

Dec. 28, 2010

Dec. 19, 2012

Apr. 3, 2014

ATTACHMENT #1

CITY OF WISCONSIN RAPIDS SNOW PLOWING SCHEDULE 2021-2022

<u>EQUIPMENT #</u>	<u>EQUIPMENT TYPE</u>	<u>ROUTE OR AREA</u>
GRADERS		
24	2010 JOHN DEERE 772GP GRADER	PURPLE, YELLOW
22	1990 JOHN DEER 670 B GRADER	RED, LIGHT PURPLE
RELIEF (seasonal)		
26	1985 CAT 130 G GRADER	PURPLE, GREEN
LOADERS		
39	2017 VOLVO L120F ENDLOADER	INTERSECTION EXPRESSWAY BLUE
35	2017 VOLVO L120F ENDLOADER	YELLOW, LIGHT BLUE
38	2008 VOLVO L120D ENDLOADER	BEIGE, PEACH
164	2008 VOLVO L120D ENDLOADER	BEIGE, YELLOW
RELIEF (seasonal)		
37	2001 VOLVO L120 D ENDLOADER	YELLOW, LIGHT GREEN
32	2001 VOLVO L120D ENDLOADER	YELLOW, LIGHT PURPLE (EAST SIDE)
SANDERS		
13	2017 WESTERN STAR 4700SF TANDEM	SOUTH AT EXPRESSWAY – EAST SIDE
10	2017 WESTERN STAR 4700SF TANDEM	NORTH AT EXPRESSWAY – EAST SIDE #3
RELIEF (seasonal)		
9	2006 STERLING 5 YARD SINGLE AXLE	WEST SIDE
3	2006 STERLING 5 YARD SINGLE AXLE	BAKER-PEPPER (8 th ST – RIVER)
SIDEWALKS		
66	2011 TRACKLESS MT6 TRACTOR	EAST SIDE SIDEWALKS
67	2011 TRACKLESS MT6 TRACTOR	WEST SIDE SIDEWALKS
PARKING LOTS		
34	2016 JOHN DEERE 710L BACKHOE	
36	1998 CAT 446B BACKHOE	
ALLEYS		
177	2007 DODGE 3500 ONE TON 4X4	
90	2017 FORD F350 ONE TON 4X4	
92	2017 FORD F350 ONE TON 4X4	
MULTI AXLE TRUCK		
2	2002 STERLING LT-7501 MULTI AXLE	
226	2002 STERLING LT-7501 MULTI AXLE	
174	2002 STERLING LT-7501 MULTI AXLE	

ATTACHMENT # 2

STREETS TO ELIMINATE PLOWING SNOW

October 26, 2001

ELIMINATE PLOWING OF SNOW FROM THE FOLLOWING STREETS:

~~CLARK ST.~~ - ~~23RD AVE. TO 25TH AVE. SO.~~

22ND AVE. SO. - NORTH OF CHASE FROM DRIVEWAY TO
NORTH DEAD END

HAGEN STREET - 24TH AVE. SO. TO 25TH AVE. SO.

24TH AVE. SO. - BOLES TO HAGEN ST.

23RD AVE. SO. - BOLES ST. TO NORTH DEAD END

29TH AVE. SO. - CHASE ST. TO ROMANSKI DITCH (REF.COUNCIL)
(12/09/80)

ENGEL ROAD - 29TH AVE. NO. TO WEST DEAD END

4TH ST. SO. - SPRING ST. TO POPLAR ST.

POPLAR ST. - 4TH ST. TO 5TH ST. NORTH

~~24TH ST. NO.~~ - ~~FROM LAST HOUSE TO 25TH ST. NO.~~

~~BAKER DR.~~ - ~~24TH ST. TO 25TH ST. NO.~~

RUSSELL ST. 25TH AVE S TO 24TH AVE S

24TH AVE S FROM RUSSEL ST TO CAREY ST

23RD AVE S FROM CAREY ST NORTH TO DEAD END

ATTACHMENT #3

CITY of WISCONSIN RAPIDS DE-ICING SCHEDULE for 2021-2022

1/3/2022

FOLLOWING IS THE SCHEDULE FOR THE DE-ICING CREW. THE WEEKLY SCHEDULE BEGINS AT 3:00 P.M. ON FRIDAY AND RUNS UNTIL 3:00 P.M. THE FOLLOWING FRIDAY. PLEASE NOTIFY THE SUPERVISORS IF YOU ARE UNABLE TO MEET THIS SCHEDULE.

	WEEK			TRUCK DRIVER	LOADER OPERATOR	CITY HALL SHOVELING
2021	10/22	to	10/29	VACANT Ja. Schuerman A. Vollert	G. Wolosek D. Tometczak S. York C. Schultz	T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz
	10/29	to	11/5	Ja. Schuerman A. Vollert VACANT	D. Tometczak S. York C. Schultz G. Wolosek	J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt
	11/5	to	11/12	A. Vollert VACANT Ja. Schuerman	S. York C. Schultz G. Wolosek D. Tometczak	A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli
	11/12	to	11/19	VACANT Ja. Schuerman A. Vollert	C. Schultz G. Wolosek D. Tometczak S. York	G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek
	11/19	to	11/26	Ja. Schuerman A. Vollert VACANT	G. Wolosek D. Tometczak S. York C. Schultz	R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck
	THANKSGIVING					
	11/26	to	12/3	A. Vollert VACANT Ja. Schuerman	D. Tometczak S. York C. Schultz G. Wolosek	D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette

CITY of WISCONSIN RAPIDS DE-ICING SCHEDULE for 2021-2022

1/3/2022

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	WEEK			TRUCK DRIVER	LOADER OPERATOR	CITY HALL SHOVELING
	12/3	to	12/10	VACANT Ja. Schuerman A. Vollert	S. York C. Schultz G. Wolosek D. Tometczak	T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz
	12/10	to	12/17	Ja. Schuerman A. Vollert VACANT	C. Schultz G. Wolosek D. Tometczak S. York	J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt
	12/17	to	12/24	A. Vollert VACANT Ja. Schuerman	G. Wolosek D. Tometczak S. York C. Schultz	A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli
	12/24	to	12/31	VACANT Ja. Schuerman A. Vollert	D. Tometczak S. York C. Schultz G. Wolosek	G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek
2022	12/31	to	1/7	Ja. Schuerman A. Vollert VACANT	S. York C. Schultz G. Wolosek D. Tometczak	R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck
	1/7	to	1/14	A. Vollert VACANT Ja. Schuerman	C. Schultz G. Wolosek D. Tometczak S. York	D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette
	1/14	to	1/21	VACANT Ja. Schuerman A. Vollert	G. Wolosek D. Tometczak S. York C. Schultz	T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz

CITY of WISCONSIN RAPIDS DE-ICING SCHEDULE for 2021-2022

1/3/2022

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	WEEK			TRUCK DRIVER	LOADER OPERATOR	CITY HALL SHOVELING
	1/21	to	1/28	Ja. Schuerman A. Vollert VACANT	D. Tometczak S. York C. Schultz G. Wolosek	J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt
	1/28	to	2/4	A. Vollert VACANT Ja. Schuerman	S. York C. Schultz G. Wolosek D. Tometczak	A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli
	2/4	to	2/11	VACANT Ja. Schuerman A. Vollert	C. Schultz G. Wolosek D. Tometczak S. York	G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek
	2/11	to	2/18	Ja. Schuerman A. Vollert VACANT	G. Wolosek D. Tometczak S. York C. Schultz	R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck
	2/18	to	2/25	A. Vollert VACANT Ja. Schuerman	D. Tometczak S. York C. Schultz G. Wolosek	D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette
	2/25	to	3/4	VACANT Ja. Schuerman A. Vollert	S. York C. Schultz G. Wolosek D. Tometczak	T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz
	3/4	to	3/11	Ja. Schuerman A. Vollert VACANT	C. Schultz G. Wolosek D. Tometczak S. York	J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt

CITY of WISCONSIN RAPIDS DE-ICING SCHEDULE for 2021-2022

1/3/2022

FOLLOWING IS THE SCHEDULE FOR THE DE-ICING CREW. THE WEEKLY SCHEDULE BEGINS AT 3:00 P.M. ON FRIDAY AND RUNS UNTIL 3:00 P.M. THE FOLLOWING FRIDAY. PLEASE NOTIFY THE SUPERVISORS IF YOU ARE UNABLE TO MEET THIS SCHEDULE.

	WEEK			TRUCK DRIVER	LOADER OPERATOR	CITY HALL SHOVELING
	3/11	to	3/18	A. Vollert VACANT Ja. Schuerman	G. Wolosek D. Tometczak S. York C. Schultz	A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli
	3/18	to	3/25	VACANT Ja. Schuerman A. Vollert	D. Tometczak S. York C. Schultz G. Wolosek	G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek
	3/25	to	4/1	Ja. Schuerman A. Vollert VACANT	S. York C. Schultz G. Wolosek D. Tometczak	R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck
	4/1	to	4/8	A. Vollert VACANT Ja. Schuerman	C. Schultz G. Wolosek D. Tometczak S. York	D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette
	4/8	to	4/15	VACANT Ja. Schuerman A. Vollert	G. Wolosek D. Tometczak S. York C. Schultz	T. Arndt J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz
	4/15	to	4/22	Ja. Schuerman A. Vollert VACANT	D. Tometczak S. York C. Schultz G. Wolosek	J. Wipfli A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt
	4/22	to	4/29	A. Vollert VACANT Ja. Schuerman	S. York C. Schultz G. Wolosek D. Tometczak	A. Wolosek G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli

ATTACHMENT #3

CITY of WISCONSIN RAPIDS DE-ICING SCHEDULE for 2021-2022

1/3/2022

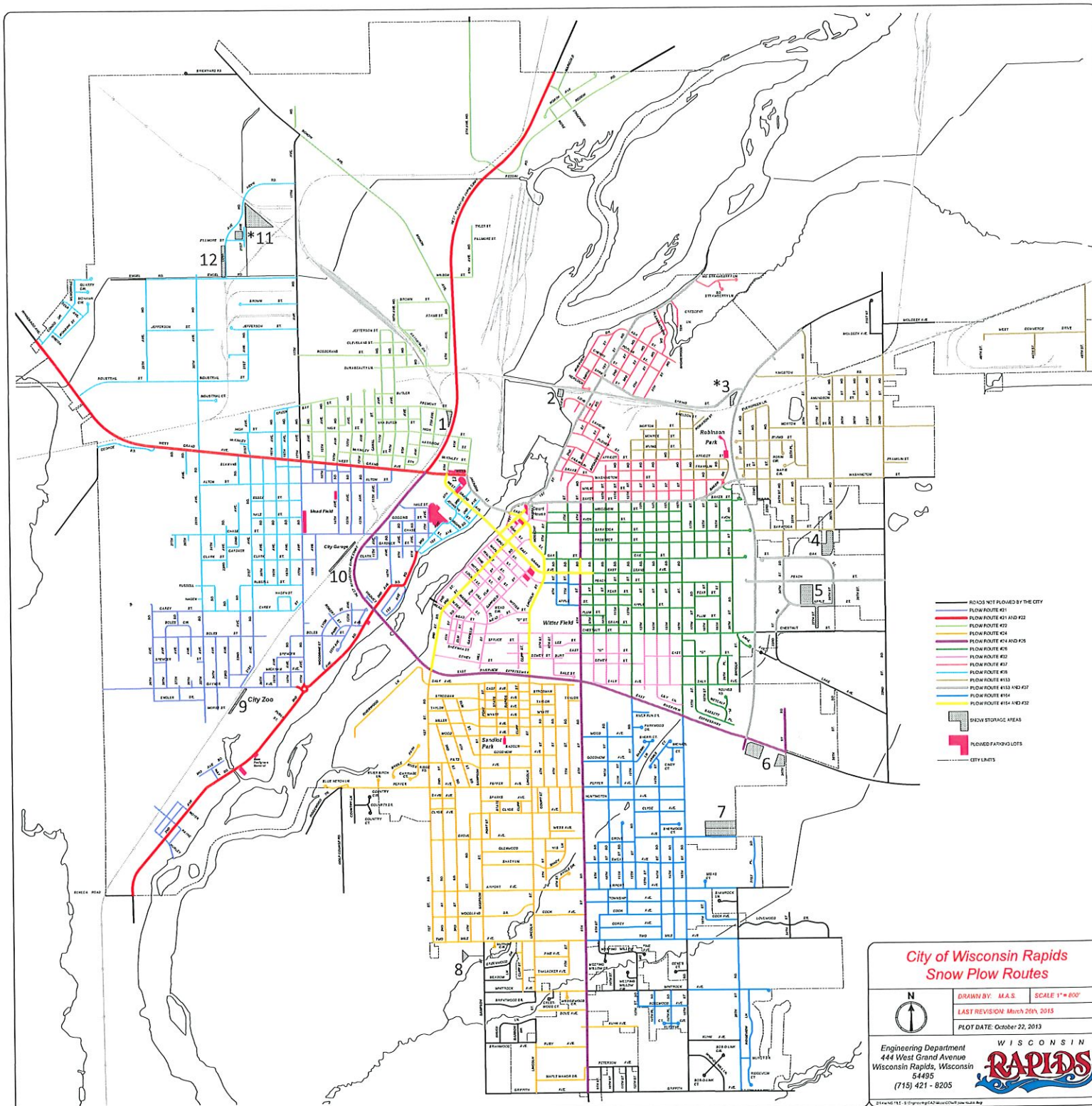
FOLLOWING IS THE SCHEDULE FOR THE DE-ICING CREW. THE WEEKLY SCHEDULE BEGINS AT 3:00 P.M. ON FRIDAY AND RUNS UNTIL 3:00 P.M. THE FOLLOWING FRIDAY. PLEASE NOTIFY THE SUPERVISORS IF YOU ARE UNABLE TO MEET THIS SCHEDULE.

	WEEK	TRUCK DRIVER	LOADER OPERATOR	CITY HALL SHOVELING
4/29	to 5/6	VACANT Ja. Schuerman A. Vollert	C. Schultz G. Wolosek D. Tometczak S. York	G. Ashbeck R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek
5/6	to 5/13	VACANT Ja. Schuerman A. Vollert	C. Schultz G. Wolosek D. Tometczak S. York	R. Bodette D. Hintz T. Arndt J. Wipfli A. Wolosek G. Ashbeck

THIS SCHEDULE IS SUBJECT TO CHANGE DEPENDING ON WEATHER CONDITIONS AND AVAILABILITY OF EMPLOYEES.

ANY TRADES MUST BE AUTHORIZED BY THE IMMEDIATE SUPERVISOR.

CC:	P. Vollert (2)	Relief/On Call Book	S. York	J. Wipfli
	J. Klingforth (2)	G. Ashbeck	Ja. Schuerman	A. Wolosek
	Street Supervisor (2)	R. Bodette	C. Schultz	G. Wolosek
	Lunchroom (2)	D. Tometczak	A. Vollert	T. Arndt
				D. Hintz



City of Wisconsin Rapids Snow Plow Routes



DRAWN BY: M.A.S. SCALE 1"=800'
LAST REVISION: March 20th, 2015
PLOT DATE: October 22, 2013

Engineering Department
444 West Grand Avenue
Wisconsin Rapids, Wisconsin
54495
(715) 421 - 8205



City of Wisconsin Rapids

**RETURN AT END OF SHIFT
WITH TIME SHEET**

CITY OF WISCONSIN RAPIDS ALLEY SNOW REMOVAL

ATTACHMENT

EAST SIDE

ALLEY
ALLEY
2ND ST N (blacktop area)
ALLEY (blacktop area)
ALLEY (blacktop area)
ALLEY (blacktop area)
PORT ST (blacktop area)
STATE ST (blacktop area)
RAPIDS ST (blacktop area)
CLIFF ST (blacktop area)
STATE ST (blacktop area)
CLIFF ST (blacktop area)
PORT ST (blacktop area)

BETWEEN 1ST N & OLIVER ST
BETWEEN 1ST ST N & 2ND ST N

BETWEEN OAK ST & PROSPECT ST
BETWEEN 2ND ST N & 3RD ST N
BETWEEN 4TH ST S & ELM ST
BETWEEN DALY AVE & WYATT AVE
PUSHING SNOW TO THE WEST

NOT ON MAP
NOT ON MAP
NOT ON MAP

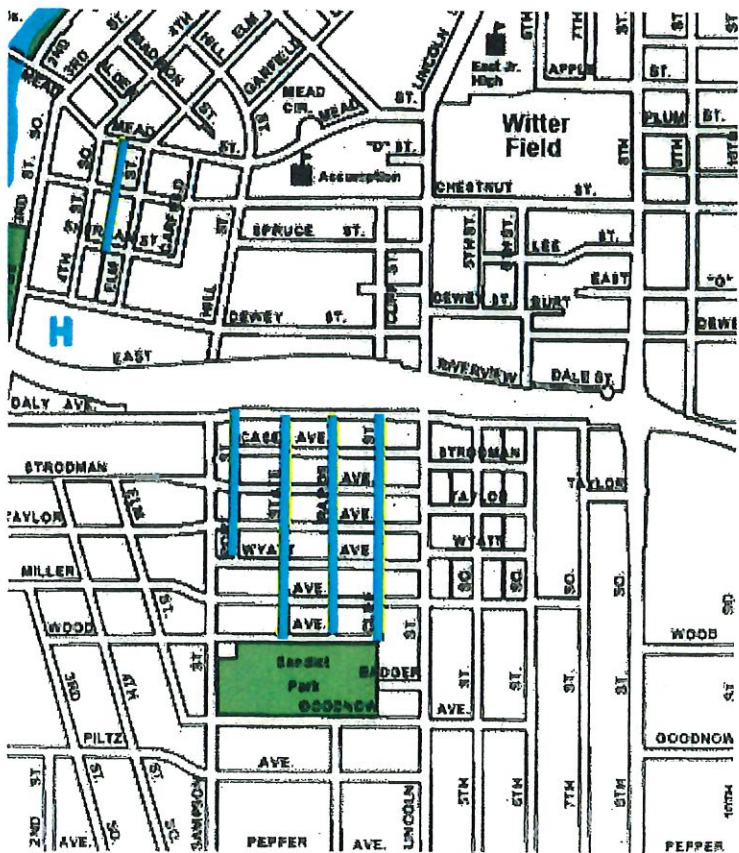
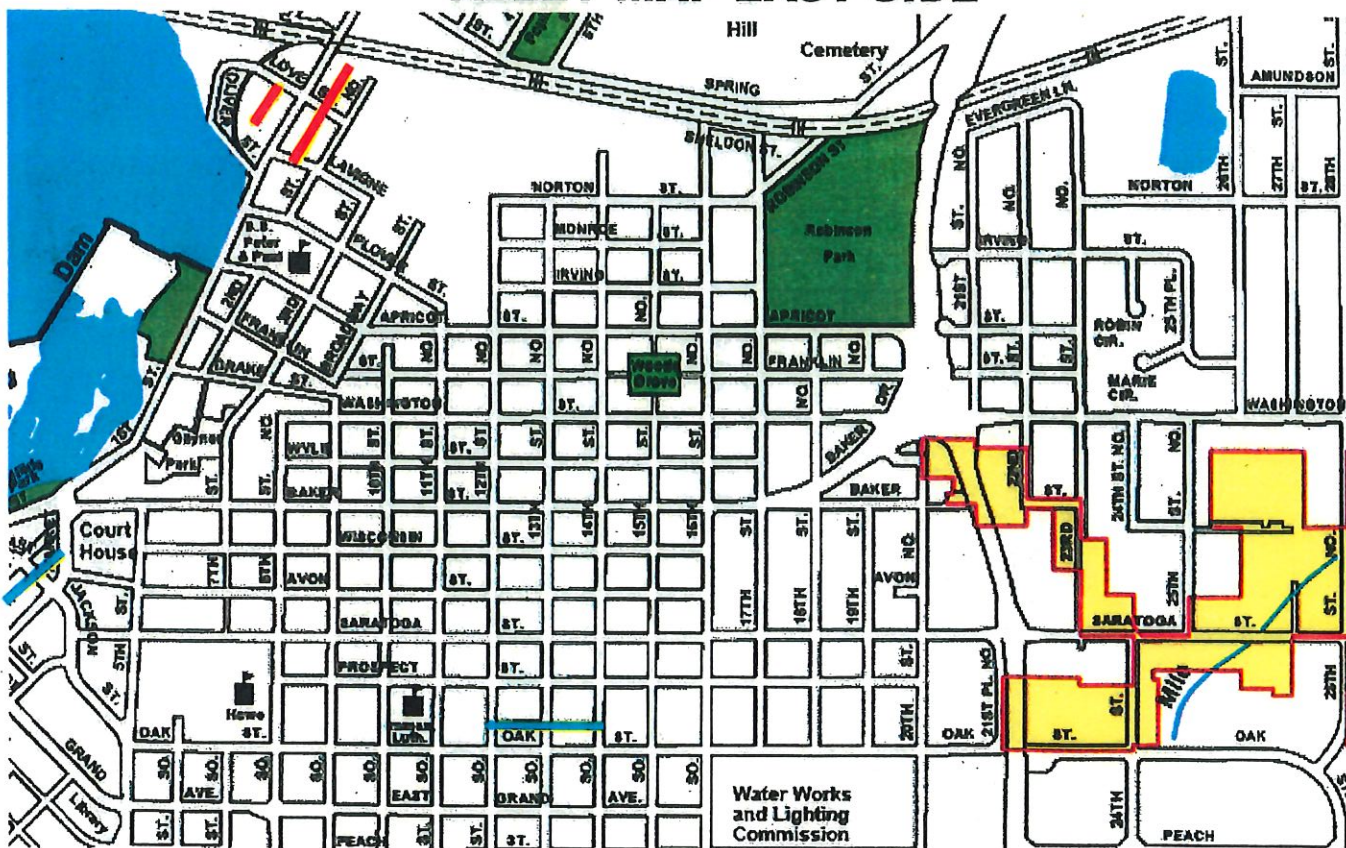
FROM LOVE ST TO APPROX 300 FT SOUTH OF LOVE TO BLD
FROM LAVIGNE ST TO WI. CENTRAL DEPOT
FROM DRAKE ST TO GAYNOR PARK
FROM 12TH ST N TO 14TH ST N
FROM OAK ST TO MARKET ST
FROM MEAD ST TO SHERMAN ST

FROM WOOD AVE TO DALY AVE
FROM DALY AVE TO WOOD AVE
FROM WOOD AVE TO DALY AVE
FROM CLYDE AVE TO SPARKS AVE
FROM CLYDE AVE TO SPARKS AVE
FROM CLYDE AVE TO GROVE AVE

WITH TIME SHEET

ALLEY SNOW REMOVAL

ALLEY MAP EAST SIDE



PLEASE SEE THE EAST
SIDE LISTING FOR THREE
(3) ALLEYS NOT SHOWN
ON THE MAP.

RETURN AT END OF SHIFT
WITH TIME SHEET

CITY OF WISCONSIN RAPIDS

ALLEY SNOW REMOVAL

ATTACHMENT #

WEST SIDE: NORTH OF WEST GRAND AVENUE

ALLEY (blacktop area)	BETWEEN 18 TH AVE N & 19 TH AVE N
ALLEY	BETWEEN 17 TH AVE N & 18 TH AVE N
ALLEY	BETWEEN GREEN BAY ST & HIGH ST
ALLEY	BETWEEN 15 TH AVE N & 16 TH AVE N
ALLEY	BETWEEN W GRAND AVE & HIGH ST
ALLEY (L-shaped)	BETWEEN 14 TH AVE N & 13 TH AVE N
ALLEY	BETWEEN HIGH ST & FREMONT ST
ALLEY	BETWEEN HIGH ST & FREMONT ST
ALLEY	BETWEEN W GRAND AVE & MCKINLEY ST

FROM W GRAND AVE TO NORTH OF HIGH ST 200 FT.
FROM PIONEER BANK PARKING LOT TO GREEN BAY ST
FROM 17TH AVE N TO 15TH AVE N
FROM GREEN BAY ST TO INTERSECTION OF E/W ALLEY
FROM 15TH AVE N TO 16TH AVE N (BEHIND AMER. TABLE)
FROM FREMONT TO 14TH AVE N
FROM CANAL ST TO 12TH AVE N
FROM 7TH AVE N TO 8TH AVE N (DIRECT OFF VAN BUREN
FROM 9TH AVE N TO 1/2 BLOCK W (BEHIND NAT. FOODS)

WEST SIDE: SOUTH OF WEST GRAND AVENUE

ALLEY (blacktop area)	BETWEEN W GRAND AVE & ALTON ST
ALLEY (blacktop area)	BETWEEN 14 TH AVE S & 15 TH AVE S
ALLEY (blacktop area)	BETWEEN 17 TH AVE S & 18 TH AVE S
ALLEY (blacktop area)	BETWEEN W GRAND AVE & ALTON ST
ALLEY	BETWEEN 18 TH AVE S & 19 TH AVE S
ALLEY (L-shaped)	BETWEEN W GRAND AVE & ALTON ST
ALLEY	BETWEEN 19 TH AVE S & 20 TH AVE S
ALLEY	BETWEEN 19 TH AVE S & 20 TH AVE S
ALLEY	BETWEEN 19 TH AVE S & 20 TH AVE S
ALLEY	BETWEEN 18 TH AVE S & 19 TH AVE S
ALLEY	BETWEEN CHASE ST & HALE ST
ALLEY	BETWEEN 7 TH AVE S & 8 TH AVE S
ALLEY	BETWEEN 17 TH AVE S & 18 TH AVE S
ALLEY (blacktop area)	BETWEEN 1 ST AVE S & 2 ND AVE S
ALLEY	BETWEEN 2 ND AVE S & 13 TH AVE S
ALLEY	BETWEEN 2 ND AVE S & 3 RD AVE S
ALLEY	BETWEEN 2 ND AVE S & 3 RD AVE S

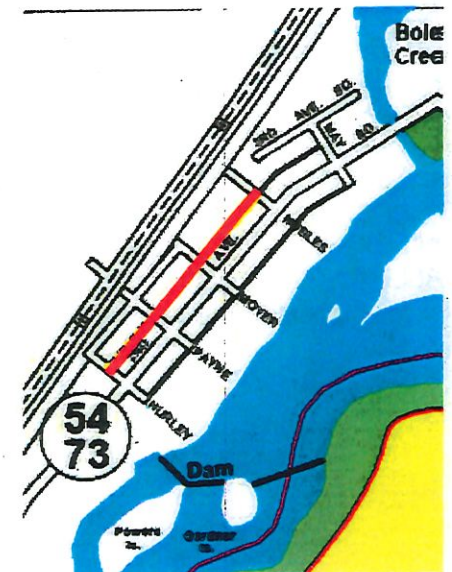
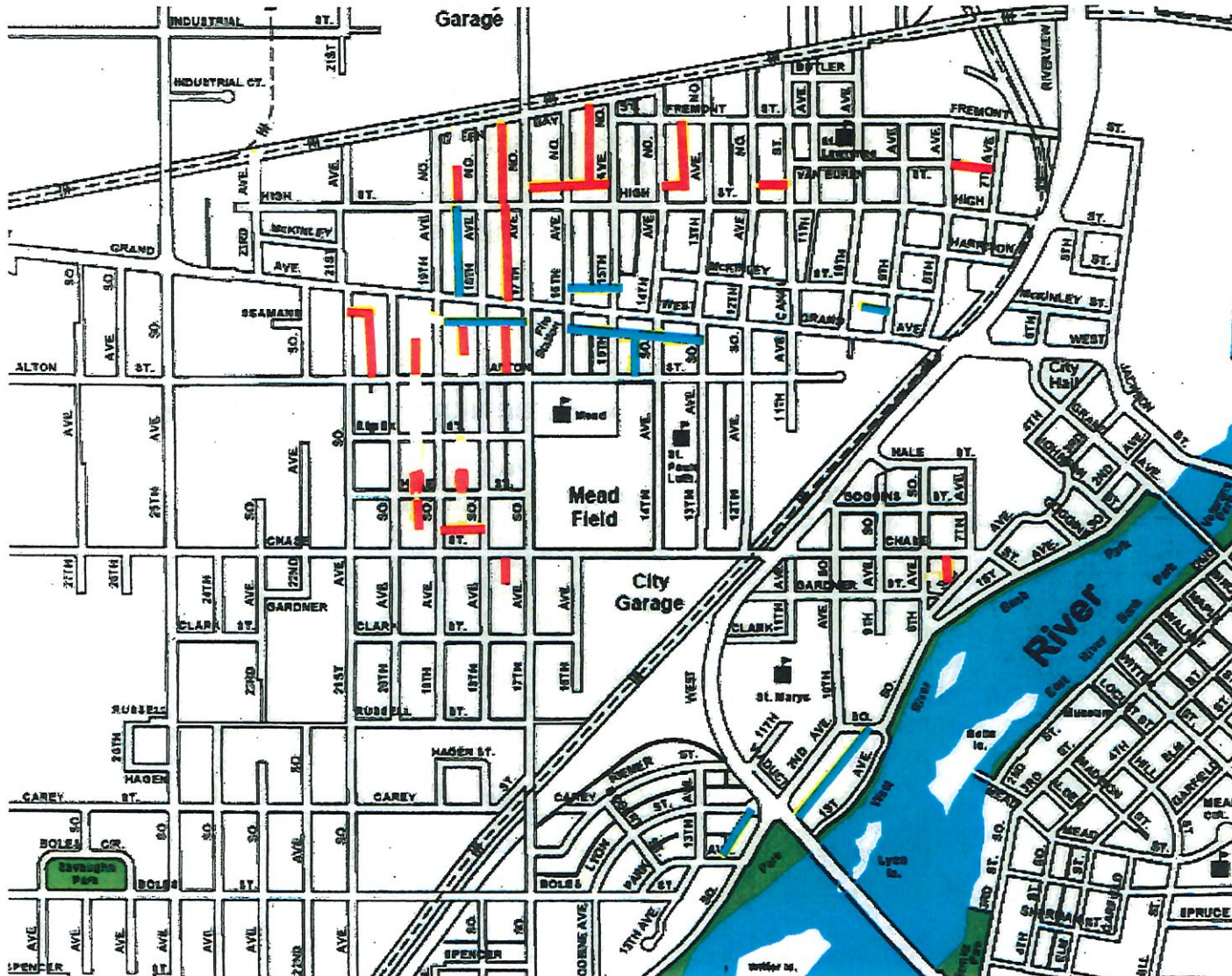
FROM 13TH AVE S TO 16TH AVE S
FROM ALTON NORTH TO INTERSECTION OF E/W ALLEY
FROM ALTON ST TO INTERSECTION OF E/W ALLEY
FROM 17TH AVE S TO 19TH AVE S
EAST/WEST ALLEY GO SOUTH 150' TO POLE
FROM 21ST AVE S TO ALTON ST
FROM ALTON TO NORTH, PAST 2ND DRIVEWAY
FROM HALE GOING NORTH TWO PROPERTIES
FROM HALE TO SOUTH OF FIRST DRIVEWAY
FROM HALE ST GOING NORTH TWO PROPERTIES
FROM 18TH AVE S TO 19TH AVE S
FROM CHASE ST GOING SOUTH 150 FT. TO POLE
FROM CHASE ST GOING SOUTH 150 FT. TO POLE
FROM NORTH OF EXPY BRIDGE BIKE TRAIL TO 1ST AVE
FROM LYONS TO PARK ST
FROM MAY ST SOUTH TO END OF ALLEY
FROM HURLEY TO MOYER ST

RETURN AT END OF SHIFT
WITH TIME SHEET

CITY OF WISCONSIN RAPIDS ALLEY SNOW REMOVAL

ATTACHMENT #5

ALLEY MAP WEST SIDE



ATTACHMENT #6 - SIDEWALK PLOWING ROUTE
SIDEWALK TRACTOR #66

1/3/2022

LOCATION	
1	CITY GARAGE SIDEWALKS - IN FRONT OF OFFICE/STOCK ROOM
2	CHASE ST - FROM CITY GARAGE DRIVEWAY EAST 85 FT (OR STRAIGHT THRU TO BIKE TRAIL AT W RIVERVIEW EXP.), THEN SAFETY ISLAND AT CHASE/W RIVERVIEW EXP
3	CHASE ST/W RIVERVIEW EXP. CROSSING GUARD AREA & SIDEWALK TO CUL-DE SAC ON 11TH AVE S & THE SIDEWALK ALONG CHASE TO DRIVEWAY OF 1041 CHASE ST
4	CHASE ST/7TH AVE S/3RD AVE S - TRIANGLE
5	CENTRALIA CENTER - 3RD AVE ENTERANCE 15' SOUTH OF DRIVEWAY TO PROPERTY LINE, SOUTH SIDE OF DRIVEWAY WEST TOWARD CENTRALIA VIEW APTS, 3RD AVE FROM DRIVEWAY TO SIGN, NORTHALONG PARKING LOT FROM SIGN TO TEE IN WALK, WEST THRU ENTERANCES TO VA CLINIC PARKING LOT, BACK TO EAST TO 3RD/GOGGINS, WEST SIDE OF 3RD FROM CENTRALIA CENTER SIGN TO 3RD/JOHNSON,
	JOHNSON ST - SOUTH SIDE FROM 3RD TO 4TH YMCA ENTRANCE.
7	AROUND CITY HALL - WALKS TO ENTRANCES AND IN FRONT OF PARKING STALLS, SIDEWALKS FROM 4TH AVE S TO W GRAND AVE AND W JACKSON ST IN FRONT OF CITY HALL AROUND TO NORTH SIDE TO JOB CENTER DRIVEWAY.
8	
9	
10	GRAND AVE BRIDGE - SOUTH SIDE
11	2ND ST S - BIKE TRAIL FROM BIRCH ST MEAD ST, UP HILL NORTH SIDE, 3RD ST WESTSIDE TO LAST HOUSE BY DEMITZ PARK
12	BIKE TRAIL - FROM GRAND AVE BRIDGE TO 1ST AVE S
13	3RD/JOHNSON ST PARKING LOT: JOHNSON ST 2ND AVE TO 3RD AVE (SOUTHSIDE), 3RD ST FROM JOHNSON ST TO GOGGINS (EASTSIDE), GOGGINS FROM 3RD TO END OF RETAINING WALL (NORTHSIDE)
14	4TH AVE S/W JACKSON ST - SAFETY ISLAND
16	6TH AVE N/W JACKSON ST - SAFETY ISLAND
17	6TH AVE S TO W RIVERVIEW EXP. - SIDEWALK (IN FRONT OF POMPS TIRE)
18	STH 34 - W GRAND AVE TO REDDIN RD AND ALL ISLANDS, SAFETY ISLAND AT HIGH ST AND NORTHWEST CORNER SIDEWALK TO RR TRACKS (BY VERSO BDG)
19	W GRAND AVE/W RIVERVIEW EXP. - BIG SAFETY ISLAND
20	W GRAND AVE/W RIVERVIEW EXP. - INTERSECTION TO 9TH AVE N THEN AROUND PARK TO METCALF LUMBER DRIVEWAY ON 8TH AVE N
21	W GRAND AVE - SIDEWALK FROM R.R. TRACKS TO W RIVERVIEW EXP.
22	W GRAND AVE, W RIVERVIEW EXP. & RR TRACKS - SAFETY ISLANDS
23	W GRAND AVE TO CHASE ST - BIKE TRAIL AND SIDEWALK FROM W RIVERVIEW EXP. TO 12TH AVE S(1 TON IN BIG EVENT)
24	W RIVERVIEW EXP. - SIDEWALK FROM CHASE ST TO HALE ST AROUND CORNER TO LOT LINE
25	W RIVERVIEW EXP. - SIDEWALK FROM HALE ST TO W GRAND AVE
26	W GRAND AVE - FROM W RIVERVIEW EXP. TO West Grand/Jackson St Intersection at traffic lights around to first driveway on right(YMCA, Boys and Girls Club)
27	W RIVERVIEW EXP. - FROM CHASE ST TO FIRST LIGHT POLE OR LOT LINE ON 2ND AVE S
28	2ND AVE S/W RIVERVIEW EXP. - SAFETY ISLAND & SAFETY ISLAND AT TURN LANE ONTO 2ND AVE S BY LYON'S CIRCLE

SIDEWALK TRACTOR #66

29	LYON'S CUL-DE-SAC - FROM ALLEY TO LIGHT POLE (PROPERTY LINE) & 2ND AVE S FROM W RIVERVIEW EXP. ALONG 2ND AVE S TO PROPERTY LINE
30	2ND AVE S/W RIVERVIEW EXP. - SAFETY ISLAND AT LYON'S PARK
31	W RIVERVIEW EXP. - RAMP FROM W RIVERVIEW EXPRESSWAY TO 1ST AVE S BIKE TRAIL
32	W RIVERVIEW EXP. - FROM 2ND AVE S OVER EXPRESSWAY BRIDGE TO 3RD ST S
LOCATION	
34	3RD ST S - FROM E RIVERVIEW EXP. TO FIRST DRIVEWAY, DOWN INTO DEMITZ PARK DESIGNATED WALK'S BELOW BRIDGE UP PATH TO 1ST ST
35	1ST ST S - FROM E RIVERVIEW EXP. TO RIVERWOOD LANE
36	1ST ST S - FROM DALY AVE BACK TO E RIVERVIEW EXP. & SAFETY ISLAND
37	E RIVERVIEW EXP. - FROM 3RD ST S (SAFETY ISLAND) TO LINCOLN ST & SAFETY ISLAND
38	E RIVERVIEW EXP./LINCOLN ST - CROSS E RIVERVIEW EXP, GET SAFETY ISLAND, THEN SIDEWALK ALONG LINCOLN ST FROM E RIVERVIEW EXP. TO DALY AVE
39	LINCOLN ST - BOTH SIDEWALKS BY ONE MILE CREEK BETWEEN AIRPORT AVE & TWO MILE AVE
40	LINCOLN ST - FROM DALY AVE BACK TO E RIVERVIEW EXP. & SAFETY ISLAND
41	E RIVERVIEW EXP. - FROM LINCOLN ST TO 8TH ST S
42	CHASE ST - 14TH AVE S TO 16TH AVE S (SOUTH SIDE) FRONT OF GARAGE
43	CHASE ST - 14TH AVE S TO 17TH AVE S (NORTH SIDE) MEAD FIELD
44	17TH AVE S - CHASE ST TO ESSEX ST (EAST SIDE)
45	WEST SIDE FIRE DEPT - ENTIRE BLOCK (17th ave, W. Grand Ave, 16th Ave, Alton St) Alton St from end of Mead School fence to water tower fence.
46	W GRAND AVE (NORTH SIDE) - 21ST AVE N TO LOT LINE TO EAST
47	W GRAND AVE/25TH AVE N - SAFETY ISLANDS
48	STH 73 VIADUCT - TRAILER PARK DRIVEWAY TO 2934 STH 73 DRIVEWAY
49	21ST AVE S - CHASE ST TO FIRST HOUSE PAST CLARK ST (WEST SIDE)
50	17TH AVE S - 50' SOUTH OF BIKE TRAIL NORTH THRU R.R. TRACKS TO FIRST HOUSE (EAST SIDE), CAREY ST THRU R.R. TRACKS TO FIRST DRIVEWAY SOUTH OF BIKE TRAIL (WEST SIDE)
51	BIKE TRAIL - 17TH AVE S TO GAYNOR AVE
52	GAYNOR AVE - 21ST AVE S TO FIRST LIGHT POLE (NORTH SIDE)
53	GAYNOR AVE - FROM 21ST AVE TO SIGN SHOP
54	BIKE TRAIL - GAYNOR AVE TO SENECA RD (1 TON IN LARGE EVENT)
56	BIKE TRAIL - BEHIND ZOO (1 TON IN LARGE EVENT)
57	BIKE TRAIL - FROM W RIVERVIEW EXP. TO BOLES CREEK BOAT LANDING & ALL WALKS AND ISLANDS ALONG 2ND AVE S(FROM WOODBINE TO BOLES CREEK WILL BE DONE WITH 1 TON IN LARGE EVENT)
58	BIKE TRAIL AT 2ND AVE/WOODBINE SIDEWALK EAST SIDE OF 2ND AVE FROM BIKE TRAIL SOUTH TO PROPERTY LINE. (APPROX. WOOD POWER POLE)

ATTACHMENT #6 - SIDEWALK PLOWING ROUTE
SIDEWALK TRACTOR #67

1/3/2022

LOCATION	
1	GRAND AVE BRIDGE (NORTH SIDE)
2	2ND ST N (WEST SIDE) - BETWEEN THE TWO BRIDGES ALONG PARK
3	1ST ST N/OAK ST - SIDEWALK CIRCLE IN FRONT OF THE FLAT IRON BDG
4	130 2ND ST N (EAST TOWNE PLAZA OFFICES) - FROM 126 2ND ST N(OLD BAR)TO BODY SHOP
5	JACKSON ST BRIDGE (BOTH SIDES)
6	1ST ST N - BIKE TRAIL FROM E JACKSON ST TO FIRST LIGHT POLE GOING INTO LEGION PARK
7	1ST ST N/MARKET AVE - SAFETY ISLANDS AT ROUNDABOUT
8	MARKET AVE/1ST ST N (WEST SIDE) - SIDEWALK ALONG PUBLIC PARKING LOT
9	E JACKSON ST (SOUTH SIDE) - WALK FROM ROUNDABOUT TO E JACKSON ST
10	E JACKSON ST BRIDGE - SAFETY ISLAND
11	E JACKSON ST (NORTH SIDE) - FROM 1ST ST N TO 2ND ST N
12	2ND ST N (WEST SIDE) - FROM E JACKSON ST TO PUBLIC PARKING LOT
13	NORTH AND WEST SIDE OF COURT HOUSE ANNEX BUILDING - BETWEEN MARKET ST AND 2ND ST N
14	3RD ST N (WEST SIDE) - FROM E JACKSON ST TO EAGLES CLUB
15	3RD ST N - SIDEWALK IN FRONT OF EAGLES CLUB
16	E JACKSON ST (SOUTH SIDE) - FROM 3RD ST N TO 2ND ST N
17	E JACKSON ST (NORTH SIDE) - BEHIND MEAD INN FROM 4TH ST S TO OAK ST
18	WITTER FIELD/AQUATICS - APPLE ST FROM 6TH ST S TO 8TH ST S (SOUTHSIDE), 8TH ST S FROM APPLE ST TO CHESTNUT ST (WEST SIDE), CHESTNUT ST FROM 8TH ST S TO LINCOLN ST (NORTH SIDE) & LINCOLN ST FROM CHESTNUT ST TO PARKING LOT DRIVEWAY (EAST SIDE) AQUATICS SIDEWALK FROM MAIN BUILDING TO NORTH PARKING LOT
19	8TH ST S/E RIVERVIEW EXP. - SAFETY ISLANDS
20	8TH ST S/E RIVERVIEW EXP. (EAST SIDE) - FROM E RIVERVIEW EXP. TO SHOPKO PLAZA BUILDING
21	8TH ST S/E RIVERVIEW EXP. - FROM 8TH ST S TO 12TH ST S & SAFETY ISLANDS
22	12TH ST S - NORTHEAST & NORTHWEST CORNERS
23	E RIVERVIEW EXP./12TH ST S - FROM 12TH ST S TO 16TH ST S
24	16TH ST S (WEST SIDE) - FROM 16TH ST S TO SOUTH END OF WOODS
25	16TH ST S/E RIVERVIEW EXP. - SAFETY ISLANDS, NORTHWEST CORNER OF E RIVERVIEW EXP. TO THE FIRST LIGHT POLE NORTHEAST CORNER OF VACANT LOT
26	16TH ST S - BIKE TRAIL TO EAST SIDE COMPOST SITE (10' WIDE - 3 PASSES).
27	BIKE TRAIL - FROM EAST SIDE COMPOST SITE TO CITY LIMITS(1 TON WILL PLOW IN BIG EVENTS)
28	STH 54 BIKE TRAIL - FROM EAST SIDE COMPOST SITE TO PEACH ST, INCLUDE ALL ISLANDS (10' WIDE - 3 PASSES) 1 TON WILL PLOW IN BIG EVENTS
29	PEACH ST (NORTH SIDE) - FROM STH 54 TO 28TH ST N
30	STH 54 BIKE TRAIL - FROM PEACH ST TO WASHINGTON ST, INCLUDE ALL ISLANDS-1 TON LARGE EVENT
31	WASHINGTON ST (SOUTH SIDE) - FROM STH 54 TO 23RD ST N
32	WASHINGTON ST (NORTH SIDE) - FROM 23RD ST N TO STH 54
33	BIKE TRAIL - FROM WASHINGTON ST TO TUNNEL UNDER STH 54
34	BAKER DR - TUNNEL TO BAKER DR

ATTACHMENT #6 - SIDEWALK PLOWING ROUTE
SIDEWALK TRACTOR #67

1/3/2022

LOCATION	
34	STH 54 - FROM BAKER ST TO SPRING ST (10' WIDE - 3 PASSES)
35	SPRING ST (EAST SIDE) - FROM STH 54 TO RADIO TOWER DRIVEWAY
36	STH 54 - FROM SPRING ST TO CITY LIMITS WEST SIDE ALONG CEMENTARY
37	WASHINGTON ST/BAKER DR - SAFETY ISLAND LOCATED BEHIND BAKER ST IGA
38	20TH ST N/BAKER DR - SAFETY ISLAND
39	BAKER DR (SOUTH SIDE) - FROM 20TH ST N TO STH 54
40	18TH ST N (WEST SIDE) - FROM BAKER DR TO BAKER ST
41	18TH ST S - SIDEWALK FROM OAK ST TO SOUTH BEHIND WATER AND LIGHT TO PROPERTY LINE
42	BAKER DR - FROM 17TH ST N TO KING CONE PARKING LOT BY AMERICAN FAMILY INSURANCE
43	APRICOT ST (NORTH SIDE) - FROM 11TH ST N TO END OF RAILING
44	2ND ST N/LAVIGNE ST (EAST SIDE) - 25 FT SOUTH
45	BIKE TRAIL - BEHIND FOUNDRY TO FIRST LIGHT POLE GOING TO LEGION PARK
46	1ST ST N/SPRING ST- SOUTHEAST CORNER
47	BIKE TRAIL 1ST ST N FROM RIVERVIEW DRIVE TO BIRON CITY LIMITS

ATTACHMENT #7

SNOW TO BE REMOVED FROM STREETS

NOVEMBER 15, 2000

EAST SIDE

EXPRESSWAY BRIDGE	-	
GRAND AVE. BRIDGE	-	1 ST AVE. TO 2 ND ST.
EAST GRAND AVENUE	-	2 ND ST. TO 8 TH ST.
		(NO. SIDE ONLY TO CURB- FROM 4 TH ST. TO E. JACKSON)
OAK STREET	-	2 ND TO 4 TH STREET
1 ST STREET	-	OAK TO MARKET STREET, MARKET TO CURVE BY CHRISTIAN SCIENCE CHURCH
1 ST STREET	-	R.R. TRACKS TO SPRING ST.
2 ND STREET	-	WALNUT TO MARKET ST.
3 RD STREET	-	EAST GRAND AVE. TO JACKSON ST.
MARKET STREET	-	JACKSON ST. TO 1 ST ST. NORTH
JACKSON STREET	-	JACKSON ST. BRIDGE TO 50 FT. EAST OF 3 RD ST. - ALSO TO EAST GRAND WHEN NEEDED.
4 TH STREET	-	EAST GRAND TO E. JACKSON ST.
AVON STREET	-	MARKET STREET TO 5 TH ST. NO.
GARFIELD STREET	-	EAST GRAND TO BIRCH STREET
CHESTNUT STREET	-	<u>EASTERN-MOST GATE TO 8TH ST. SO.</u> (NORTH SIDE)
5 TH STREET SOUTH	-	DEWEY TO CHESTNUT - WHEN NEEDED
LINCOLN STREET	-	PEACH STREET - BIRCH TO E. GRAND (WHEN NEEDED)

WEST SIDE

HWY 13 NORTH BRIDGE	-	AS NEEDED
JACKSON STREET BRIDGE	-	
WEST GRAND AVE.	-	1 ST AVE. TO JACKSON STREET
HWY 34 BRIDGE		
1 ST AVE. SOUTH	-	WEST GRAND AVE. TO JHONSON (JOHNSON ST. TO WEST SNOW RAMP) (WING BACK, EAST SIDE ONLY)
2 ND AVE. SOUTH	-	WOODBINE TO ARMORY - WHEN NEEDED
2 ND AVE. SOUTH	-	JACKSON ST. TO JOHNSON STREET
3 RD AVE. SOUTH	-	JACKSON ST. TO CHASE STREET
4 TH AVE. SOUTH	-	JOHNSON ST. TO CITY HALL PARKING LOT - INCLUDE FRONT OF CITY HALL
JOHNSON STREET	-	1 ST AVENUE TO 4 TH AVENUE SOUTH
GOGGINS STREET	-	1 ST AVENUE TO 3 RD AVENUE SOUTH
8 TH AVE. SOUTH	-	HALE ST. TO GOGGINS (EAST SIDE TO CURB ONLY)
GOGGINS STREET	-	8 TH AVE. SO. - WEST TO JUST WEST OF DRIVEWAY (NORTH SIDE ONLY)

OTHER STREETS WILL HAVE SNOW LOADED OFF ON AN "AS NEEDED BASIS".
WHEN NOW ACCUMLATIONS RESTRICT TRAVEL . EXPRESSWAY - 8TH ST. SO.,
JACKSON ST., GROVE AVE. - 1ST ST. SO. TO LINCOLN ST.

S:\DPW\SNOW AND ICE REMOVAL\WINTER PLOWING\ATTACHMENT 7 - SNOW TO BE REMOVED FROM
STREETS.doc

ATTACHMENT #7a

SCHOOLS TO REMOVE SNOW FROM

EAST SIDE

- EAST JR. HIGH**
- ON 6TH ST. – E. GRAND TO APPLE
 - ON PEACH ST. – LINCOLN TO 7TH ST. SO.
 - ON LINCOLN ST. – BUS LOADING ZONE
- HOWE SCHOOL**
- ON SARATOGA - 7TH TO 8TH ST.
2' BEHIND CURB
 - OAK ST. - 7TH TO 8TH ST.
ON 8TH ST. - OAK TO SARATOGA ST.
(SCHOOL SIDE ONLY)
- MARY PITSCH SCHOOL**
- ON 17TH ST. – APPLE TO PEAR (TO CURB ONLY ON WESTSIDE)
 - ON PEAR ST. – 17TH TO 18TH STREETS
(TO CURB ONLY ON NORTH SIDE)
- IMMANUEL LUTHERN SCHOOL**
- ON 11TH ST. – OAK TO PROSPECT
ON OAK ST. – 11TH ST. TO 10TH ST.
- ASSUMPTION HIGH SCHOOL**
- ON MEAD ST. – MEAD CIRCLE TO HILL
ON HILL ST. – MEAD TO CHESTNUT
ON CHESTNUT – HILL TO CLIFF ST.
- GROVE SCHOOL**
- ON LINCOLN – GROVE NORTH TO LAST
SCHOOL DRIVE ENTRANCE
ON GROVE – 300' WEST OF LINCOLN
- ST. VINCENT DE PAUL SCHOOL** - (SEE SNOW REMOVAL FOR CHURCHES)
- SS PETER & PAUL SCHOOL**
- (SEE SNOW REMOVAL FOR CHURCHES)

WEST SIDE

- MEAD SCHOOL**
- ON ALTON ST. – 15TH TO 17TH AVES.
ON 17TH AVE. – ALTON TO ESSEX
16TH AVE. - ALTON TO 1/2 WAY TO GRAND
- ST. LAWRENCE SCHOOL**
- (SEE SNOW REMOVAL FOR CHURCHES)
- ST. PAULS LUTHERN SCHOOL**
- (SEE SNOW REMOVAL FOR CHURCHES)
- OUR LADY QUEEN OF HEAVEN**
- (SEE SNOW REMOVAL FOR CHURCHES)

**CHURCHES TO REMOVE SNOW FROM
EAST SIDE**

**ASSEMBLY OF GOD
600 BAKER**

- **ON BAKER ST. – 5TH ST. TO 8TH ST.**

**7TH DAY ADVENTIST
711 14TH ST. NORTH**

- **ON 14TH ST. – WYLIE TO WASHINGTON**
- **ON WYLIE ST. – 13TH TO 14TH ST. NO.**

**FIRST ENGLISH LUTHERN
440 GARFIELD**

- **ON GARFIELD – MAPLE TO PINE**
ON PINE – ELM TO GARFIELD

**IMMANUEL LUTHERN
160 8TH ST. NO.**

- **ON PROSPECT – 8TH TO 9TH STREETS**
(NOTE: ON SOUTH SIDE EAST OF
CHURCH FENCE TO 9TH ST.

**ST. VINCENT DE PAUL CHURCH
831 12TH ST. SO.**

- **ON 12TH ST. – CHESTNUT TO E."G" ST.**
- **ON CHESTNUT – 12TH TO 13TH ST. SO.**
- **ON 13TH ST. – CHESTNUT TO E.."G" ST.**

**S.S.PETER AND PAUL
1110 1ST STREET NORTH**

- **ON PLOVER – 1ST TO 2ND STREET**
- **ON APRICOT – 1ST TO 3RD STREET**
2' BEHIND CURB

- **ON 1ST ST. NO. – EAST SIDE- APRICOT**
TO PLOVER
ON 1ST ST. NO. – WEST SIDE- OLIVER
TO APRICOT
(WING TO RIVER)

**FIRST CONGREGATIONAL
311 2ND STREET SOUTH**

- **(SEE SNOW REMOVAL FROM STREETS)**

ATTACHMENT #7c

CHURCHES TO REMOVE SNOW FROM **NOVEMBER 15, 2000** **WEST SIDE**

FIRST BAPTIST CHURCH 910 MCKINLEY ST.	- ON 9 TH AVE. - MCKINLEY TO NORTH EDGE OF CHURCH PROPERTY - ON MCKINLEY - 9 TH AVE. TO WEST EDGE OF CHURCH PROPERTY
OUR LADY QUEEN OF HEAVEN 750 10TH AVE. SOUTN	- ON 10 TH AVE. - WING SNOW FROM WEST SIDE TO EAST SIDE IN FRONT OF CHURCH
REORGANIZED CHRUCH OF JESUS CHRIST OF LATER DAY SAINTS	- ON 19 TH AVE. SO. - ALTON TO ½ BLOCK NORTH OF ALTON - ON ALTON - 19 TH AVE. TO ½ BL. EAST
CHRISTIAN REFORMED CHURCH 711 20TH AVE. SO.	- ON 20 TH AVE. - CLARK ½ BLOCK SOUTH (WEST SIDE ONLY)
ST. LAWRENCE CHURCH 550 10TH AVE. NORTH	- ON 10 TH AVE. - VANBUREN TO FREMONT - ON FREMONT - 11 TH AVE. TO EAST EDGE CHURCH PARKING STALLS
ST. PAULS EVANGICAL LUTHERN 311 14TH AVENUE SOUTH	- ON 13 TH AVE. - BOTH SIDES OF STREET ADJACENT TO CHRCH PROPERTY ONLY. - ON 14 TH AVE. - EAST SIDE ADJACENT TO CHURCH PROPERTY ONLY - ON 14 TH AVE. - WEST SIDE WING SNOW TO MEAD FIELD

ATTACHMENT #8

SHOVEL BY HAND EAST SIDE

January 8 , 2021

LOCATION

1. CROSSWALKS/SAFETY ISLANDS 8TH ST. N. & BAKER ST. (CROSSING GUARD LOCATION)
2. CROSSWALKS 32ND ST. NORTH/ FRANKLIN ST (CROSSING GUARD LOCATION)
3. CROSSWALKS 8TH ST. NORTH & PROSPECT. (CROSSING GUARD LOCATION)
4. CROSSWALKS 8TH ST. NORTH & SARATOGA (CROSSING GUARD LOCATION)
5. CROSSWALKS/SAFETY ISLANDS 8TH ST. S. & EAST GRAND (CROSSING GUARD LOCATION)
6. CROSSWALKS 8TH ST. S. & GROVE AVE (CROSSING GUARD LOCATION)
7. CROSSWALKS 8TH ST. S. & TWO MILE AVE (CROSSING GUARD LOCATION)
8. SAFETY ISLANDS – EAST END OF JACKSON STREET BRIDGE (SW CORNER & NORTHSIDE)
9. SIDEWALK RAMPS- 3RD ST. N. & E. JACKSON ST. (SW CORNER)
10. SIDEWALK CIRCLE – AT 1ST ST. NO. & OAK BY AHADAWAGAM CREDIT UNION (NW & SW CORNER)
11. SAFETY ISLANDS – ROUNDABOUT 1ST ST. NO. & BAKER ST. (4 LOCATIONS)
12. STEPS/SIDEWALK – 8TH ST. NO. – FROM WASHINGTON TO DRAKE ST. (FROM DRIVEWAY OF 751 EAST TO FENCE)
13. SAFETY ISLAND – LINCOLN ST. AND PEACH ST. (NORTHSIDE)
14. CROSSWALKS 8TH ST. S. & CHESTNUT (NW CORNER ONLY)
15. SAFETY ISLANDS – EAST RIVERVIEW EXP & 8TH ST. SO. (ALL ISLANDS AND RAMPS)
16. SAFETY ISLAND – 8TH ST S & TAYLOR AVE (IN FRONT OF KFC)
17. SAFETY ISLAND – 8TH ST S & CLYDE AVE (IN FRONT OF JOHNNY'S)
18. SAFETY ISLANDS – EAST RIVERVIEW EXP & 12TH ST. SO. (WALK AREA)
19. SAFETY ISLANDS – EAST RIVERVIEW EXP & 16TH ST. SO. (ALL RAMPS AND ISLAND)
20. SAFETY ISLANDS – EAST RIVERVIEW EXP & STH. 54 (ALL RAMPS AND ISLANDS)

ATTACHMENT #8

21. SAFETY ISLANDS – STH 54 & CHESTNUT ST. (ALL ISLANDS AND RAMPS)
22. SAFETY ISLANDS – STH 54 & PEACH ST. (EASTSIDE ONLY)
23. SAFETY ISLANDS – STH 54 & SARATOGA ST.
24. SAFETY ISLANDS – STH 54 & WASHINGTON ST. (ALL ISLANDS AND RAMPS)
25. SAFETY ISLANDS – BAKER DR. & WASHIGTON ST.
26. SAFETY ISLAND – BAKER DR. & BAKER ST.
27. SAFETY ISLAND – 16TH ST AND BAKER ST
28. SAFETY ISLANDS – STH 54 & SPRING ST. (ISLAND AND RAMPS)

ATTACHMENT #8
SHOVEL BY HAND
WEST SIDE

January 3, 2022

LOCATION

1. CROSS WALK - CHASE ST/W RIVERVIEW EXP. (CROSSING GUARD LOCATION AND SIDEWALK TO CUL DE SAC ON 11TH AVE S.)
2. CROSS WALK – 17TH AVE S/W GRAND AVE (CROSSING GUARD LOCATION)
3. CROSSWALK – 17TH AVE S/ALTON ST (CROSSING GUARD LOCATION)
4. CROSSWALK – 25TH AVE S/ GAYNOR AVE (CROSSING GUARD LOCATION)
5. SAFETY ISLAND – 3RD AVE S & CHASE ST
6. SIDEWALK RAMPS – 3RD AVE S AND GOGGINS (3 SIDES NW, SW, NE CORNERS)
7. SIDEWALK RAMPS – 3RD AVE S AND JOHNSON (3 SIDES NW, SW, SE CORNERS)
8. SAFETY ISLANDS – 2ND AVENUE N & JACKSON STREET (WALK AREA)
9. SAFETY ISLANDS – 3RD AVENUE N & JACKSON STREET (WALK AREA)
10. SAFETY ISLANDS – 4TH AVENUE N & JACKSON STREET (SW ISLAND/RAMPS, MEDIANS)
11. SAFETY ISLANDS – 6TH AVENUE N & WEST GRAND (ISLAND, ALL CORNER RAMPS)
12. SAFETY ISLANDS – HWY 34 AND HIGH STREET (ISLAND, E SIDE RAMPS)
13. SIDEWALK – 8TH AVENUE NORTH & VAN BUREN (INTERSECTION EAST SIDE)
14. CROSS WALK – WEST GRAND AVENUE & 10TH AVENUE (PEDESTRIAN CROSSING)
15. SAFETY ISLANDS – WEST RIVERVIEW EXPRESSWAY & WEST GRAND (WALK AREA)
16. SAFETY ISLANDS – W RIVERVIEW EXP & 2ND AVENUE SOUTH (WALK AREA)
17. SIDEWALK – LYONS STREET CUL-DE-SAC
18. SIDEWALK – LYONS STREET TO 2ND AVENUE SOUTH
19. SAFETY ISLANDS- EAST RIVERVIEW EXP & 3RD ST. S. (ALL ISLANDS/RAMPS)
20. SAFETY ISLANDS- EAST RIVERVIEW EXP & LINCOLN ST. (ALL ISLANDS/RAMPS)
21. SAFETY ISLANDS – 25TH AVENUE & WEST GRAND AVENUE (ISLANDS ONLY)
22. CROSSWALK – GAYNOR AVE & 21ST AVE SOUTH (NE CORNER & BIKE TRAIL CROSSING BY ZOO)
23. SAFETY ISLAND – 2ND AVE SOUTH (PEDESTRIAN ISLAND AT BIKE TRAIL CROSSING)
24. SAFETY ISLAND – 2ND AVE SOUTH & GAYNOR (4 PEDESTRIAN ISLANDS, WALKS)
25. SAFETY ISLAND – 2ND AVE SOUTH & WOODBINE STREET (PEDESTRIAN ISLAND)

26. SAFETY ISLANDS- EAST RIVERVIEW EXPRESSWAY & 1ST ST/3RD ST (2-PEDESTRIAN ISLANDS & 4 WALKS)
27. SAFETY ISLANDS- EAST RIVERVIEW EXPRESSWAY & LINCOLN ST (2 PEDESTRIAN ISLANDS & 4 WALKS)

ONCE WESTSIDE COMPLETED ASSIST ON EASTSIDE LIST

ATTACHMENT #9

CITY OF WISCONSIN RAPIDS SAND BARREL LOCATIONS

2021-2022

WEST SIDE	XING GUARD	DATE FILLED					CORNER
1ST AVE SO & WEST GRAND							SE
1ST AVE SO & GOGGINS							SW
3RD AVE SO & GOGGINS							ISLAND
3RD AVE SO & CHASE ST							SW
3RD AVE SO & WEST GRAND AVE							NE
1ST AVE SO & 3RD AVE SO							BLVD
2ND AVE SO & 10TH AVE SO							NW
2ND AVE SO AND PARK ST							NW
PARKING LOT AT ST. MARY'S							
CHASE ST & W RIVERVIEW EXP	XING GRD						NE
W RIVERVIEW EXP AT YMCA ENTRANCE							NE
PARKVIEW APTS (HOME FOR ELDERLY)							SO. END LOT
17TH AVE SO & GAYNOR AVE (2 ON ISLANDS)	SOLD ONES OUT						NW
25TH AVE SO & ENGLER DR							SW
27TH AVE SO & ENGLER DR							SE
29TH AVE SO & THOUSAND OAK RD							NW
20TH AVE SO & CLARK (CHURCH)							SW
17TH AVE SO & ALTON ST.	XING GRD						SE
17TH AVE NO & W GRAND AVE	XING GRD						SE
13TH AVE NO & W GRAND AVE							SW
12TH AVE NO & HIGH ST							NE
10TH AVE NO & FREMONT ST							SW
10TH AVE NO & W GRAND AVE							NW
4TH AVE NO & HIGH ST							SW
NORTH AVE & EDGEWOOD PLACE							NW

ATTACHMENT #9

CITY OF WISCONSIN RAPIDS SAND BARREL LOCATIONS

2021-2022

EAST SIDE	XING GUARD	DATE FILLED					CORNER
3RD ST SO & MEAD ST							NW
2ND ST SO & EAST GRAND AVE							SW
3RD ST SO & EXPESSWAY							NE
3RD ST SO & EAST GRAND AVE							SE
3RD ST SO & OAK ST							NW
3RD ST & E JACKSON ST							NE
3RD ST S & WITTER ST							SW
ALLEY BETWEEN E JACKSON & OAK ST							1 BARREL
JACKSON ST AND OAK ST							SE
JACKSON ST & E GRAND AVE							NW
LINCOLN ST & BIRCH ST							SW
LINCOLN & CHESTNUT							NE
LINCOLN & PEACH ST							NE
LIBRARY (MAIN LOT)							1 BARREL
BAKER ST & MARKET ST							SW
8TH ST NO & BAKER ST	XING GRD						NW
8TH ST NO & PROSPECT ST	XING GRD						SE
8TH ST NO & SARATOGA	XING GRD						
11TH ST SO & OAK ST							NW
11TH ST SO & E GRAND AVE							NE
8TH ST & OAK ST							NE
8TH ST SO & E GRAND AVE	XING GRD						SE
7TH ST SO & E GRAND AVE							NE
8TH ST SO & PLUM ST							NE
8TH T SO & CHESTNUT	XING GRD						NW
8TH ST SO AT SHOPKO ENTRANCE							ISLAND
EXPRESSWAY - SHOPKO ENTRANCE							
RAFTERS OFFICE BEHIND EAST JR. HIGH	PUT A OLD BARREL OUT						

ATTACHMENT #9

CITY OF WISCONSIN RAPIDS
SAND BARREL LOCATIONS

2021-2022

EAST SIDE	XING GUARD	DATE FILLED					CORNER
8TH ST SO & PEPPER AVE							NW
8TH ST SO & GROVE AVE (2 BARRELS)	XING GRD	OLD BARRELS					NW
8TH ST SO & TWO MILE AVE	XING GRD						NE
1ST ST NO & APRICOT ST							NE
3RD ST NO & LAVIGNE ST							NW
1ST ST NO & SPRING ST							SE
WASHINGTON SCHOOL							BY STREET
32ND ST NO & FRANKLIN	XING GRD						
18TH ST NO & BAKER ST							SE
16TH ST NO & BAKER ST							SE
BAKER-NEAR WALK TO COURT HOUSE							
11TH ST NO & BAKER ST							NW
11TH ST NO & APRICOT ST							NE
16TH ST SO & E GRAND AVE							SW
16TH ST SO & PEACH ST (W & L)							NE
16TH ST SO & CHESTNUT							NW
13TH ST SO & CHESTNUT							SW
12TH ST SO & CHESTNUT							SE
HUNTINGTON HOUSE ON HUNTINGTON							BTW. DRIVES
HUNTINGTON AT 12TH ST SO							SW
LINCOLN & PEPPER							SW
SAMPSON & GROVE							SW
WOODSIDE SCHOOL							BY STREET
LINCOLN & GROVE AVE							NW
LINCOLN ST & AIRPORT							SW
LINCOLN & TWO MILE							NW

ATTACHMENT #10

BORDERLINE STREET AGREEMENT

This agreement made and entered into this 15th day of January, 2016 by and between the City of Wisconsin Rapids, Wood County, Wisconsin, a municipal corporation, the party of the first (1st) part and the Town of Grand Rapids, Wood County, Wisconsin, a municipal corporation, the party of the second (2nd) part.

SNOW PLOWING

The party of the first (1st) part shall plow the following named street

1. **1ST STREET SOUTH**
Clyde Avenue to Two Mile Avenue
2. **16TH STREET SOUTH**
Two Mile Avenue, northerly to Grove Avenue
3. **20th STREET SOUTH**
Two Mile Ave. to Griffith
4. **AIRPORT AVENUE**
19th Street South, easterly to 20th Street South
5. **GROVE AVENUE**
16th Street South to east end
6. **TWO MILE AVENUE**
1st Street South, easterly to 20th Street South
7. **KUHN AVE**
8th St. S to 12th St S.
8. **LINCOLN STREET**
Thalacker Avenue to Whitrock Avenue
9. **CLIFF STREET**
Whitrock Avenue to 300' north of Whitrock Avenue
10. **WHITROCK AVENUE**
8th Street South to Lincoln Street
11. **DOVE AVENUE**
8th Street South to west end
12. **SNYDER STREET**
Lake Avenue southerly to Daly Avenue
13. **32ND STREET NORTH**
Green Bay & Western Railroad tracks to Washington Street
14. **BAKER STREET**
22nd Street North to 23rd Street North
15. **25TH STREET NORTH**
Washington Street to Saratoga Street
16. **24TH STREET NORTH**
Oak Street to Saratoga Street
17. **OAK STREET**
24th Street North to west cul-de-sac
18. **CHESTNUT STREET**
20th Street South to Hwy 54
19. **SARATOGA STREET**
Hwy 54 to 28th Street

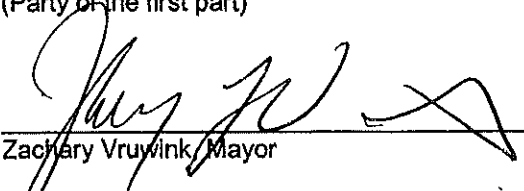
ATTACHMENT #10

The party of the second (2nd) part shall snow plow the following named streets:

1. **32ND STREET NORTH**
Washington Street, southerly to Chestnut Street
2. **28TH STREET NORTH**
Washington Street, southerly approximately 300'
3. **WASHINGTON STREET**
32nd Street North to 1/4 mile east of 32nd St N
4. **SARATOGA STREET**
28th St. N to 32nd Street S.
5. **WOLOSEK AVENUE**
32nd Street North to east end
6. **CHESTNUT STREET**
Hwy 54 to 32nd Street South
7. **16TH STREET SOUTH**
Two Mile Avenue to Kuhn Avenue
8. **PEPPER AVENUE**
1st Street South to Golf Course Road
9. **WEeping WILLOW DRIVE**
Two Mile Avenue, southerly for a distance of 160'
10. **WHITROCK AVENUE**
8th Street South to 300' east of 8th Street South
11. **LINCOLN STREET**
Bruce Lane to Brianwood Avenue
12. **BRIANWOOD AVENUE**
Lincoln Street to 660' west of Lincoln Street
13. **PETERSON AVENUE**
8th Street South to the east City limits
14. **12TH ST**
Peterson Ave to Griffith Ave.
15. **TWO MILE AVENUE**
20th Street South to the east City limits
16. **20TH STREET SOUTH**
Airport Avenue to Two Mile Avenue

Date: 1/29/16

CITY OF WISCONSIN RAPIDS
(Party of the first part)


Zachary Vruwink, Mayor

Attest: Sue Bravick

Sue Bravick, City Clerk (Interim)

Date: 1/18/16

TOWN OF GRAND RAPIDS
(Party of the second part)


Arne Nystrom, Town Chairman

Attest: Lisa Dotter-Guyant

Lisa Dotter-Guyant, Town Clerk

ATTACHMENT #11

SPECIAL SNOWPLOWING ARRANGEMENTS LISTS

NOVEMBER 16, 2000

LOCATION

- | | | | |
|-----|--------------------------|---|---|
| 1. | 2 ND ST. SO. | - | BIRCH TO MEAD
PLOW TO RIVERBANK |
| 2. | WITTER STREET | - | 2 ND ST. SO. TO 3 RD ST. SO.
PLOW DOWNHILL TO RIVERBANK |
| 3. | BIRCH STREET | - | LINCOLN TO GARFIELD – PLOW LIBRARY SIDE |
| 4. | 1 ST AVE. SO. | - | JOHNSON ST. TO 3 RD AVE. SO.
PLOW TO RIVERBANK |
| 5. | 1 ST ST. SO. | - | DALY AVE. TO TWO MILE AVE.
PLOW ALL TO WEST SIDE WHEN TIME ALLOWS
(MINOR SNOWFALLS, SCRAPINGS. ETC) |
| 6. | BAKER ST. | - | 17 TH ST.NO. TO 18 TH ST. NO.
PLOW ALL TO TRIANGLE |
| 7. | 7 TH ST. NO. | - | SARTOGA ST. TO WISCONSIN ST.
PLOW ALL TO WEST SIDE, OPEN DRIVEWAYS |
| 8. | APRICOT ST. | - | 17 TH ST. NO. TO BAKER DR.
PLOW ALL TO NORTH SIDE |
| 9. | 11 TH ST. NO. | - | BAKER DR. TO END OF BUILDING ON WEST
WEST SIDE OF 11 TH ST. <u>PICK UP SNOW PILE</u> |
| 10. | MAPLE MANOR | - | LINCOLN TO 8 TH ST. SO. – PLOWED ALL TO
SOUTH |
| 11. | LINCOLN ST. | - | RUBY TO MAPLE MANOR –PLOW ALL TO WEST |

ATTACHMENT #11

To Be Added to Snow Plowing Policy

Section 893.83, Wis Stats:

Damages caused by accumulation of snow or ice; liability of city, village, town, and county.

No action may be maintained against a city, village, town, or county to recover damages for injuries sustained by reason of an accumulation of snow or ice upon any bridge or highway, unless the accumulation existed for 3 weeks. Any action to recover damages for injuries sustained by reason of an accumulation of snow or ice that has existed for 3 weeks or more upon any bridge or highway is subject to s. 893.80.

ENGINEERING DEPARTMENT – January 2022

Misc.

- 16 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (1), excavating (5), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (10)
- 26 Diggers Locates for Storm Sewer & Sanitary Sewer as of 1/26/2022 (1 Emergencies)
- Degradation fees
 - degradation fees this month
 - \$2,745.90
- Transportation Utility Database – the database and account verification is nearly complete. The last set of city verified changes is being sent to RaSmith by 2/4/2022.

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – review is ongoing
 - 10/14/2021 - Sampson St and Grove Ave. Study is complete. Signs were installed before Christmas
 - 10/14/2021 - Two Mile and 1st St S – review is scheduled
 - Chestnut St centerline striping – reviewed at Public Works
 - 4/20/2021 – 12th St and Chestnut St. Study is complete. Sign approved.
- ITS Standalone Signal Grant
 - The city staff requested proposals from consultants to be reviewed at the Public Works Committee in February.
 - City received a State / Municipal Agreement on 8/30/2021. The agreement is fully signed.
 - The City was noticed via email on 2/1/21 that the \$534,600 grant was approved. Submitted a Standalone Signal Grant through the WI DOT the following intersections along the Expressway: Chase St, W Grand Ave, High St. Results are expected in November of 2020.
- Signal complaints
 - 8th St sign bridge at Chestnut St fell and needs replacing – A new pole has been ordered and will be installed when the weather breaks.
 - Ped Crossing at 1st St N and E Jackson St was not lighting up. WWLC investigated and the power was turned off when the Christmas lights were turned off. Power is restored and the sign is working properly.
 - Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.
 - 12/22/2021 – 8th St and Pepper Ave NB & SB Left Turn Arrow Malfunction. This was determined to be a camera detection issue. Gridsmart technician verified and corrected the issue.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – Construction is substantially complete as of January 8th, 2022. A final walk-thru is scheduled for early February. Bid opening was October 5th with Ameritrack being the low, qualified

bidder at \$792,705.00 base bid. 3 bidders supplied numbers with the 2nd lowest bid at \$1,030,345.00.

Maintenance Projects

- Concrete Joint Sealing –
- Sidewalk Concrete Cutting (Safe Step) – **preparing RFP documents for 2022**
- Sidewalk and Curb & Gutter Maintenance – **preparing RFP documents for 2022**

2021 Reconstruction Projects (to be completed in 2022)

- **DOA/Lyon Park Levee – The DNR provided further questions on December 3rd, 2021 with the City's formal reply on December 10th. A meeting was held on January 26th, 2022 and little to no concerns remain from the DNR and they should be issuing a permit soon.** The DNR requested additional information which was provided on October 20th. Met with the DOA on July 15th to do a preconstruction walk-thru. Plans were modified after the walk-thru. City Floodplain Permit Application was also prepared. Flood modeling along the Wisconsin River near the roundabout and the DOT office building – GEI has completed the modeling report and a flood plain zoning permit application has been submitted. Plans are complete. The DOA and City crews are reviewing the final plans. A DNR permit application is being applied for in July. Construction is expected to occur in late summer / fall of 2021.

2022 Reconstruction Projects

- Design for 2022 Projects
 - **This month final permit applications were reviewed and prepared for submission, comments from St Dpt and Utilities were reviewed and considered, minor plan adjustments were made along with Quality Control / Quality Assurance reviews.**
 - Fremont St – 13th to 14th Ave design - 99% complete
 - W Jackson St – Expressway to Jackson St Bridge – 100% complete
 - Fremont St – 7th to 10th Ave design is 99% complete
 - 9th Ave N (8th Ave N to Fremont St) – 99% complete
 - Smith St (Railroad to Riverview Dr) – 99% complete
 - Cherry St (Riverview Dr to 1st St N) – 99% complete
 - Rosecrans St (9th Ave N to east dead end) – 50% complete

2022 Contracts

- **Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting is being scheduled in February.**
- **Crushing Contract – 90% (anticipate advertising bids January 31st)**
- **Asphalt Contract – 40% (Quantity Take-off occurred in January, advertise by February 11th)**
- **Concrete Contract – 40% (Quantity Take-off occurred in January, advertise by February 11th)**

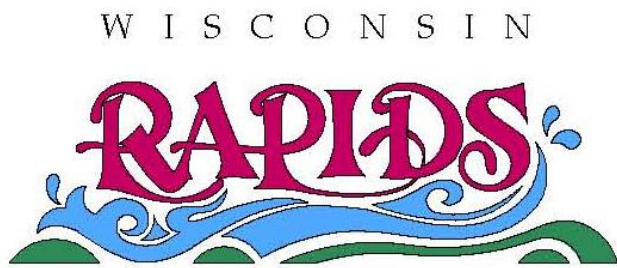
2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - Apricot St and Broadway St – 100%

- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
 - **Oak St (E Jackson St to 16th St) – 10%**
 - **Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design**
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - **Apricot St and Broadway St – 50%**
 - **Geotech work was complete by Nov. 15th. Waiting on report.**
 - Design goal for 2023 project designs - have Oak St, 9th St S and Apricot/Broadway complete in August of 2022 coinciding with budget preparations. This would equate to having 90% of the 2023 projects complete by the end of August 2022.

Storm Water Utility

- **Annual MS4 Report to be submitted by March 31st.**
- Total Maximum Daily Load requirements are being reviewed and staff are putting together a recommended path forward.
- Storm Sewer Outfall testing -
- **Storm Utility Billing Updates – Final adjustments from 12/31/2021 will be complete in early February and then sent to WWLC.**
- One Mile Cr. – MSA submitted a draft plan set for review. City staff will review early December. Only three residents have signed the Permanent Limited Easements. City is working on completing the application for the dredging component of the project which could occur in winter. MSA stated the plans for the dam removal and dam rehabilitation are around 90% complete. MSA completed final surveying / inspection work on the dams in mid-June. They are coordinating a draw down with the DNR. Inspection is expected to occur in mid-June. Council approved 2/16/21 moving forward with dredging both the lower and upper ponds, and utilizing MSA for design of the lower dam repair & upper dam removal. Property owners are aware of this decision. Engineering Dpt. is requesting a proposal from MSA for design and permitting work related to the lower dam rehabilitation. Discussed at Public Works on 11/10/20 – no decisions were made. A resident meeting was scheduled with property owners on October 16th with requested feedback from property owners on Oct. 26th.



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

January 2022

Refuse and Recycling

- Garbage Collection Estimate 349 tons
- Recycling Collection Estimate 102 tons
-

Public Works Maintenance

- Provided Christmas tree pickup
- Cleared R/W in areas that trees were hanging out into roadway and hitting vehicles
- Plowed/ Salted five snow events of 3" or less.
- Picked up and stored all Christmas Decorations for the season
- Cleared city common areas from dead trees December wind
- Started service and or replacement of small engine tools (String trimmers, chain saws, brush saws and cut off saws)
- Serviced Dewatering pumps
- Service, Construction Dozer and Street Sweeper
- Reviewed 2022 Construction plans
- Fixed fence along Expressway in three spots damaged by wind and vehicle hit
- Picked up brush piles from December wind gusts
- Filled sand barrels
- Cut brush on West River bank
- Moved and built book shelves for the Library
- Painted walls and installed new ceiling tiles in front and office entry of City garage
- Turned compost at East and Westside compost
- Rented Asphalt Cold planner to remove high spots on expressway and various other locations where Concrete and Asphalt roads meet
- Inventory castings
- Cleaning and organizing building as time allows

Paint and Signs

- Christmas Decorations and Banners removed along Grand Ave and throughout the downtown and stored for winter
- Started off season equipment maintenance
- Started Parking Ordinance sign replacement
- Assisted with snow removal operations
- Repaired damaged signs from accidents and wind
- Training new employee to area
- Refaced polling place sign for election

Shop and Repairs

- Multiple repairs to snow fighting equipment after an event
- Hard surface excavator bucket
- Multiple big truck services
- Buildup frame for Loader snowplows
- Relined Garbage truck in high wear area
- Police Car maintenance
- Airport tractor fuel pump issues
- Belt Change on V-box spreader



Public Works Committee

Date of Request: 1/26/2022

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review ITS Grant proposals

Background information:

The DOT Grant is funding ~\$535,000 at a 90/10 split for the upgrade of the traffic signals along the Expressway at Chase St, W Grand Ave and High St.

A request for proposals was sent out to 6 firms based upon their traffic design experience. Firms include: Strand, CBS squared, AECOM, Traffic Analysis & Design, MSA and Westwood.

Strand declined to submit a proposal. MSA partnered with CBS squared to submit a proposal. No other proposals were received. CBS squared is highly recommended by the DOT Traffic Engineer based on their experience with railroad preemption which is a large driver for the grant.

The proposal is for \$71,355.

Options available: consider approving this proposal.

Action you are requesting the committee take: It is recommended to approve the proposal from MSA for \$71,355.

How will the item be financed? It will be financed through the 2022 Traffic Control Budget and 90% of the costs will be reimbursed by the DOT.

PROPOSAL TO PROVIDE
SIGNAL INFRASTRUCTURE
UPGRADES FOR
INTERSECTIONS ALONG:

**W. Riverview
Expressway:
Chase Street,
W. Grand Avenue
and High Street**





January 21, 2022

Joe Eichsteadt, PE | City Engineer
City of Wisconsin Rapids
444 W. Grand Avenue
Wisconsin Rapids, WI 54495

Re: Proposal to Provide Signal Infrastructure Upgrades at Three Intersections Along W. Riverway
Expressway: Chase Street, W. Grand Avenue and High Street

Dear Mr. Eichsteadt,

We are excited for the opportunity to work with City of Wisconsin Rapids on this project and continue our history of assisting the community with a number of engineering services, particularly traffic engineering.

MSA has a long history of working on the Riverview Expressway, which began with the Wisconsin River bridge rehabilitation project in 2009 that I personally worked on. Since then, our team has been working to improve operations, congestion and safety for each major intersection along the Riverview Expressway Corridor, including the three intersections identified as part of this SISP project.

The team assembled for this project is extremely qualified. The partnership between MSA and Joanna Bush from CBS², Inc. is unmatched from others with respect to the familiarity of the corridor and the design and implementation of railroad preemption. Joanna's previous experience as the State of Wisconsin Traffic Signal Engineer and her current role as a consultant with the WisDOT Bureau of Local Roads, Railroads and Harbors ensures that the requested design will meet the goals of the City. In addition to the design, MSA was selected by WisDOT to oversee construction of the City's W. Jackson Street reconstruction project scheduled for this year. MSA staff who will be spending the construction season on that project will be able to oversee the work necessary for this project very cost effectively and also seamlessly coordinate any impacts or adjustments that would be required between these two projects.

Our team understands the history behind what exists today and how this project came to be, which will be very useful as the project begins. We are excited to continue our relationship with you on this project. Please do not hesitate to contact me at (608) 242-6650 or bhuibregtse@msa-ps.com to further discuss your needs and our proposed approach.

Sincerely,
MSA Professional Services, Inc.

A handwritten signature in blue ink, reading "Brian Huibregtse".

Brian Huibregtse, PE, PTOE
Project Manager

MSA PROFESSIONAL SERVICES, INC.

1702 Pankratz Street | Madison, WI 53704

Contact: Brian Huibregtse, PE, PTOE
Phone: (608) 242-6650
Email: bhuibregtse@msa-ps.com
Website: www.msa-ps.com



High Street



W. Grand Avenue

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FIRM PROFILE



MSA Professional Services, Inc. (MSA) specializes in the sustainable development of communities. We achieve this by building honest, open relationships that go beyond the project to become a trusted source of expertise and support for immediate challenges and long-term goals. Big or small, we do whatever it takes to meet each need, working to make communities stronger in the process.

It's more than a project. It's a commitment.

MSA's roots reach back to the 1930s. Once a rural land survey company, our firm now consists of approximately 350 engineers, architects, planners, funding experts, surveyors, GIS experts and environmental scientists. MSA excels at helping clients identify grant and funding sources and then delivering high-quality, cost-effective solutions.

OUR TRANSPORTATION TEAM | SIZE OF STAFF FOR THIS SERVICE

MSA has been providing transportation and traffic engineering expertise to communities and state agencies for more than 60 years. Our staff of experts has grown to include more than 60 professionals across the Midwest. We have developed an internal Community of Practice (CoP) where our transportation and traffic staff meet and share project experiences, industry research, and develop technology to continuously improve our craft. CoPs allow us to stay on the cutting edge for our clients and provide a wide range of options and solutions to solve their related challenges. We look forward to continue to build our relationship with the City of Wisconsin Rapids and share our knowledge and experience with you. MSA is currently on WisDOT's roster of eligible engineering consultants.

Urban Design

MSA has been assisting communities with their urban design projects for decades. From rural to urban conversions on the edges of the community to the heart of the downtown, our team has seen it all. Our team takes the time to understand the goals of your community to plan and design facilities that integrate your needs. We evaluate those goals, and if desired, make sure multimodal amenities are included such as pedestrian and bicycle accommodations, public transit features, trail connectivity, wayfinding improvements, and roadway reconfiguration. Our team will help navigate a community through a challenging design process, avoiding surprises and resulting with a fantastic product.

Intersection Analysis and Design

MSA has designed hundreds of intersections and nearly 100 traffic signals across the Midwest. Our traffic team is fully capable of intersection control evaluation (ICE reports), operational analysis and final plan design, so you can rest assured that our recommendations provide operational and safety enhancements that are both practical and context sensitive, regardless of the ultimate traffic control.

Safety Considerations

MSA has helped clients of all types take stock of their infrastructure assets through road safety audits and detailed crash analyses, turning the information into low-impact solutions for retrofitting existing intersections for a fraction of the cost of complete redesign. Our teams are experts in the use of safety performance function (SPF) models that allow communities to proactively measure roadway improvement effectiveness prior to having to wait for a physical crash to occur.

Familiarity with the City of Wisconsin Rapids

MSA is pleased to have worked with the City of Wisconsin Rapids on critical projects in the past including the Aquatic Park and Riverview Expressway Study projects. During these projects, strong communication and positive relationships with City staff were critical to the projects' successes.





Chase Street

PROJECT UNDERSTANDING

The Riverview Expressway is a vital corridor to the City of Wisconsin Rapids that sees over 20,000 vehicles a day. With the Expressway classified as a connecting highway, City staff have worked closely with WisDOT's North Central Region to ensure operations and safety are prioritized on the corridor. An additional challenge to the operations of the corridor is the Wisconsin Central (Canadian National) rail line that runs adjacent to the expressway — west of the Wisconsin River. Per the Federal Railroad Administration (FRA), this line sees on average six (6) through trains a day with as many as 14 switching operations. These switching operations have been observed to last nearly an hour, at times causing gridlock within the area. Although not a high-speed route, trains are allowed to travel up to 40 mph on the corridor which is still quite fast through a developed area of town. With the impacts from the rail line, the City identified the need to improve its signal infrastructure and railroad preemption settings at the three identified intersections. After working with the Region on improvement options, the City needed to budget for the improvements. MSA, who was working with the City on other projects, recommended the City pursue SISF funding for the project, which was approved by WisDOT in the spring of 2021.

With SISF funding associated to this project, MSA understands that the City will be required to submit for reimbursement for the design and construction costs. MSA construction administration staff have familiarity working with similar types of state-supplied funding and will be able to assist the City with correct documentation for the reimbursement.

MSA also understands the STP-Urban reconstruction project on W. Jackson Street from the Riverview Expressway to the Jackson Street Bridge is scheduled from spring to late fall in 2022. MSA staff are very familiar with the project as MSA was selected by WisDOT to oversee construction of that project. MSA will be on site for the entire construction season and could easily and cost effectively assist with construction observation needs for this

project. Based on the requested signal infrastructure changes at the intersection with W. Grand Avenue, changes and adjustments will be required to the current Grand Avenue approach plans, and having staff familiar with both projects will increase efficiencies and decrease delays resulting from coordination. One such item would be the coordination for the monotube base that would need to be constructed in the pork chop island on the east approach for W. Grand Avenue. Other modifications were also noted to the proposed signal plans and temporary signal plans in the reconstruction plans that need to be addressed with this ITS project.

Coordination of traffic control will also be important to the project. Current descriptions in the SISF funding application request rewiring of each intersection. These will require temporary signals to be installed. At W. Grand Avenue, coordinating traffic control plans that do not contradict the Jackson Street reconstruction project will be necessary for project success.

Timing of the ordering for some signal infrastructure will be critical for the project. Due to high demand and shipping challenges, monotube poles and arms are projected to have 6-8 month lead times. **It is strongly recommended that the City of Wisconsin Rapids place the order for the monotubes concurrently with the signal design plan development as early as February/ March of 2022.** MSA would plan to immediately work with the City to identify the correct equipment that would need to be ordered. If this ordering is delayed to when the entire project is bid, lead times could put the 2022 construction timeline in jeopardy.

Lead times on other equipment have also seen delays, but few as long as 6-8 months. Based on feedback from suppliers, even traffic signal control cabinets need a 3-4 month lead time for delivery. Knowing the importance of schedule, MSA recommends that bidding occur for this project in April of 2022 at the very latest.

PROJECT APPROACH

DESIGN SERVICES

Meetings

MSA understands the importance that communication plays in the success of the project. Sound communication doesn't start and end with the kickoff meeting, it continues throughout the life of the project. As such, after the project kickoff meeting, MSA proposes to hold monthly virtual check-in meetings with the City to ensure clear communication about where the project stands. Once project plans have been submitted for City review, MSA will also hold a "90%" review meeting to discuss any final comments and/or changes prior to project bidding. A public involvement meeting is not anticipated, nor is included as part of this proposal.

Field Work and Data Collection

Several aspects of this project can be designed using existing aerial and as-built data; however, having accurate, up-to-date utility locations is crucial for limiting surprises in the field during construction. While MSA will use existing City information as much as possible, MSA proposes to collect limited field survey near proposed monotube and anticipated temporary signal pole installations. In addition, updated traffic counts will be collected to ensure proper implementation of the new railroad preemption with current traffic patterns.

Plans, Specifications and Cost Estimates

MSA has an extensive background retrofitting existing signals both within the City and throughout Wisconsin. This background helps us better understand the kind of details contractors are looking for, both within the plans and specifications, allowing them to comfortably bid and construct a project in a cost-effective manner. MSA also has extensive background implementing both state requirements and community preferences into the same project, ensuring the City will get the product they desire and deserve.

- The plans will include a title sheet; general notes; construction details; removal plans for existing signal equipment being replaced; temporary and proposed signal plan layouts showing updates from both the SISP proposal and previously proposed, but unbuilt pedestrian countdown timer additions at the W. Grand Avenue and Riverview Expressway intersection; temporary and proposed sequence of operations charts implementing the new railroad preemption; cable routing sheets for rewired signals; and traffic control plans.
 - Rewiring of signals assume once existing wire is removed, the existing conduit is in adequate condition to reuse.
 - The proposal assumes all existing signal equipment, including traffic signal controller cabinets are either within existing right of way or easements, which permits access and any necessary work to be completed.

- Existing right of way and easement information is assumed to be provided by the City. Establishment of existing right of way from title searches or field survey, acquisition, platting, or related work is not anticipated nor included.
- The specifications will include necessary information to comply with SISP funding as well as adequate information for the contractor to successfully complete the project. It is anticipated that the plans will generally follow WisDOT standard bid items and details; however, the specs will also include non-standard items such as the traffic signal controller and the vehicle detection cameras. Based on past coordination with the City, these are anticipated to be GRIDSMART cameras, but MSA will work with the City and vendors to confirm and implement whichever style of camera the City desires.
- Also included is a final project cost estimate for City planning purposes.

Railroad Preemption Implementation

As part of the railroad preemption implementation process, MSA assumes the City will provide the existing signal timing information that includes preemption settings from the existing signals. New preemption calculations will be provided based on current WisDOT practices. MSA will plan to be on site when final implementation cut-over occurs. Two trips are assumed in the event all three intersections are not able to occur in a single day.

Canadian National Coordination

Railroad coordination will play a significant role in the success of this project. As noted previously, MSA and its subconsultant have completed numerous projects that have required close coordination with railroads, including Canadian National. This coordination is included as part of this proposal. Any fee request for review,



High Street

permits, or coordination with the railroad during design, will be shared with the City for payment.

DOT Coordination

MSA worked with both the City and WisDOT North Central Region when completing the successful SISIP grant for the project. While this project is not WisDOT led, MSA assumes this coordination will continue and that WisDOT will review and comment on the plans prior to bidding.

Water Works & Lighting Commission Coordination (WWLC)

MSA regularly works with both public and private electric utilities. As the entity that maintains the City's signal operations, MSA will work with WWLC as necessary to ensure the plans and wiring are set up such that WWLC is able to successfully continue to maintain operations. It is assumed WWLC will review the plans prior to bidding.

Additional Considerations

The proximity of the railroad tracks and the addition of the new railroad preemption raise some additional efficiency considerations regarding right-turning vehicles and pedestrians on the west approaches of each of the three intersections. MSA proposes to use the updated traffic count volumes to review the right turn vehicle and pedestrian movements on the west approach of Chase Street and W. Grand Avenue and the right turn vehicle movements at High Street. Depending on volume, there may be safety and efficiency benefits for the new railroad preemption by controlling right-turning vehicles and/or pedestrians crossing those turn lanes. MSA will notify the City of the recommendation based on the new volumes. These additional considerations can be evaluated by the City at the beginning of the design process.

Bidding Services

MSA regularly completes bidding services for communities throughout Wisconsin and has the process down to a science, so the City can rest assured that MSA will successfully administer the bid and award of their project. The services listed below are assumed to be completed for all three intersections at the same time due to efficiencies and cost savings for the City.

Included in MSA's bidding services are the following:

- Bidding document preparation.
- Assisting the City in advertising and soliciting contractors for bids.
- Sending a Class II Public Notice (the City will be responsible for advertisements costs).
- Administering the Bid Document Distribution Process utilizing QuestCDN.
- Issuing Addenda as appropriate to clarify, correct, or change the bidding documents.
- Conduct an Electronic Bid Opening located at MSA's Marshfield office.
- Prepare a Tabulation of Bids for the City's reference.
- Assist the City in evaluating bids and in assembling and awarding construction contracts.

Construction Services

As mentioned in the Project Understanding, MSA was selected by WisDOT to complete construction oversight of the W. Jackson Street project. This creates a unique opportunity for the City to complete two overlapping projects with the same construction oversight, adding efficiency, cost savings, and reducing headaches for the City. Similar to bidding services, it was assumed that all three signal modifications would be taking place at the same time to further increase efficiencies and cost savings. Separate meetings with businesses, council or committees are not anticipated or included.

MSA proposes the following construction services for this project:

Construction Administration

- **Project Administration:** Manage and coordinate project team, budget, and schedules. Maintain communication with Owner and stakeholders on project.
- **QA/QC:** Employ documented quality-assurance/quality-control procedures throughout project.
- **Pre-Construction Meeting:** Coordinate and conduct Preconstruction Meeting.
- **Construction Progress Meetings:** Facilitate and attend monthly meetings, assumed to be concurrent or on same day as any W. Jackson Street Reconstruction progress meeting.
- **Contractor Communication:** Respond to contractor requests for information and assist in interpretation of contract documents in person, in writing, or by telephone. This communication is especially important if the Jackson Street contractor isn't the same as the signal contractor since the same construction inspector can seamlessly facilitate both projects.
- **Submittal Review:** Review contractor shop drawings, submittals, schedules, and samples for compliance with construction documents.
- **Change Orders:** Review Change Order requests from contractor; recommend Change Orders to Owner as appropriate.
- **Applications for Payment:** Review Contractor Applications for Payment; make payment recommendation to Owner as appropriate.
- **Project Closeout:** Prepare punch list (items to be completed or corrected), and Substantial Completion Certificate. Review

contractor work and completion documents for compliance with construction contract and readiness for final payment (includes warranty documentation and lien waiver review).

Construction Observation

- Furnish a Construction Observer to observe the progress and quality of the contractor's work on the project. Duties and responsibilities of the CO include:
 - Assist in communication between engineer, contractor, and City, especially when additional information, interpretation, or clarification is needed regarding existing conditions or contract documents.
 - Conduct on-site observations of contractor's work in progress to assist engineer in determining if the work is, in general, proceeding in accordance with the contract documents.
 - Verify that necessary tests, equipment, and systems start-ups are conducted and documented appropriately.
 - Maintain orderly files and prepare a daily report recording contractor's hours and activities at the site.
 - Review applications for payment with regard to work completed, and materials and equipment delivered at the site.

- Participate in visits to the project to determine punch list items, and readiness for Substantial Completion and Final Completion.
- Construction staking by MSA is not included and assumed to be completed by the contractor.
- The estimated fee for services is based on 20 days of construction observation for four (4) hours per day at the site.
- All observation hours assume that construction on Jackson Avenue with MSA staff present is ongoing. If the projects are delayed or extends beyond the completion of Jackson Avenue, a contract amendment would be required.**

Post Construction

- Record Drawings:** Prepare Record Drawings based on addenda, Field Orders, Change Orders, and contractor's records.
- Operation and Maintenance Manuals:** Compile Operation and Maintenance Manuals from information provided by contractor.
- Correction Period:** Visit site with Owner one month prior to end of contractor's correction period to ascertain if any work is subject to correction.

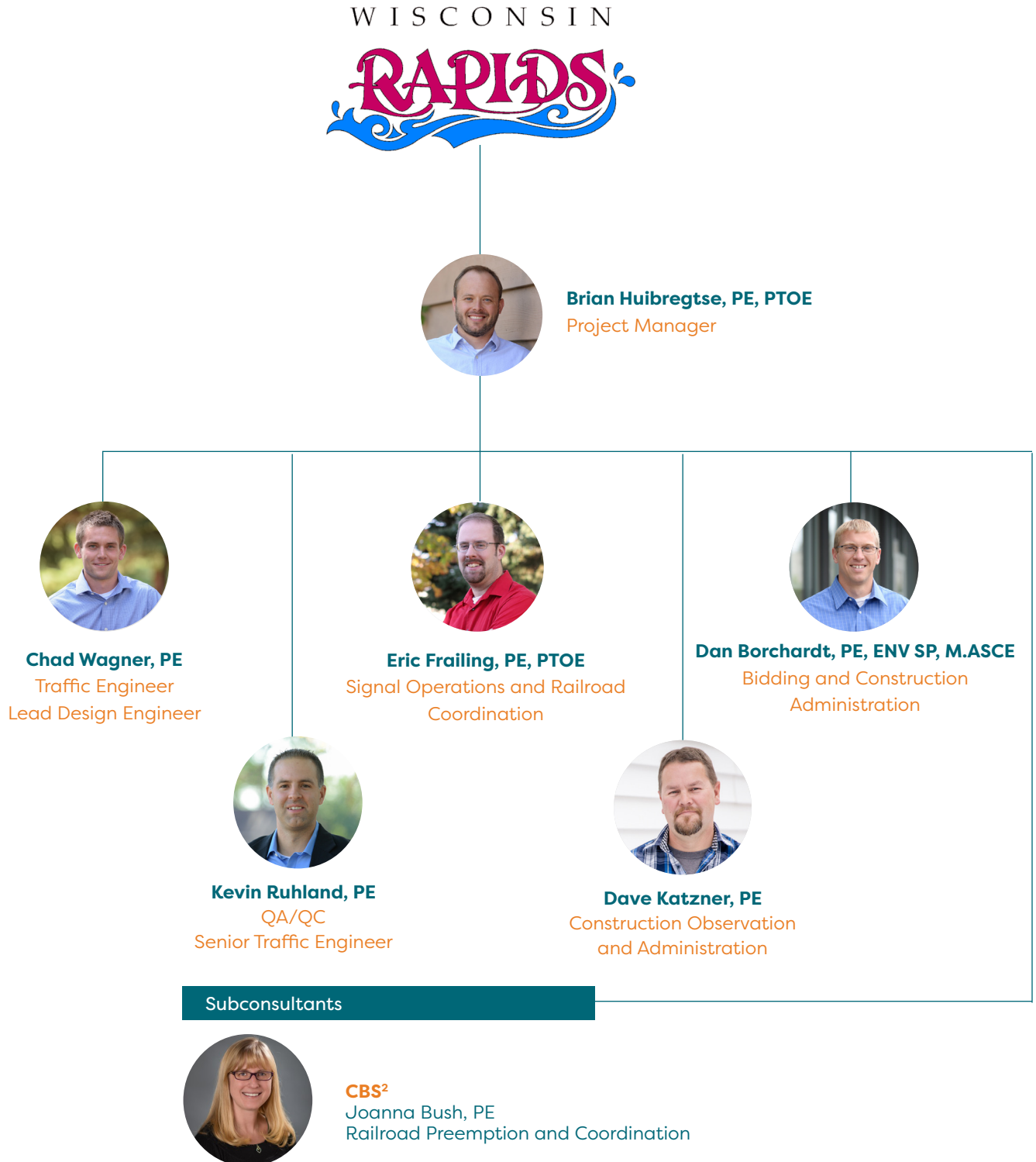
PROPOSED PROJECT SCHEDULE

TASK	2022					COMPLETION DATE (2022)
	FEB	MAR	APR	MAY	JUNE-NOV	
Contract Approved						February 1 st
Project Kick Off						Week of February 7 th
Survey (Weather Dependent)						Early March
Preliminary Design						March 30 th
City to Order Monotube Structures						March 2022
Progress Meeting						Week of April 4 th
Railroad and Utility Coordination						April 22 nd
Final Design						April 22 nd
Project Advertising						April 25 th
Bid Letting						May 10 th
Construction (Phasing to be determined)*						Late Fall 2022

*Partially Dependent on the Jackson Street staging

ORGANIZATIONAL CHART

Our team is staffed to handle the needs of your projects. We are a group of experienced transportation engineers backed by more than 370 other technical specialists who are accustomed to working together on similar projects. Our familiarity with each other will enable us to meet your workload and timeline requirements. **Specifically for this project, we have chosen a team that reflects the needs for this project, including familiarity with similar-sized projects, and the expertise to explore all viable alternatives.**





Brian Huibregtse, PE, PTOE

PROJECT MANAGER

Brian will lead the overall management of the project and coordination.

Brian is experienced in project management and design engineering for traffic and transportation projects. For the last 17 years, he has been managing projects ranging from ADA compliance to intersection improvements. His overall project experience includes traffic signal design, intersection control evaluations, preliminary and final intersection design, microsimulation modeling, public involvement, crash and safety analyses, and signage and pavement markings for both rural and urban projects. He has been involved in the completion and QA/QC of more than 30 intersection control studies and traffic signal design projects throughout the Midwest.

SELECTED PROJECT EXPERTISE

Traffic Engineering Services, Wisconsin Rapids, WI

Managed and completed traffic engineering service requests from the community. Tasks have included corridor timing plans, safety analysis, signal modification plans, pedestrian improvement recommendations, and TIA review.

Riverview Expressway Traffic Study, Wisconsin Rapids, WI

Led the traffic operational analysis for retiming the primary east/west four-lane expressway in this community of 20,000 people. Timing plans were developed that maximized travel time efficiency while meeting current ADA and MUTCD requirements. Completed crash analyses at each intersection and safety improvements were provided with the final signal timing plan report.

Grand Avenue & Ironwood Avenue Signal Design, Sun Prairie, WI

Completed the warrant analysis and assisted in the design of a new traffic signal at this intersection. New signal infrastructure included microwave detection and signal communication equipment.

WIS 76 Intersection Control Survey, Winnebago County, WI

Completed data collection and traffic analysis for WIS 76 intersection with CTH G, CTH GG, and CTH JJ. Preliminary plans were completed for each intersection that reviewed both stop control and roundabouts alternatives.

STH 26 & McCormick Drive, Janesville, WI

Completed full roadway and traffic signal plans for the intersection of STH 26 and McCormick Drive, including construction staging plans and temporary traffic signal plans. The project included expanded lane configuration, monotubes, flashing yellow arrow, and on-call construction services.

CTH N & CTH BB, Cottage Grove, WI

MSA was hired by the Village of Cottage Grove to conduct an intersection control evaluation at the intersection of CTH N and CTH BB in order to determine the most appropriate improvement. The ICE determined a multi-lane roundabout would accommodate the fluctuating volumes with the least amount of delay. However, during plan production a politically driven change to the design was made and the traffic signal improvement option was chosen to be constructed. MSA completed plans for the reconstruction.

EDUCATION

B.S. Civil Engineering
University of Wisconsin-
Madison

CERTIFICATIONS

Professional Engineer, WI, MN
Professional Traffic Operations
Engineer
WisDOT Certified TIA Preparer
WisDOT Level 1 Qualified
Roundabout Designer

AREAS OF EXPERTISE

- Traffic Signal & Roundabout Design
- Traffic Impact Analysis Preparation & Review
- Highway Corridor & Access Studies
- Traffic Signal Warrant Studies
- Speed & Traffic Calming Studies
- MMUTCD & ADA Compliance
- Pedestrian & Multimodal Planning
- Intersection Control Evaluation & Design
- Urban & Rural Highway Design



Chad Wagner, PE

**TRAFFIC ENGINEER
LEAD DESIGN ENGINEER**

Chad will serve as the lead signal engineer for the project.

Chad has spent his career focusing on transportation and traffic projects with a focus on signal implementation, intersection analysis and design. He helped lead MSA's traffic team with developing a signal timing parameter deliverable to better assist field staff to implement the correct timing plans that takes into account all aspects of signal operations from recall to preemption. He has worked with various contractors to ensure signal timing and equipment is installed and operating correctly during construction activities. Chad has been involved in both new signal design plans along with modification plans for a number of signals on and off the state system.

Chad also has strong background in roadway design and has led numerous intersection design projects. This experience will assist with reviewing plans, identifying conflicts, and ensuring that push buttons and timing plans are ADA compliant.

Education

B.S., Civil Engineering
University of Wisconsin-Madison

Registration

Professional Engineer, WI
WisDOT Certified TIA Preparer

Selected Project Experience

Reiner Road Signal Design, Sun Prairie, WI

Served as the lead designer of the traffic signal design at Reiner Road and O'Keeffe Avenue. Also assisted with construction observation and signal timing implementation.

USH 51 & Cottage Grove Road Signal Design, Madison WI

Served as the traffic signal design engineer for the traffic signals at the interchange ramp terminals. Plans also included temporary signals and railroad preemption and coordination for the Wisconsin & Southern Railroad track which ran between the two traffic signals.

Rib Mountain Drive, Rib Mountain, WI

Created shelf-ready plans for adding dual left turns and other intersection signal upgrades to the intersection of Rib Mountain Drive & Valley Inn Way. Signal upgrades required the inclusion of temporary signals for installation.



Eric Frailing, PE, PTOE

**SIGNAL OPERATIONS AND
RAILROAD COORDINATION**

Eric will be the lead engineer for operational analysis and timing plan recommendations, in addition to coordinating timing plans with the railroad preemption design.

Eric is a skilled Professional Traffic Operations Engineer with significant experience in traffic signal timing and operation, conventional and roundabout intersection design, safety and operational analysis, intersection control evaluations, traffic impact analysis, microsimulation modeling, MUTCD compliance, project visualization and public involvement. He specializes in microsimulation modeling of roundabouts and other complex intersections and corridors, as well as traffic control device layout and review. Eric is also the Chair for MSA's Traffic and Roundabout CoP, a Board Member for the ITE – Wisconsin Section, and an active member in the ITE – Wisconsin Section, Simulation and Capacity (SimCap) Users Group.

Education

B.S., Civil Engineering
University of Wisconsin-Madison

Registration

Professional Engineer, WI, IL, MN
Professional Traffic Operations Engineer
WisDOT Certified TIA Preparer
WisDOT Level 1 Qualified Roundabout Designer

Selected Project Experience

8th Street & Grand Avenue Corridors Retiming, Wisconsin Rapids, WI

Updated corridor analysis models and used them to evaluate updated peak and off-peak timing plans, turn restrictions, and corridor coordination. Also investigated alternate configurations for the 8th Street at Griffith Avenue intersection to improve traffic flow.

Riverview Expressway Retiming & On-Call Traffic Services, Wisconsin Rapids, WI

Updated corridor analysis models and used them to evaluate updated peak and off-peak timing plans, turn restrictions, and corridor coordination.

On-Call City Traffic Engineering, Sun Prairie, WI

Assisted with trip generation calculations and the review of traffic impact analyses completed by other consultants for



Dan Borchardt, PE, ENV SP, M.ASCE

BIDDING AND CONSTRUCTION ADMINISTRATION

Dan will serve as the lead for bidding services and assist with construction administration.

Dan's professional experience as a project engineer, design engineer and field engineer on several transportation, utility and construction projects has amplified his practical knowledge and leadership qualities necessary to help a project reach completion. His responsibilities include managing, design, project development. This experience will ensure that all aspects of a project are thoroughly encompassed. Dan's education, proficient skill level and experience in transportation and municipal engineering are a valuable contribution to our project team.

Education

B.S., Civil Engineering
University of Wisconsin – Platteville

Registration | Certification

Professional Engineer, WI
Envision Sustainability Professional

Selected Project Experience

- **Yawkey Avenue Street Reconstruction**, Rothschild, WI
- **Jack Street Reconstruction**, Rothschild, WI
- **Water Distribution System Improvements and South Biron Drive Reconstruction**, Biron, WI
- **Riverfront Greenspace Enhancements**, Wisconsin Rapids, WI
- **Frontage Road Design and Construction**, Auburndale, WI



Kevin Ruhland, PE

QA/QC SENIOR TRAFFIC ENGINEER

Kevin will assist with QA/QC of the signal plans for the project.

Kevin is experienced in all aspects of transportation and traffic engineering projects. His in-depth knowledge of traffic signal design, railroad preemption and overall signal timing coordination allows him to provide review and in-house value engineering on this signal modification and preemption project. Kevin leads the Transportation service line for MSA and is experienced in a variety of traffic engineering projects.

Education

B.S. Civil Engineering
University of Wisconsin - Madison

Registration | Certification

Professional Engineer, WI, MN, IA, IL, GA
WisDOT Certified TIA Preparer

Additional Project Experience

- **Sun Prairie Westside Signal Design**, Sun Prairie, WI
- **Holmen Signal Modification**, Holmen, WI
- **On-Call Traffic Engineering**, Sun Prairie, WI
- **On-Call Traffic Engineering**, Wisconsin Dells, WI
- **Atwood Avenue**, Madison, WI
- **CTH M, Cross Country Road to Prairie Hill Road**, Madison, WI
- **Deerfield Drive**, Janesville, WI
- **River Street**, Janesville, WI
- **STH 33**, Beaver Dam, WI
- **Wisconsin Street/US 51**, Portage, WI



Dave Katzner, PE

CONSTRUCTION OBSERVATION AND ADMINISTRATION

Dave will serve as the lead for construction observation and construction administration.

Dave has more than 20 years of experience as a design and construction project leader on WisDOT and local highway and bridge projects. His duties with MSA include managing design and construction projects using WisDOT standards. He has experience in highway design, review meetings, managing relations with landowners, WisDOT, railroad, DNR, and other agencies, developing plans, specifications, and final plan submittal. Dave previously worked for five years for the WisDOT's North Central Region where he managed the design and construction of highway and bridge projects.

Education

B.S., Civil Engineering
University of Wisconsin-Platteville

Registration

Professional Engineer, WI

Selected Project Experience

- **Post Road Village of Plover**, Portage County, WI
- **BUS 51 Interchange**, Rothschild, Marathon County, WI
- **CTH E**, Marathon County, WI
- **STH 27, August to Cadott**, Eau Claire County, WI
- **STH 93, Centerville to Independence**, Trempealeau County, WI
- **STH 35, Trempealeau to Alma**, Buffalo County, WI

SUBCONSULTANTS



Joanna Bush, PE

**RAILROAD PREEMPTION AND
COORDINATION
CBS²**



Joanna will lead railroad preemption calculation, coordination with WisDOT and CN, and implementing of preemption timings.

Joanna has spent more than 20 years working in the traffic industry. During these two decades, she has split her time equally between the public and private sector gaining important perspective on the vital role each part of the industry plays in the safety, healthy, and welfare of the public. Joanna joined WisDOT in 2006 as the Statewide Traffic Signal Systems Engineer. In this role, she was responsible for the review of the railroad preemption programming at every WisDOT-owned signal as well as at least half of the local signals with railroad preemption. She has devoted much of her time and talent to improving the safety and operation of all interconnected signals within Wisconsin. While at WisDOT, Joanna was responsible for developing WisDOT's inspection forms and processes and was also responsible for updating WisDOT's Guide for Determining Time Requirements for Traffic Signal Preemption at Highway-Rail Grade Crossings as industry practices changed throughout the country. Since joining CBS Squared, she has held a contract with WisDOT Bureau of Local Roads, Railroads and Harbors' Rails and Harbors Section (RHS) for continued support on all projects involving interconnected traffic signals. In this role, Joanna has developed forms and guidance for the completion of field cut-overs and annual joint preemption inspections. Joanna is currently working with RHS to develop the portion of the Railroad Crossing State Action Plan devoted to crossings interconnected with traffic signals.

Joanna's background as a traffic engineer as well as her unique experience heading up WisDOT's electrical shop, which was responsible for the procurement and production of signal cabinets (TS1 and TS2), has proven to be of immeasurable value as she performs annual preemption inspections throughout Wisconsin. In addition, over her many years of working on preempted crossings, she has learned how to communicate with the railroad industry using the terms they are accustomed to as she often plays the role of interpreter between the electrician and the signal maintainer during annual preemption reviews and cutovers.

Education

B.S., Civil Engineering | University of Wisconsin-Madison

Registration

Professional Engineer, WI, MN, IL

REFERENCE INFORMATION

Ronald L. Johnson, PE
Regional Traffic Signal Operations Engineer WisDOT NC Region
Ronald.johnson@dot.wi.gov | (715)421-8349

Railroad Preemption Design/Review/Cutover Experience

Canadian National (CN)

- Crossing ID 692991H, STH 170 & STH 79, Boyceville WI
- Crossing ID 180085Y, STH 32 & Hansen Rd, Ashwaubenon, WI
- Crossing ID 694868R, STH 32 & Pilgrim Way, Ashwaubenon, WI
- Crossing ID 180091C, STH 32 & Cormier Ave, Ashwaubenon, WI
- Crossing ID 694880X, STH 32 & Potts Ave, Ashwaubenon, WI
- Crossing ID 180095E, STH 32 & Lombardi Ave, Ashwaubenon, WI
- Crossing ID 181588V, US 41 & Roosevelt Rd/CTH T, Town of Peshtigo, WI
- Crossing ID 179939S, W College Ave & S Memorial Dr, Appleton, WI
- Crossing ID 179942A, W Franklin St & N Division St, Appleton, WI
- Crossing ID 179945V, W North St & N Appleton St, Appleton, WI
- Crossing ID 386836L, STH 100 & Deerbrook Trail, Brown Deer, WI
- Crossing ID 392668W, STH 80 & STH 21, Necedah, WI

CORRIDOR ASSESSMENT AND RETIMING STUDY

WISCONSIN RAPIDS, WI

This project is included to show MSA's experience coordinating with the City and familiarity with the project corridor.

At the request of the City of Wisconsin Rapids, MSA was tasked with reviewing and developing retiming plans for the City's main arterials. This assessment was completed in stages for both the Riverview Expressway Corridor and the 8th Street Corridor.

- The first stage included the Expressway, a four-lane divided expressway that is the main east/west corridor for the City and serves over 20,000 vehicles a day. The Wisconsin River splits the City which magnifies the importance of this bridge crossing route.
- The second stage included the 8th Street Corridor, which is the main route to the City from the interstate.

REFERENCE INFORMATION

Joe Eichsteadt, City Engineer
City of Wisconsin Rapids
jeichsteadt@wirapids.org
(715) 421-8200

KEY STAFF

Brian Huibregtse, Eric Frailing
Chad Wagner

MSA collected data at 20 intersections during both the AM and PM peak times. This study included all three intersection included as part of the current signal improvement project for the City. A traffic model was created and signal timings were reviewed in an attempt to improve coordination and traffic flow through recommendations to signal phasing and signal infrastructure. Improvements such as flashing yellow arrows were included in the study to improve corridor efficiencies and safety. Crash reports were reviewed and a safety assessment was completed at each intersection. The timing plan deliverables incorporated updated pedestrian clearance intervals and yellow and red times that meet current MUTCD and state guidance. After the timing plans were implemented, MSA assisted the City with fine tuning the parameters to better accommodate field conditions.

CITYWIDE SIGNAL MODIFICATION PLANS

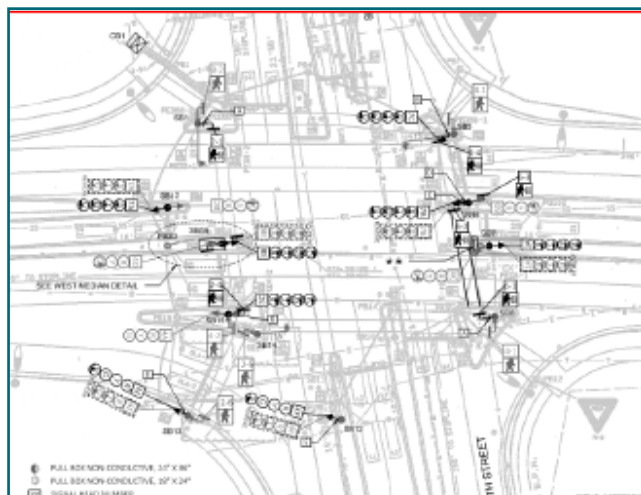
WISCONSIN RAPIDS, WI

This project is included to show MSA's experience coordinating with the City, familiarity with the project corridor and with traffic signal modification plans, including the modification plans identified in this proposal.

Due to development in the area and as part of the recommendation from the corridor assessment, MSA was asked to develop signal modification plans at different times for three intersections within the City of Wisconsin Rapids. These intersections included the Riverview Expressway & 8th Street, Riverview Expressway & Lincoln Street and Riverview Expressway & Grand Avenue. These plans were developed with City cost savings in mind by maximizing the reuse of existing signal infrastructure, while also providing sufficient information to allow for City staff, along with their vendors, to implement the modifications. At the Lincoln Avenue intersection, multiple non-intrusive detection devices were presented to the City to be implemented into the existing signal infrastructure. Modifications at the signals have included pedestrian countdown timers, push buttons, video detection, flashing yellow arrows, new traffic signal controller, relocated pedestrian poles and new signal heads.

KEY STAFF

Brian Huibregtse, Chad Wagner, Eric Frailing



REFERENCE INFORMATION

Joe Eichsteadt, City Engineer
City of Wisconsin Rapids
jeichsteadt@wirapids.org | (715) 421-8200

NORTH MAIN STREET (USH 45) RECONSTRUCTION

FOND DU LAC, WI



REFERENCE INFORMATION

Rick Goding
Former City Engineer (Retired)
City of Fond du Lac
(920) 322-3400 (General)

KEY STAFF

Brian Huibregtse
Kevin Ruhland

This project is included to show MSA's experience with traffic signal design, coordination with Canadian National railroad and implementation of railroad preemption

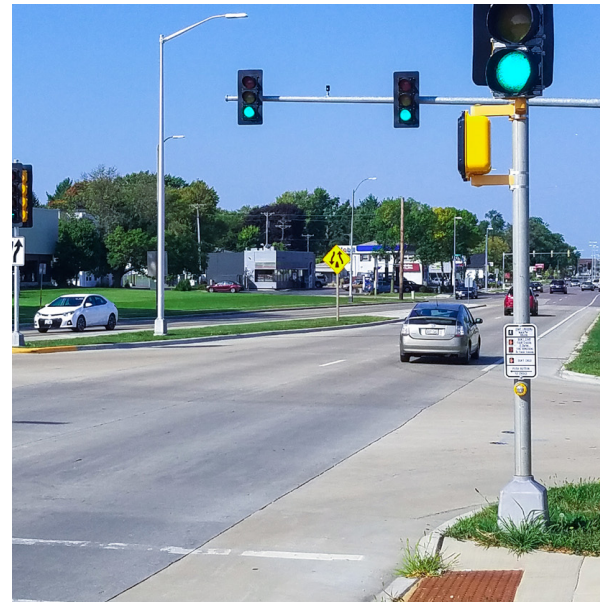
The City of Fond du Lac and WisDOT requested MSA to complete reconstruction plans for 0.53 miles of USH 45 (Main Street) from STH 23 (Johnson Street) to Scott Street. The design plans comprised of new pavement, storm sewer, sidewalks, bike lanes and streetscape elements such as crosswalk treatments and decorative lighting were included. Included with the project was the design of new traffic signals at the intersection of Main Street and Scott Street that needed to accommodate heavy truck traffic. Also included was a signal modification plan at the intersection of Scott Street and USH 45. A Canadian National rail crossing was located just 75 feet east of the intersection requiring design plans to implement railroad preemption and coordination with the railroad.

COTTAGE GROVE ROAD AND US 51 INTERCHANGES

MADISON, WI

This project is included to show MSA's experience with signal design, including railroad coordination and preemption implementation.

MSA was selected by WisDOT Southwest Region to complete the design of the US 51 southbound bridge over Cottage Grove Road, and 20,000+ vehicle-per-day arterial, and realignment of the southbound off ramp in the City of Madison. The design of new traffic signals at each end terminal of the ramps was included as part of the project. The project required the signals to meet current WisDOT standards while implementing City of Madison design criteria, as the City was the maintaining authority for the traffic signal after construction. An existing rail line was located between the ramp terminals requiring railroad preemption be accommodated in the design. MSA worked with both of these stakeholders to make sure all needs were met. Two temporary traffic signal designs were included in the roadway plans to accommodate the heavy traffic during construction. The project also included street lighting, sanitary sewer, storm sewer replacement and environmental concerns. Utility coordination required relocation of a major ATC transmission line which was achieved through early and clear communication.



REFERENCE INFORMATION

Graham Heitz, Traffic Engineer (formerly WisDOT)
(608) 266-4589 | gheitz@cityofmadison.com

KEY STAFF

Brian Huibregtse, Chad Wagner

RIB MOUNTAIN DRIVE & VALLEY INN WAY INTERSECTION TRAFFIC STUDY AND SIGNAL MODIFICATION

RIB MOUNTAIN, WI



REFERENCE INFORMATION

Scott Turner, Street and Park
Superintendent
Town of Rib Mountain
(715) 848-5123
sturner@townofribmountain.org

KEY STAFF

Brian Huibregtse, Chad Wagner
Eric Frailing

This project is included to show MSA's experience with traffic signal modifications and temporary traffic signals on highly congested arterials.

Due to increased development and traffic congestion, the Town of Rib Mountain requested MSA complete a traffic study at the intersection of Rib Mountain Drive and Valley Inn Way in the Town of Rib Mountain. The results of the study suggested the intersection would benefit from adding dual left-turn lanes on the east approach of the intersection. MSA designed plans to retrofit both the existing roadway and signalized intersection utilizing as much of the existing pavement and signal equipment as possible. Rib Mountain Drive is a 20,000+ vehicle-per-day arterial and the necessary improvements, including new signal poles and heads and modifications to existing median islands, required the design of temporary signals to accommodate traffic during construction.



REFERENCE INFORMATION

Wendy Arneson, WisDOT Project Manager
(715) 459-9789
Wendy.Arneseon@dot.wi.gov

KEY STAFF

Dave Katzner

BUSINESS 51 INTERCHANGE

WISDOT | ROTHSCILD, WI

This project is included to show MSA's experience with construction services that included new signals, temporary signals, and coordination with the railroad.

MSA was selected by WisDOT to oversee the reconstruction of the Business 51 interchange with IH 39. This involved reconstruction of all four ramps, 0.8 miles of Business 51, CTH XX, Morrison Avenue, and Foremost Drive. The project constructed one bridge, four retaining walls, four sign structures, bike lanes, and a multi-use path. The project involved extensive storm sewer and minor water main work. Included with the project were new signalized intersections. Temporary signals were also utilized to maintain access during the project. The project was also adjacent to an active CN rail line requiring coordination with the railroad for the duration of the construction project. The project involved reconstructing three railroad crossings and construction of one temporary crossing. Two of the crossings involved coordination of temporary signals with railroad gates. Overall construction cost for the project was \$12.6 million.

FEE PROPOSAL

	DESIGN SERVICES		BIDDING SERVICES		CONSTRUCTION SERVICES		TOTAL	
	HOURS	PROPOSAL, \$	HOURS	PROPOSAL, \$	HOURS	PROPOSAL, \$	HOURS	PROPOSAL, \$
Chase Street	77	\$11,025	9*	\$1,165*	53*	\$7,920*	139	\$20,110
W. Grand Avenue	154	\$22,050	9*	\$1,165*	53*	\$7,920*	216	\$31,135
High Street	77	\$11,025	9*	\$1,165*	53*	\$7,920*	139	\$20,110
Total	308	\$44,100	27*	\$3,495*	159*	\$23,760*	494	\$71,355

* Bidding Services and Construction Services shown assume all three intersection improvements are being completed as one project, as this will be the most cost effective for the City. The hours and costs for each intersection shown are MSA's total anticipated hours and cost divided by three. If the City is interested in separate projects for each intersection for either of these two services, additional information and costs can be provided.

IT'S MORE THAN A PROJECT. IT'S A COMMITMENT.

PROPOSAL TO PROVIDE SIGNAL INFRASTRUCTURE UPGRADES FOR INTERSECTIONS ALONG:
W. RIVERVIEW EXPRESSWAY: CHASE STREET, W. GRAND AVENUE AND HIGH STREET
WISCONSIN RAPIDS, WI | JANUARY 21, 2022





**STATE/MUNICIPAL
FINANCIAL
AGREEMENT**

Date: August 5th, 2021
 I.D.: 3700-40-32
 Road Name: STH 13
 Title: City of Wisconsin Rapids, Signal Rehabilitation
 Limits: STH 34 to STH 54
 County: Wood
 Roadway Length: 0

The signatory city of Wisconsin Rapids, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: the existing signal infrastructure is old and in need of safety and operational improvements.

Proposed Improvement - Nature of work: The project will replace aged signal equipment. Install battery backup, date down logic, update wiring and timings. Monotubes and signal head per lane improvements will also be made with FYA.

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: None identified at this time.

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
3700-40-32					
Preliminary Engineering and Constructoin:	\$ 534,600	\$ 481,140	90% MAX	\$ 53,460	10%+BAL
Total Cost Distribution	\$ 534,600	\$ 481,140		\$ 53,460	

¹ Estimates include construction engineering

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 1 - 3); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the city of Wisconsin Rapids (please sign in blue ink)	
Name (print) <u>Shane Blaser</u>	Title <u>Mayor</u>
Signature <u>Shane Blaser</u>	Date <u>09-01-2021</u>
Signed for and in behalf of the State (please sign in blue ink)	
Name <u>Michael B. Wendt</u>	Title <u>WisDOT North Central Region Planning Chief</u>
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Construction for the project and state review services.
3. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
4. The work will be administered by the State and may include items not eligible for federal/state participation.
5. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects
6. Basis for local participation:
 - (a) Traffic Signals: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 90% up to a funding maximum of \$481,140.00 and the Municipality is responsible for 10% plus any balance over the state funding maximum for traffic signals necessary and warranted for the safety and efficient flow of traffic within the construction limits.

Hazmat: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the Municipality agrees to pay 100% of the costs associated with excavating and transporting hazardous material for which the Municipality has been identified as the responsible party. The Municipality is responsible for securing a suitable site to store the material.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right of way, or participate in construction of a project that merits local involvement.

REQUEST FOR PROPOSALS (RFP) FOR CONSULTING AND ENGINEERING WORK

The City of Wisconsin Rapids is seeking proposals for consulting and engineering work. The work includes design, bidding and consultant construction management for **signal infrastructure upgrades at three intersections along W Riverview Expressway: Chase St, W Grand Ave and High St.**

BACKGROUND INFORMATION

The existing signal infrastructure is aging and has varying components, set-ups and configurations especially as they relate to railroad pre-emption and interconnectivity. The existing infrastructure has made it challenging to properly manage traffic control operations in relationship with rail operations as well as lacking improvements to enhance safety such as Flashing Yellow Arrows (FYA). Additionally, new infrastructure which includes battery backups, improved vehicle detection through the use of video cameras, and updated controllers will provide reliability and improved operations.

The City, in conjunction with the DOT, are scheduled to reconstruct W Grand Ave/W Jackson St from the Expressway to the Jackson St bridge in 2022. Consultant scheduling and timing of work shall consider this project, the scope of work and its construction timeline.

The City had previously developed signal improvements plans at W Grand Ave to enhance safety at the intersection. These plans are included with this RFP for review. The improvements were postponed due to the W Grand Ave/W Jackson St reconstruction project and the potential for funding through the Signals and ITS Standalone Program. Consultant's proposal shall consider this prior work and incorporation into this RFP.

The Department of Transportation (DOT) has approved the Signals and ITS Standalone Application for this project and has authorized the City to pursue design and construction services for this project.



EXISTING RECORD INFORMATION

The following documents/data are attached as part of this RFP to assist the consultant with developing its scope of work.

- Wisconsin DOT – Signals and ITS Standalone Program Project Application.
- As-built Intersection Signal Plans
- Existing signal timing
- Proposed, but un-built, signal improvements at W Grand Ave and Expressway
- Proposed plans for W Jackson St Reconstruction (Proposed Construction in 2022)

The City of Wisconsin Rapids will provide additional information as required/requested to assist consultant in preparation of proposal.

SCOPE OF WORK

The Scope of Work is to prepare detailed and comprehensive plans & specifications, bidding documents & bidding services, and construction inspection / management services that at a minimum include the following:

- Design Services
 - Meetings
 - Fieldwork and Data Collection
 - Plans and Specifications including cost estimates
 - CN Coordination
 - DOT Coordination
 - Water Works & Lighting Commission (WWLC) Coordination (City-owned electric utility).
WWLC provides electricians to maintain signal operations.
- Bidding Services
 - Bidding document preparation
 - Invitations to contractors
 - Bid Letting
 - Class II Public Notice
 - Bid Opening
- Construction Services
 - Construction Administration
 - Preconstruction meeting as necessary
 - Shop drawing review
 - Pay applications
 - Construction inspection
 - As-built drawings

MEETINGS AND DELIVERABLES

1. Kick-off meeting.
2. Provide list of additional meetings and teleconferences needed to complete work.
3. Final plans, specifications and bidding documents (.pdf).
4. Construction Data (as-built drawings, test data, punch lists, daily observations, quantities, shop drawings, etc.)

PROPOSAL REQUIREMENTS

Proposal should be a typed document and at a minimum shall include scope, price of services, project schedule, project team (along with team's relative experience), and statement of qualifications. The statement of qualifications shall include any of the consultant's similar project experience especially as it relates to **railroad preemption**.

All proposed work should be presented in the form of specific tasks with corresponding estimates of time and cost. All tasks and corresponding time/costs shall be included in a proposal amount. Any assumptions or items/tasks included or excluded from the proposal amount shall also be clearly stated.

More specifically, the total costs shall be represented for each of the three intersections and be divided based on Design Fees, Bidding Fees and Construction Fees.

	Design Services		Bidding Services		Construction Services		Total	
	Hours	Proposal, \$	Hours	Proposal, \$	Hours	Proposal, \$	Hours	Proposal, \$
Chase St								
W Grand Ave								
High St								

Consultant's proposal shall also include statement of understanding of City's overall approach and assumptions as included in Background Information section of this RFP. The summary may also cite any past relevant projects where a similar approach or technology was utilized and was successful.

PROPOSAL SELECTION

The proposals will be reviewed by the City Engineer and Design Engineer II and will be recommended to the Mayor and Public Works Committee. Following the Public Works Committee Meeting a recommendation will be reviewed by the City Council. Notification will be made immediately following the City Council meeting.

SUBMISSION

Please submit your written proposal by **January 21st, 2022**.

The proposals should be submitted to Joe Eichsteadt, PE, City Engineer, 444 W Grand Ave, Wisconsin Rapids, WI 54495-2780 or jeichsteadt@wirapids.org.

For questions about this RFP, please contact Joe Eichsteadt at 715.421.8251 or e-mail at jeichsteadt@wirapids.org.



Public Works Committee

Date of Request: 1/26/22

Requestor: Joe Eichsteadt, City Engineer

Request/Referral:

Review Parking Ordinance along Lincoln St 27.13(1)(c)(19) Revisions

Background information:

This particular ordinance provision was requested to be brought back for consideration at the February committee meeting.

27.13 (1)(c)(19)
pg. 12

Original:

[No Parking except passenger pick up] Lincoln Street, the east side, between 2021 Lincoln Street and 2011 Lincoln Street, between the hours of 10:00 p.m. and 6:00 a.m.

Signs in Place:

No parking to from 2021 to 2111

Change:

Change ordinance from 2021 to 2111

Perhaps remove. Mr. Delaney to inquire with owners



Options available: Either leave signs in-place and ordinance as stated or remove the ordinance and signage.

Action you are requesting the committee take: TBD

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS REPEALING SECTION 27.13(1)(c)(19) OF THE MUNICIPAL CODE, REMOVING THE PARKING RESTRICTION ON THE EAST SIDE OF LINCOLN STREET BETWEEN 2021 LINCOLN STREET AND 2011 LINCOLN STREET

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

SECTION I Section 27.13(1)(c)(19) of the Wisconsin Rapids Municipal Code is hereby deleted in its entirety:

27.13 PARKING REGULATIONS

(1) No Parking

- (c) Parking Prohibited During Certain Periods. No person shall park or leave standing, any vehicle upon any of the following streets or parts of streets at the time indicated, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers

~~(19) — Lincoln Street, the east side, between 2021 Lincoln Street and 2011 Lincoln Street, between the hours of 10:00 p.m. and 6:00 a.m.~~

SECTION II All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION III This ordinance shall take effect upon passage and publication.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:



Public Works Committee

Date of Request: 1/26/2022

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and set the preliminary target revenue amount for the Transportation Utility

Background information:

Transportation Utility Update

- A. Model is being finalized now
- B. Set *preliminary target revenue amount***
- C. Public review period in February
- D. Reconsider ordinance in March / April

Proposed Target Revenue Amount - \$2,000,000

Proposed amount is based on reallocating existing costs in the tax levy to a different funding source, namely the Transportation Utility.

The proposed target revenue of \$2,000,000 does not include any new dollars to increase funding and only reallocates current expenditures from the tax levy to the utility.

The existing costs include special assessment items (\$350,000) and road construction project costs / debt (\$1,650,000).

The attached documentation from the Finance Dpt. show how the tax levy is anticipated to change based on the reallocation of costs to a different funding source based on some example property types.

Options available: Options available include setting a preliminary target revenue amount at \$2,000,000 or other amount.

Action you are requesting the committee take: set a preliminary target revenue amount so that the public question/comment period can commence.

How will the item be financed? Transportation utility

City of Wisconsin Rapids
General Obligation (G.O.) Debt
Annual Steet Construction Funded by Debt Proceeds

Year	G.O. Debt Balance 1/1/XX	Principal Payments	New G.O. Debt Issued	G.O. Debt Balance 12/31/XX	Municipal Debt Capacity		Debt Service Tax Levy		Debt Service Tax Rate		Property Tax
					Percent Used	Capacity Available	Amount	Inc (Dec)	Rate	Inc (Dec)	\$ 100,000
2020	\$ 24,308,576	(2,442,913)	5,645,000	\$ 27,510,663	45.3%	\$ 33,285,777	\$ 1,686,585	\$ 336,988	\$ 1.584	\$ 0.308	\$ 158.40
2021	\$ 27,510,663	(2,419,514)	4,560,000	\$ 29,651,149	48.8%	\$ 31,145,291	\$ 1,786,491	\$ 99,906	\$ 1.698	\$ 0.114	\$ 169.78
2022	\$ 29,651,149	(4,596,149)	3,181,000	\$ 28,236,000	46.4%	\$ 32,560,440	\$ 1,978,712	\$ 192,221	\$ 1.892	\$ 0.194	\$ 189.20
2023	\$ 28,236,000	(2,770,000)	1,550,000	\$ 27,016,000	44.4%	\$ 33,780,440	\$ 2,236,435	\$ 257,723	\$ 2.139	\$ 0.247	\$ 213.90
2024	\$ 27,016,000	(2,830,000)	1,550,000	\$ 25,736,000	42.3%	\$ 35,060,440	\$ 2,406,060	\$ 169,625	\$ 2.301	\$ 0.162	\$ 230.10
2025	\$ 25,736,000	(3,040,000)	1,650,000	\$ 24,346,000	40.0%	\$ 36,450,440	\$ 2,613,424	\$ 207,365	\$ 2.499	\$ 0.198	\$ 249.90
2026	\$ 24,346,000	(3,016,000)	1,650,000	\$ 22,980,000	37.8%	\$ 37,816,440	\$ 2,798,369	\$ 184,945	\$ 2.676	\$ 0.177	\$ 267.60
2027	\$ 22,980,000	(3,195,000)	1,650,000	\$ 21,435,000	35.3%	\$ 39,361,440	\$ 3,126,868	\$ 328,499	\$ 2.990	\$ 0.314	\$ 299.00
2028	\$ 21,435,000	(3,375,000)	1,650,000	\$ 19,710,000	32.4%	\$ 41,086,440	\$ 3,270,601	\$ 143,733	\$ 3.128	\$ 0.138	\$ 312.80
2029	\$ 19,710,000	(3,570,000)	1,650,000	\$ 17,790,000	29.3%	\$ 43,006,440	\$ 3,421,751	\$ 151,150	\$ 3.272	\$ 0.144	\$ 327.20
2030	\$ 17,790,000	(2,910,000)	1,650,000	\$ 16,530,000	27.2%	\$ 44,266,440	\$ 3,352,989	\$ (68,762)	\$ 3.207	\$ (0.065)	\$ 320.70
2031	\$ 16,530,000	(2,940,000)	1,650,000	\$ 15,240,000	25.1%	\$ 45,556,440	\$ 3,361,264	\$ 8,275	\$ 3.214	\$ 0.007	\$ 321.40
2032	\$ 15,240,000	(2,835,000)	1,650,000	\$ 14,055,000	23.1%	\$ 46,741,440	\$ 3,235,963	\$ (125,301)	\$ 3.095	\$ (0.119)	\$ 309.50
2033	\$ 14,055,000	(2,575,000)	1,650,000	\$ 13,130,000	21.6%	\$ 47,666,440	\$ 2,955,238	\$ (280,725)	\$ 2.826	\$ (0.269)	\$ 282.60
2034	\$ 13,130,000	(2,555,000)	1,650,000	\$ 12,225,000	20.1%	\$ 48,571,440	\$ 2,914,628	\$ (40,609)	\$ 2.787	\$ (0.039)	\$ 278.70
2035	\$ 12,225,000	(2,550,000)	1,650,000	\$ 11,325,000	18.6%	\$ 49,471,440	\$ 2,886,928	\$ (27,700)	\$ 2.761	\$ (0.026)	\$ 276.10
2036	\$ 11,325,000	(2,510,000)	1,650,000	\$ 10,465,000	17.2%	\$ 50,331,440	\$ 2,823,763	\$ (63,166)	\$ 2.700	\$ (0.061)	\$ 270.00
2037	\$ 10,465,000	(2,240,000)	1,650,000	\$ 9,875,000	16.2%	\$ 50,921,440	\$ 2,533,531	\$ (290,231)	\$ 2.423	\$ (0.277)	\$ 242.30
2038	\$ 9,875,000	(1,750,000)	1,650,000	\$ 9,775,000	16.1%	\$ 51,021,440	\$ 2,033,563	\$ (499,969)	\$ 1.945	\$ (0.478)	\$ 194.50
2039	\$ 9,775,000	(1,750,000)	1,650,000	\$ 9,675,000	15.9%	\$ 51,121,440	\$ 2,031,188	\$ (2,375)	\$ 1.942	\$ (0.003)	\$ 194.20
2040	\$ 9,675,000	(2,100,000)	1,650,000	\$ 9,225,000	15.2%	\$ 51,571,440	\$ 2,028,813	\$ (2,375)	\$ 1.940	\$ (0.002)	\$ 194.00
Real estate property taxes for \$100,000 assessed property - 2023 to 2040											\$ 4,784.50

Municipal Debt Capacity - Section 67.03 of the Wisconsin State Statutes limits the amount of outstanding general obligation debt to 5.0% of the equalized valuation (including tax incremental districts) of the City. General obligation debt for this calculation includes the following types of debt; (1) G.O. Bonds, (2) G.O. Notes, (3) Refunding Bonds (4) Bond / Note Anticipation Notes, and (5) State Trust Fund Loans.

2021 Assessed Value	\$1,088,020,600
2021 Equalized Value	\$1,215,928,800
2021 Equalized Value Less TID	\$1,168,599,100

City of Wisconsin Rapids
General Obligation (G.O.) Debt
Annual Street Construction Funded by Transportation Utility District

Year	G.O. Debt Balance 1/1/XX	Principal Payments	New G.O. Debt Issued	G.O. Debt Balance 12/31/XX	Municipal Debt Capacity		Debt Service Tax Levy		Debt Service Tax Rate		Property Tax	
					Percent Used	Capacity Available	Amount	Inc (Dec)	Rate	Inc (Dec)	\$	100,000
2020	\$ 24,308,576	(2,442,913)	5,645,000	\$ 27,510,663	45.3%	\$ 33,285,777	\$ 1,686,585	\$ -	\$ 1.584	\$ 0.308	\$	158.40
2021	\$ 27,510,663	(2,419,514)	4,560,000	\$ 29,651,149	48.8%	\$ 31,145,291	\$ 1,786,491	\$ 99,906	\$ 1.698	\$ 0.114	\$	169.78
2022	\$ 29,651,149	(4,596,149)	3,181,000	\$ 28,236,000	46.4%	\$ 32,560,440	\$ 1,978,710	\$ 192,219	\$ 1.892	\$ 0.194	\$	189.20
2023	\$ 28,236,000	(2,770,000)	-	\$ 25,466,000	41.9%	\$ 35,330,440	\$ 2,236,435	\$ 257,725	\$ 2.139	\$ 0.247	\$	213.90
2024	\$ 25,466,000	(2,715,000)	-	\$ 22,751,000	37.4%	\$ 38,045,440	\$ 2,243,147	\$ 6,712	\$ 2.145	\$ 0.006	\$	214.50
2025	\$ 22,751,000	(2,785,000)	-	\$ 19,966,000	32.8%	\$ 40,830,440	\$ 2,267,506	\$ 24,359	\$ 2.168	\$ 0.023	\$	216.80
2026	\$ 19,966,000	(2,606,000)	-	\$ 17,360,000	28.6%	\$ 43,436,440	\$ 2,256,019	\$ (11,487)	\$ 2.157	\$ (0.011)	\$	215.70
2027	\$ 17,360,000	(2,635,000)	-	\$ 14,725,000	24.2%	\$ 46,071,440	\$ 2,398,868	\$ 142,849	\$ 2.294	\$ 0.137	\$	229.40
2028	\$ 14,725,000	(2,660,000)	-	\$ 12,065,000	19.8%	\$ 48,731,440	\$ 2,356,526	\$ (42,342)	\$ 2.254	\$ (0.040)	\$	225.40
2029	\$ 12,065,000	(2,670,000)	-	\$ 9,395,000	15.5%	\$ 51,401,440	\$ 2,296,638	\$ (59,888)	\$ 2.196	\$ (0.058)	\$	219.60
2030	\$ 9,395,000	(1,825,000)	-	\$ 7,570,000	12.5%	\$ 53,226,440	\$ 2,022,326	\$ (274,312)	\$ 1.934	\$ (0.262)	\$	193.40
2031	\$ 7,570,000	(1,690,000)	-	\$ 5,880,000	9.7%	\$ 54,916,440	\$ 1,850,301	\$ (172,025)	\$ 1.769	\$ (0.165)	\$	176.90
2032	\$ 5,880,000	(1,390,000)	-	\$ 4,490,000	7.4%	\$ 56,306,440	\$ 1,520,038	\$ (330,264)	\$ 1.454	\$ (0.315)	\$	145.40
2033	\$ 4,490,000	(930,000)	-	\$ 3,560,000	5.9%	\$ 57,236,440	\$ 1,034,738	\$ (485,300)	\$ 0.990	\$ (0.464)	\$	99.00
2034	\$ 3,560,000	(910,000)	-	\$ 2,650,000	4.4%	\$ 58,146,440	\$ 992,553	\$ (42,184)	\$ 0.949	\$ (0.041)	\$	94.90
2035	\$ 2,650,000	(900,000)	-	\$ 1,750,000	2.9%	\$ 59,046,440	\$ 959,303	\$ (33,250)	\$ 0.917	\$ (0.032)	\$	91.70
2036	\$ 1,750,000	(860,000)	-	\$ 890,000	1.5%	\$ 59,906,440	\$ 896,138	\$ (63,166)	\$ 0.857	\$ (0.060)	\$	85.70
2037	\$ 890,000	(590,000)	-	\$ 300,000	0.5%	\$ 60,496,440	\$ 605,906	\$ (290,231)	\$ 0.579	\$ (0.278)	\$	57.90
2038	\$ 300,000	(100,000)	-	\$ 200,000	0.3%	\$ 60,596,440	\$ 105,938	\$ (499,969)	\$ 0.101	\$ (0.478)	\$	10.10
2039	\$ 200,000	(100,000)	-	\$ 100,000	0.2%	\$ 60,696,440	\$ 103,563	\$ (2,375)	\$ 0.099	\$ (0.002)	\$	9.90
2040	\$ 100,000	(100,000)	-	\$ -	0.0%	\$ 60,796,440	\$ 101,188	\$ (2,375)	\$ 0.097	\$ (0.002)	\$	9.70
Real estate property taxes for \$100,000 assessed property - 2023 to 2040												\$ 2,509.90

Municipal Debt Capacity - Section 67.03 of the Wisconsin State Statutes limits the amount of outstanding general obligation debt to 5.0% of the equalized valuation (including tax incremental districts) of the City. General obligation debt for this calculation includes the following types of debt: (1) G.O. Bonds, (2) G.O. Notes, (3) Refunding Bonds (4) Bond / Note Anticipation Notes, and (5) State Trust Fund Loans.

2021 Assessed Value	\$1,088,020,600
2021 Equalized Value	\$1,215,928,800
2021 Equalized Value Less TID	\$1,168,599,100

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Bar Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 283.85	\$ 283.85	\$ 2.139	\$ 283.85	\$ 910.80	\$ 1,194.65	\$ 910.80
2024	\$ 2.301	305.34	305.34	\$ 2.145	284.64	\$ 910.80	1,195.44	890.10
2025	\$ 2.499	331.62	331.62	\$ 2.168	287.69	\$ 910.80	1,198.49	866.88
2026	\$ 2.676	355.11	355.11	\$ 2.157	286.23	\$ 910.80	1,197.03	841.93
2027	\$ 2.990	396.77	396.77	\$ 2.294	304.41	\$ 910.80	1,215.21	818.44
2028	\$ 3.128	415.09	415.09	\$ 2.254	299.11	\$ 910.80	1,209.91	794.82
2029	\$ 3.272	434.19	434.19	\$ 2.196	291.41	\$ 910.80	1,202.21	768.01
2030	\$ 3.207	425.57	425.57	\$ 1.934	256.64	\$ 910.80	1,167.44	741.87
2031	\$ 3.214	426.50	426.50	\$ 1.769	234.75	\$ 910.80	1,145.55	719.05
2032	\$ 3.095	410.71	410.71	\$ 1.454	192.95	\$ 910.80	1,103.75	693.04
2033	\$ 2.826	375.01	375.01	\$ 0.990	131.37	\$ 910.80	1,042.17	667.16
2034	\$ 2.787	369.83	369.83	\$ 0.949	125.93	\$ 910.80	1,036.73	666.90
2035	\$ 2.761	366.38	366.38	\$ 0.917	121.69	\$ 910.80	1,032.49	666.10
2036	\$ 2.700	358.29	358.29	\$ 0.857	113.72	\$ 910.80	1,024.52	666.23
2037	\$ 2.423	321.53	321.53	\$ 0.579	76.83	\$ 910.80	987.63	666.10
2038	\$ 1.945	258.10	258.10	\$ 0.101	13.40	\$ 910.80	924.20	666.10
2039	\$ 1.942	257.70	257.70	\$ 0.099	13.14	\$ 910.80	923.94	666.23
2040	\$ 1.940	257.44	257.44	\$ 0.097	12.87	\$ 910.80	923.67	666.23

Property Assesed Value **\$ 132,700.00**

Property Type **Bar**

Monthly TUD User Fee **\$ 75.90**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023	\$ 1,550,000
2024	\$ 1,550,000
2025 - 2040	\$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments	\$ 350,000
Annual street construction projects	\$ 1,650,000

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Fast Food Resturant Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 517.21	\$ 517.21	\$ 2.139	\$ 517.21	\$ 6,718.32	\$ 7,235.53	\$ 6,718.32
2024	\$ 2.301	556.38	556.38	\$ 2.145	518.66	\$ 6,718.32	7,236.98	6,680.60
2025	\$ 2.499	604.26	604.26	\$ 2.168	524.22	\$ 6,718.32	7,242.54	6,638.28
2026	\$ 2.676	647.06	647.06	\$ 2.157	521.56	\$ 6,718.32	7,239.88	6,592.83
2027	\$ 2.990	722.98	722.98	\$ 2.294	554.69	\$ 6,718.32	7,273.01	6,550.03
2028	\$ 3.128	756.35	756.35	\$ 2.254	545.02	\$ 6,718.32	7,263.34	6,506.99
2029	\$ 3.272	791.17	791.17	\$ 2.196	530.99	\$ 6,718.32	7,249.31	6,458.14
2030	\$ 3.207	775.45	775.45	\$ 1.934	467.64	\$ 6,718.32	7,185.96	6,410.51
2031	\$ 3.214	777.15	777.15	\$ 1.769	427.74	\$ 6,718.32	7,146.06	6,368.92
2032	\$ 3.095	748.37	748.37	\$ 1.454	351.58	\$ 6,718.32	7,069.90	6,321.53
2033	\$ 2.826	683.33	683.33	\$ 0.990	239.38	\$ 6,718.32	6,957.70	6,274.38
2034	\$ 2.787	673.90	673.90	\$ 0.949	229.47	\$ 6,718.32	6,947.79	6,273.89
2035	\$ 2.761	667.61	667.61	\$ 0.917	221.73	\$ 6,718.32	6,940.05	6,272.44
2036	\$ 2.700	652.86	652.86	\$ 0.857	207.22	\$ 6,718.32	6,925.54	6,272.68
2037	\$ 2.423	585.88	585.88	\$ 0.579	140.00	\$ 6,718.32	6,858.32	6,272.44
2038	\$ 1.945	470.30	470.30	\$ 0.101	24.42	\$ 6,718.32	6,742.74	6,272.44
2039	\$ 1.942	469.58	469.58	\$ 0.099	23.94	\$ 6,718.32	6,742.26	6,272.68
2040	\$ 1.940	469.09	469.09	\$ 0.097	23.45	\$ 6,718.32	6,741.77	6,272.68

Property Assesed Value **\$ 241,800.00**

Property Type **Fast Food**

Monthly TUD User Fee **\$ 559.86**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023	\$ 1,550,000
2024	\$ 1,550,000
2025 - 2040	\$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments	\$ 350,000
Annual street construction porjects	\$ 1,650,000

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Gas Station Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 664.16	\$ 664.16	\$ 2.139	\$ 664.16	\$ 3,391.32	\$ 4,055.48	\$ 3,391.32
2024	\$ 2.301	714.46	714.46	\$ 2.145	666.02	\$ 3,391.32	4,057.34	3,342.88
2025	\$ 2.499	775.94	775.94	\$ 2.168	673.16	\$ 3,391.32	4,064.48	3,288.54
2026	\$ 2.676	830.90	830.90	\$ 2.157	669.75	\$ 3,391.32	4,061.07	3,230.17
2027	\$ 2.990	928.40	928.40	\$ 2.294	712.29	\$ 3,391.32	4,103.61	3,175.21
2028	\$ 3.128	971.24	971.24	\$ 2.254	699.87	\$ 3,391.32	4,091.19	3,119.94
2029	\$ 3.272	1,015.96	1,015.96	\$ 2.196	681.86	\$ 3,391.32	4,073.18	3,057.22
2030	\$ 3.207	995.77	995.77	\$ 1.934	600.51	\$ 3,391.32	3,991.83	2,996.05
2031	\$ 3.214	997.95	997.95	\$ 1.769	549.27	\$ 3,391.32	3,940.59	2,942.65
2032	\$ 3.095	961.00	961.00	\$ 1.454	451.47	\$ 3,391.32	3,842.79	2,881.79
2033	\$ 2.826	877.47	877.47	\$ 0.990	307.40	\$ 3,391.32	3,698.72	2,821.24
2034	\$ 2.787	865.36	865.36	\$ 0.949	294.66	\$ 3,391.32	3,685.98	2,820.62
2035	\$ 2.761	857.29	857.29	\$ 0.917	284.73	\$ 3,391.32	3,676.05	2,818.76
2036	\$ 2.700	838.35	838.35	\$ 0.857	266.10	\$ 3,391.32	3,657.42	2,819.07
2037	\$ 2.423	752.34	752.34	\$ 0.579	179.78	\$ 3,391.32	3,571.10	2,818.76
2038	\$ 1.945	603.92	603.92	\$ 0.101	31.36	\$ 3,391.32	3,422.68	2,818.76
2039	\$ 1.942	602.99	602.99	\$ 0.099	30.74	\$ 3,391.32	3,422.06	2,819.07
2040	\$ 1.940	602.37	602.37	\$ 0.097	30.12	\$ 3,391.32	3,421.44	2,819.07

Property Assesed Value **\$ 310,500.00**

Property Type **Gas Station**

Monthly TUD User Fee **\$ 282.61**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023	\$ 1,550,000
2024	\$ 1,550,000
2025 - 2040	\$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments	\$ 350,000
Annual street construction porjects	\$ 1,650,000

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Grocery Store Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 2,679.95	\$ 2,679.95	\$ 2.139	\$ 2,679.95	\$ 13,073.76	\$ 15,753.71	\$ 13,073.76
2024	\$ 2.301	2,882.92	2,882.92	\$ 2.145	2,687.47	\$ 13,073.76	15,761.23	12,878.31
2025	\$ 2.499	3,131.00	3,131.00	\$ 2.168	2,716.29	\$ 13,073.76	15,790.05	12,659.05
2026	\$ 2.676	3,352.76	3,352.76	\$ 2.157	2,702.51	\$ 13,073.76	15,776.27	12,423.50
2027	\$ 2.990	3,746.17	3,746.17	\$ 2.294	2,874.15	\$ 13,073.76	15,947.91	12,201.74
2028	\$ 3.128	3,919.07	3,919.07	\$ 2.254	2,824.04	\$ 13,073.76	15,897.80	11,978.73
2029	\$ 3.272	4,099.49	4,099.49	\$ 2.196	2,751.37	\$ 13,073.76	15,825.13	11,725.64
2030	\$ 3.207	4,018.05	4,018.05	\$ 1.934	2,423.11	\$ 13,073.76	15,496.87	11,478.82
2031	\$ 3.214	4,026.82	4,026.82	\$ 1.769	2,216.38	\$ 13,073.76	15,290.14	11,263.32
2032	\$ 3.095	3,877.73	3,877.73	\$ 1.454	1,821.72	\$ 13,073.76	14,895.48	11,017.75
2033	\$ 2.826	3,540.70	3,540.70	\$ 0.990	1,240.37	\$ 13,073.76	14,314.13	10,773.44
2034	\$ 2.787	3,491.83	3,491.83	\$ 0.949	1,189.00	\$ 13,073.76	14,262.76	10,770.93
2035	\$ 2.761	3,459.26	3,459.26	\$ 0.917	1,148.91	\$ 13,073.76	14,222.67	10,763.41
2036	\$ 2.700	3,382.83	3,382.83	\$ 0.857	1,073.74	\$ 13,073.76	14,147.50	10,764.67
2037	\$ 2.423	3,035.78	3,035.78	\$ 0.579	725.43	\$ 13,073.76	13,799.19	10,763.41
2038	\$ 1.945	2,436.89	2,436.89	\$ 0.101	126.54	\$ 13,073.76	13,200.30	10,763.41
2039	\$ 1.942	2,433.13	2,433.13	\$ 0.099	124.04	\$ 13,073.76	13,197.80	10,764.67
2040	\$ 1.940	2,430.63	2,430.63	\$ 0.097	121.53	\$ 13,073.76	13,195.29	10,764.67

Property Assesed Value **\$ 1,252,900.00**

Property Type **Grocery Store**

Monthly TUD User Fee **\$ 1,089.48**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023 \$ 1,550,000
2024 \$ 1,550,000
2025 - 2040 \$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments \$ 350,000
Annual street construction porjects \$ 1,650,000

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Residential Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 213.90	\$ 213.90	\$ 2.139	\$ 213.90	\$ 71.40	\$ 285.30	\$ 71.40
2024	\$ 2.301	230.10	230.10	\$ 2.145	214.50	\$ 71.40	285.90	55.80
2025	\$ 2.499	249.90	249.90	\$ 2.168	216.80	\$ 71.40	288.20	38.30
2026	\$ 2.676	267.60	267.60	\$ 2.157	215.70	\$ 71.40	287.10	19.50
2027	\$ 2.990	299.00	299.00	\$ 2.294	229.40	\$ 71.40	300.80	1.80
2028	\$ 3.128	312.80	312.80	\$ 2.254	225.40	\$ 71.40	296.80	(16.00)
2029	\$ 3.272	327.20	327.20	\$ 2.196	219.60	\$ 71.40	291.00	(36.20)
2030	\$ 3.207	320.70	320.70	\$ 1.934	193.40	\$ 71.40	264.80	(55.90)
2031	\$ 3.214	321.40	321.40	\$ 1.769	176.90	\$ 71.40	248.30	(73.10)
2032	\$ 3.095	309.50	309.50	\$ 1.454	145.40	\$ 71.40	216.80	(92.70)
2033	\$ 2.826	282.60	282.60	\$ 0.990	99.00	\$ 71.40	170.40	(112.20)
2034	\$ 2.787	278.70	278.70	\$ 0.949	94.90	\$ 71.40	166.30	(112.40)
2035	\$ 2.761	276.10	276.10	\$ 0.917	91.70	\$ 71.40	163.10	(113.00)
2036	\$ 2.700	270.00	270.00	\$ 0.857	85.70	\$ 71.40	157.10	(112.90)
2037	\$ 2.423	242.30	242.30	\$ 0.579	57.90	\$ 71.40	129.30	(113.00)
2038	\$ 1.945	194.50	194.50	\$ 0.101	10.10	\$ 71.40	81.50	(113.00)
2039	\$ 1.942	194.20	194.20	\$ 0.099	9.90	\$ 71.40	81.30	(112.90)
2040	\$ 1.940	194.00	194.00	\$ 0.097	9.70	\$ 71.40	81.10	(112.90)

Property Assessed Value **\$ 100,000.00**

Property Type **Residential**

Monthly TUD User Fee **\$ 5.95**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023 \$ 1,550,000
2024 \$ 1,550,000
2025 - 2040 \$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments \$ 350,000
Annual street construction projects \$ 1,650,000

City of Wisconsin Rapids
Proposed Transportation Utility District (TUD)
Restaurant Property Impact

Year	Current Funding Model			Proposed Transportation Utility District (TUD)				Increase (Decrease)
	Debt Service Tax Rate	Debt Service Property Taxes	Total Annual Cost	Debt Service Tax Rate	Debt Service Property Taxes	Annual TUD Fee	Total Annual Cost	
2023	\$ 2.139	\$ 389.51	\$ 389.51	\$ 2.139	\$ 389.51	\$ 1,468.56	\$ 1,858.07	\$ 1,468.56
2024	\$ 2.301	419.01	419.01	\$ 2.145	390.60	\$ 1,468.56	1,859.16	1,440.15
2025	\$ 2.499	455.07	455.07	\$ 2.168	394.79	\$ 1,468.56	1,863.35	1,408.28
2026	\$ 2.676	487.30	487.30	\$ 2.157	392.79	\$ 1,468.56	1,861.35	1,374.05
2027	\$ 2.990	544.48	544.48	\$ 2.294	417.74	\$ 1,468.56	1,886.30	1,341.82
2028	\$ 3.128	569.61	569.61	\$ 2.254	410.45	\$ 1,468.56	1,879.01	1,309.40
2029	\$ 3.272	595.83	595.83	\$ 2.196	399.89	\$ 1,468.56	1,868.45	1,272.62
2030	\$ 3.207	583.99	583.99	\$ 1.934	352.18	\$ 1,468.56	1,820.74	1,236.75
2031	\$ 3.214	585.27	585.27	\$ 1.769	322.13	\$ 1,468.56	1,790.69	1,205.43
2032	\$ 3.095	563.60	563.60	\$ 1.454	264.77	\$ 1,468.56	1,733.33	1,169.73
2033	\$ 2.826	514.61	514.61	\$ 0.990	180.28	\$ 1,468.56	1,648.84	1,134.22
2034	\$ 2.787	507.51	507.51	\$ 0.949	172.81	\$ 1,468.56	1,641.37	1,133.86
2035	\$ 2.761	502.78	502.78	\$ 0.917	166.99	\$ 1,468.56	1,635.55	1,132.77
2036	\$ 2.700	491.67	491.67	\$ 0.857	156.06	\$ 1,468.56	1,624.62	1,132.95
2037	\$ 2.423	441.23	441.23	\$ 0.579	105.44	\$ 1,468.56	1,574.00	1,132.77
2038	\$ 1.945	354.18	354.18	\$ 0.101	18.39	\$ 1,468.56	1,486.95	1,132.77
2039	\$ 1.942	353.64	353.64	\$ 0.099	18.03	\$ 1,468.56	1,486.59	1,132.95
2040	\$ 1.940	353.27	353.27	\$ 0.097	17.66	\$ 1,468.56	1,486.22	1,132.95

Property Assesed Value **\$ 182,100.00**

Property Type **Restaurant**

Monthly TUD User Fee **\$ 122.38**

(1) Current Funding Model - Current funding model assumes the following General Obligation Notes issued to fund annual street construction projects:

2023 \$ 1,550,000
2024 \$ 1,550,000
2025 - 2040 \$ 1,650,000

(2) Proposed Transportation Utility District (TUD) - The proposed Transportation Utility District user fee funds the following costs:

Special Assessments \$ 350,000
Annual street construction projects \$ 1,650,000



Public Works Committee

Date of Request: 1/25/2022

Requestor: Joe Eichsteadt, City Engineer on behalf of Alderperson Ryan Austin

Request/Referral: Review a responsible bidder ordinance.

Background information:

A model ordinance is included along with a brochure from the Wisconsin Building Trades Council on the benefits establishing a responsible bidder ordinance.

The following information is information that is currently included in the workflow of letting public works contracts. The ordinance would formally document of these same items and expand on others.

Bidder's Proof of Responsibility

1. Qualifications - Name, Address, Organized Date, Incorporated, Years in Business, Failed to Complete, Defaulted, Past Projects, Major Equipment, Statement of Experience, Credit Available, Financial Statement
2. Insurance – General Conditions (GC – 20) of the Project Manual Contract include the requirements for insurance levels.
3. Bid Bond – 5% of bid amount,
4. Performance / Payment Bond – Contract Amount

We also review the DOT's list of debarred contractors <https://wisconsindot.gov/hccidocs/debar.pdf> and the League of Wisconsin Municipalities and Construction Business Group database tool at www.responsiblewisconsin.com.

Qualifications can be Prequalify vs. qualify during bid

Reasons for disqualifying:

1. Failure to submit Proof of Responsibility
2. Inadequate financial ability, equipment, organization, prior experience.
3. Lack of responsibility as shown on past projects
4. Noncompliance with terms of previous or existing contracts
5. Uncompleted work either based on actual time, progress or performance

During construction

1. 5% retainage is held on each pay request until after substantial completion. Final payment includes the retainage amount which is either paid immediately upon project completion or at the end of a 1-year Guaranty period.



2. GC – 35 Character of workmen includes provisions on completing the work in a proper and skillful way and not in a disrespectful, intemperate, disorderly or objectionable manner.
3. GC – 36 requires the contractor to provide sanitary conditions, drinking water and sewage disposal for their employees.

Options available: A responsible bidder ordinance can be considered for adoption or avoided.

Action you are requesting the committee take: Determine a course of action related to a responsible bidder ordinance

How will the item be financed? N/A

Responsible Bidder Ordinance

- 1) **Purpose.** Pursuant to Wis. Stat. §62.15(1) and (6) and §66.0901, whenever the City of Wisconsin Rapids lets public works by contract, the contract must be awarded to the lowest responsible bidder. What constitutes a responsible bidder is a determination that requires the exercise of discretion by the City. This ordinance is intended to ensure that bids are reviewed by the City and its departments, officials or employees under reasonably consistent responsible bidder criteria when exercising its discretion.
- 2) **Definitions.** In this section, the following definitions shall apply.
 - a) “Contractor” means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.
 - b) “Class A Apprenticeship Program” means an apprenticeship program that is currently approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyman status for three (3) years. In addition, a new apprenticeship program that has been registered with the federal or state government within the last three (3) years will be considered a Class A Apprenticeship Program, provided that such new program graduates apprentices to journeyman status within the indenture period.
 - c) “Public works contract” means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §62.15(1) and (6) and §66.0901.

- 3) Responsible Bidder Criteria.** In order to be a responsible bidder for purposes of being awarded a public works contract, the contractor must meet the following criteria.
- a) The contractor maintains a permanent place of business.
 - b) The contractor is authorized to do business in the State of Wisconsin.
 - c) The contractor, or agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.
 - d) The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
 - e) The contractor has general liability, workers' compensation, automobile insurance and unemployment insurance at levels sufficient to protect the City given the size of the public works.
 - f) The contractor has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
 - g) The contractor participates in a Class A Apprenticeship Program, if the contractor employs more than ten employees and if such a program exists for the trade being contracted.
 - h) The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503.
 - i) The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.

j) The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, discrimination, or payroll fraud. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment and/or may be disqualified.

- k) The contractor's employees who will perform work on the project are:
- i) Covered under a current workers' compensation policy; and
 - ii) Properly classified under such policy.
- l) The contractor's employees who will perform work on the project have the health insurance coverage required by the federal Affordable Care Act.
- m) The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n) The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.
- o) The contractor is bondable for the terms of the proposed public works contract.
- p) The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:
- i) Completion of contracts in accordance with drawings and specifications;
 - ii) Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and

- iii) Fulfilled guarantee requirements of the contract documents.
- q) The contractor has, and diligently maintains, a written safety program.
- r) The contractor has not received a serious, willful or repeated violation from OSHA in the last ten years.
- s) The contractor has written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503 and maintains records demonstrating that it conducts the random, reasonable suspicion and post-incident drug and alcohol testing required by Wis. Stat. §103.503(3).

4) Additional Information and No Restriction on Discretion. In the event the contractor is currently under consideration for debarment as described in section 3, or is under investigation for, or has been charged with, any violations regarding matters described in section 3, or if any action or proceeding is pending which might result in a limitation upon, or revocation of, any license required to perform the public construction contract, the contractor, shall provide an explanation of facts, circumstances and allegations involved in such matter at the time of submission of its bid. The City will review any such information provided and will also review any other information it discovers related to any matter bearing on the contractor's qualifications and capacity and competence to do the work and determine whether such information is sufficiently reliable and relevant to demonstrate the contractor is not responsible to perform the public construction project.

- 5) Affidavit of Compliance.** The general or prime contractor bidding on a public works project must include in its sealed bid:
- a) its own affidavit swearing compliance with the criteria set forth in section 3 on the form required by the City; and

b) an affidavit swearing compliance with the criteria set forth in section 3 on the form required by the City from every subcontractor at any tier who will perform work on the project.

c) an affidavit swearing to the information required by section 4.

Failure to submit the required affidavits prior to the opening of bids, or providing any materially incorrect, false, or misleading information shall automatically disqualify the contractor's bid.



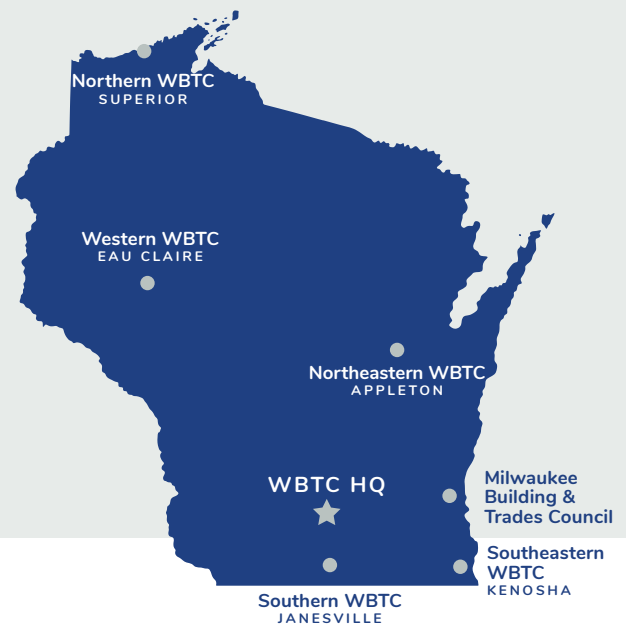
RESPONSIBLE BIDDER TOOLKIT

Created for the Wisconsin Building Trades Council, a 501(c)5 organization
EDUCATING COMMUNITIES TO BUILD A BETTER STATE

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PUTTING “RESPONSIBLE” BACK INTO “LOWEST RESPONSIBLE BIDDER”

By Cynthia (Cindy) Buchko, General Counsel of Construction Business Group



Generally, public construction projects must be competitively bid and awarded to the “lowest responsible bidder.”¹

However, the statutes and state administrative regulations provide little, if any, meaningful guidance on what constitutes a responsible bidder. As a result, many public project owners are reluctant to award the work to anyone other than the lowest bidder, even if there is good reason to believe that the lowest bidder may end up costing the taxpayers more in the long run due to poor work quality, project delays, and change orders.

Public project owners do not want to risk being sued, and are concerned about project delays caused by a lawsuit. These risks, however, can be mitigated to a large degree by both understanding the law and creating a proper administrative record of the bid award decision.

The legal standards applicable to a public entity’s decision to award a contract are very favorable to the public entity. As a threshold matter, bidders have no legal right to a contract with the public entity. A “public bidding authority cannot be compelled to award the contract to the lowest bidder”²

While courts have authority to review a public entity’s decision to award work, the standard of review is deferential to the public entity. “A reviewing court will only interfere with a bidding authority’s discretionary act if it is arbitrary or unreasonable.”³

“An arbitrary action is one that is either so unreasonable as to be without rational basis or is the result of an unconsidered, willful, or irrational choice of conduct. An unreasonable action is one that lacks a rational basis.”⁴ Specifically with respect to determining whether a bidder is responsible, a decision will pass the arbitrary and unreasonable bar if the decision is based on “bona fide judgment, based upon facts tending to support the determination.”⁵

For example, in *D.M.K., Inc. v. Town of Pittsfield*⁶, the Court of Appeals upheld a town’s determination that the lowest bidder was not responsible due to “numerous legitimate concerns about D.M.K.’s performance of prior contracts” The record created by the town to support their decision included past instances of unsupervised workers, damage to new asphalt while shouldering, leaving gravel on the road, and not responding to calls during projects.

What if, however, the public entity does not have personal experience with the lowest bidder as with the Town in the *D.M.K.* case? Bid statutes allow public entities to require a sworn statement as to the bidder’s “responsibility” prior to submitting a bid.⁷

Public entities can request, among other things: verification of a principal place of business; proof of licensure to do business in Wisconsin; disclosure of investigations and law violations; proof of a substance abuse prevention program, required by Wis. Stat. section 103.503; proof of training and safety programs; proof of financial ability to perform; examples of previous similar experience; and much more. Some public entities have taken the additional step of enacting an ordinance or administrative code section setting forth prequalification, responsibility standards.⁸



Even in the absence of specific bidder prequalification forms or a responsible bidder ordinance/administrative code section, project owners can conduct independent research to verify the responsibility of a bidder. General contractors can and should conduct research on subcontractors to ensure that subcontractors being used are responsible and reliable.

There are state and federal court databases that will have judgments listed. Wisconsin and neighboring states maintain debarment lists. The Wisconsin Department of Financial Institutions maintains a public, online listing of all domestic and foreign companies that are licensed to do business in Wisconsin. The Wisconsin Department of Revenue maintains a list of entities that have delinquent tax warrants.

There are even online databases that collect much of this publicly available information in one place. LexisNexis maintains a business database, although accessing the database and obtaining a report involves paying a fee. My organization, Construction Business Group, has compiled publicly available information on over 8,700 contractors operating in Wisconsin, and offers free access to the database to registered users.⁹

If independent research is conducted, however, the information must be reliable and should be made part of the record for the public entity’s decision not to award the contract to the low bidder due to lack of responsibility.

It is the quality of the information that demonstrates a “bona fide judgment, based upon facts tending to support the determination.”¹⁰

By applying the proper legal standard to reliable facts, it is unlikely that a decision to reject the lowest bidder because the contractor is not responsible will be overturned by a reviewing court. And, rejecting a bid because the bidder is not responsible will likely save the public entity time and money in the long run.

As the adage goes, cheaper is not always better.¹¹

ABOUT THE AUTHOR

Cynthia (Cindy) Buchko is the General Counsel of Construction Business Group (CBG), a trade organization protecting the interests of 30,000 construction workers and 4,000 contractors. Cindy is a past Chair of the Construction and Public Contract Law section of the Wisconsin State Bar.

¹ See Wis. Stat. §§ 16.75, 23.41(5), 38.18, 43.17(9), 59.52(29), 59.70(13), 62.15(1) and (6), 61.54, 62.15(1) and (6), 60.47(3), 66.0901, 83.04, 85.077(1), 86.31(2), 86.51(4), or 88.62(1).

² *Five Star Airport Alliance, Inc. v. Milwaukee Cnty.*, 939 F. Supp. 2d 936, 941 (E.D. Wis. 2013) (citing *N. Twin Builders, LLC v. Town of Phelps*, 334 Wis. 2d 148, 154, (Ct. App. 2011))

³ *PRN Assocs. LLC v. State Dep’t of Admin.*, 313 Wis. 2d 263, 268 (Ct. App. 2008)

⁴ *Id.*

⁵ *Aqua-Tech, Inc. v. Como Lake Prot. and Rehab. Dist.*, 71 Wis. 2d 541, 551 (Wis. 1976) (internal citation and quotations omitted)

⁶ 290 Wis. 2d 474, 476-77 (Ct. App. 2006)

⁷ See e.g., Wis. Stat. § 66.0901(2)

⁸ See e.g., Wis. Admin. Code § Adm. 21.02(8)(c)

⁹ See www.cbgwi.com

¹⁰ *Aqua-Tech, Inc.*, 71 Wis. 2d at 551

¹¹ This article was previously published by the State Bar of Wisconsin and the League of Wisconsin Municipalities.

WHY HAVE AN RBO?

A Responsible Bidder Ordinance (RBO) provides clear criteria to hold bidders accountable, while establishing shared community standards for public works projects. By having this reference to lean on, local governments and entities can ensure high-quality construction, proper protocol within the state and lower, more efficient use of taxpayer dollars.

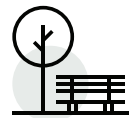
An RBO is designed to give power back to local government when making these decisions and gives them the ability to throw out bids from irresponsible contractors and keep work local when possible.

AN OFFICIAL RBO BENEFITS...



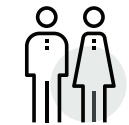
LOCAL GOVERNMENTS

Cities, Towns, Counties



LOCAL PUBLIC ENTITIES

Police and Fire Districts, Park Boards, School Districts, etc.



LOCAL TAXPAYERS

By establishing a clear set of standards, contractors are held accountable for past and present actions. As a result, communities and taxpayers are better protected from any financial mishandling, on-the-job injuries and other careless errors made by irresponsible bidders.



“



– BROWN COUNTY EXECUTIVE
TROY STREKENBACH

A responsible bidder ordinance makes sense. By enacting our responsible bidder ordinance, Brown County understands that a registered apprenticeship program produces a highly skilled construction worker who works efficiently and can help save time and money on the jobsite and ultimately for our community's taxpayers.

This is not a partisan issue and it's not about union versus non-union contractors. This is about protecting our community's wealth and workers by ensuring our capital investments are done properly by a local workforce and within budget which saves taxpayers money upfront and over time.

GETTING CLEAR ON WHAT'S “RESPONSIBLE”

Developing a clear definition of a “responsible bidder” is the first step to enforcing these community standards. In order to be awarded a project, an RBO would require bidders to meet the following requirements:

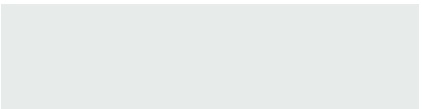
COMPLIANCE WITH LAW - As it stands, contractors can bid on public projects even with serious OSHA (Occupational Safety and Health Administration) violations, wage and hours violations, or even debarments from government contracting in other states. An RBO would ensure bidders have to disclose these issues so the local government has all of the relevant information to decide whether a bidder is responsible.

PROPER TRAINING AND APPRENTICESHIP - Proper in-classroom and on-the-job training is necessary for constructing high-quality projects and keeping employees and communities safe. With an RBO, workers and communities are better protected.

WRITTEN DRUG TESTING PLAN THAT MEETS STATE LEGAL REQUIREMENTS - Not only is substance use dangerous to employees on the jobsite, it also threatens the integrity and safety of the project and its community. A written drug testing program is required under state law and protects all community members. An RBO ensures that this important safety requirement is being followed.

SWORN STATEMENT OF...

- ▶ **Proper employee classification** - An RBO certifies that bidders are not misclassifying employees and, thus, escaping the income, payroll, unemployment, and other taxes necessary to fund Wisconsin's roads, schools and other infrastructure.
- ▶ **Proper workers' compensation insurance coverage for all employees** - Without an RBO, employees not only work in a less safe environment, but Wisconsin taxpayers then take on the costs of injuries that happen as a result of that unsafe environment.
- ▶ **Proof of professional or trade license required by local law** - Currently, out-of-state bidders can work without proper DFI registration, thus undercutting hard-working contractors and employees from Wisconsin. The RBO would require bidders to not only prove proper licensure, but disclose any suspensions or revocations of necessary licenses.



THE ROLE OF REGISTERED APPRENTICESHIP

By requiring bidders to show proof of proper training approved by the U.S. Department of Labor or a state agency, the RBO protects workers and communities. For example, proper documentation ensures employees are protected with a formal plan for hours, pay and training. Additionally, this proof ensures that everyone on the jobsite has met proper training requirements before working independently on a jobsite. The use of skilled local workers helps control construction costs by increasing project efficiency.

By upholding requirements for apprenticeship and continued education for tradesmen, we ensure projects are always done to the highest standards and contractors consistently invest in their employees. Contractors who employ apprentices are investing in the next generation of our workforce.

This proof can assume the form of a written outline of an apprentice's employment and training program agreement, including elements such as required hours of training and proof of program completion. 6,000 hours of on-the-job training and 150 annual hours of classroom training are often used as an industry standard.



RESPONSIBLE BIDDER ORDINANCE (RBO) AT A GLANCE

Wisconsin currently lacks the proper criteria for determining a “responsible bidder.” As a result, out-of-state and low-quality bidders are able to:

- ▶ Undercut law-abiding organizations
- ▶ Provide substandard work on public projects
- ▶ Provide insufficient pay, hours, training and protection for employees
- ▶ Shift the financial burden to local taxpayers

By adopting RBO in local governments, public officials, taxpayers, and Wisconsin communities are able to rely on objective criteria to determine which bidders will deliver the highest-quality work for the most cost-effective price and with the lowest burden on community members.

FREQUENTLY ASKED QUESTIONS

Better understand the details of establishing an RBO with these frequently asked questions.

Q: Will an RBO increase project costs?

A: No. Rather, an RBO should save project costs by ensuring contractors are committed to proper training, worker protection and high-quality workmanship. Although an RBO adheres to minimum bidding standards, these requirements also save in later costs such as worker's compensation and repairs.

Q: What is the impact of worker misclassification on project owners and communities?

A: A bidder that misclassifies employees as independent contractors rather than employees neglects their obligation to pay social security taxes, worker's compensation premiums, state unemployment insurance contributions and federal unemployment contributions. As a result, they decrease their payroll costs by 15 to 30 percent and shift the burden to local taxpayers instead.

Q: What documents should a project owner request to ensure bidders are meeting compliance requirements?

A: To certify a responsible bidder, project owners should request proof of proper licensure to work in the jurisdiction/ state, as well as proof of the bidder's good standing with the Secretary of State and local courts or governments (ensuring compliance with federal, state and local laws relation to taxes, licensing, environment, prevailing wage and workplace safety).

Q: Does a bidder's union status affect RBO requirements?

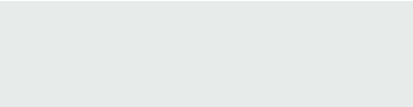
A: While union status is not considered when determining the lowest responsible bidder, the aforementioned criteria ensures union and non-union contractors and employees are better protected under an RBO by setting higher standards for compliance. The resulting decision is always based on which bidder provides the greatest taxpayer value.

Q: Why should we require the sworn statement?

A: Not only does the sworn statement reinforce proper payment and protection for workers, it also prevents unfair competition between bidders where one contractor may undercut the other while sacrificing payment or protections. By requiring a sworn statement, governments hold bidders accountable for reviewing applicable laws and enforcing compliance.

Q: Is the RBO lawful?

A: Yes. RBOs have been adopted in other communities across the country and only serve as a more accurate measure of defining and enforcing previous “responsible bidder” requirements on state projects. To learn more about existing ordinances please visit www.wisconsinbuildingtrades.org.



TAKING ACTION

To build better communities, maximize taxpayer value and award truly responsible bidders, we must introduce and adopt a reevaluated RBO into legislation. To take the next steps, please find additional resources in the back of this folder.

For questions, assistance and more information, please visit www.wisconsinbuildingtrades.org or contact Wisconsin Building Trade Council's Executive Director, Jake Castanza at jake@wisconsinbuildingtrades.org



ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS CREATING SECTION 2.25 OF THE MUNICIPAL CODE. THIS SECTION CREATES A RESPONSIBLE BIDDER ORDINANCE FOR PUBLIC CONTSTRUCTION PROJECTS WHICH ARE REQUIRED TO BE BID

NOW, THEREFORE, THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS FOLLOWS:

SECTION I Section 2.25 of the Wisconsin Rapids Municipal Code is hereby created to read as follows:

1) Purpose. Pursuant to Wis. Stat. §62.15(1) and (6) and §66.0901, whenever the City of Wisconsin Rapids lets public works by contract, the contract must be awarded to the lowest responsible bidder. What constitutes a responsible bidder is a determination that requires the exercise of discretion by the City. This ordinance is intended to ensure that bids are reviewed by the City and its departments, officials or employees under reasonably consistent responsible bidder criteria when exercising its discretion.

2) Definitions. In this section, the following definitions shall apply.

- a) “Contractor” means a person, corporation, partnership or any other business entity that performs work on a public works contract as a general contractor, prime contractor or subcontractor at any tier.
- b) “Class A Apprenticeship Program” means an apprenticeship program that is currently approved by the U.S. Department of Labor or a state apprenticeship agency and has graduated apprentices to journeyperson status for three (3) years. In addition, a new apprenticeship program that has been registered with the federal or state government within the last three (3) years will be considered a Class A Apprenticeship Program, provided that such new program graduates apprentices to journeyperson status within the indenture period.

- c) "Public works contract" means a contract for the construction, alteration, execution, repair, remodeling or improvement of a public work or building, where the contract is required to be bid pursuant to Wis. Stat. §62.15(1) and (6) and §66.0901.

3) Responsible Bidder Criteria. In order to be a responsible bidder for purposes of being awarded a public works contract, the contractor must meet the following criteria.

- a) The contractor maintains a permanent place of business.
- b) The contractor is authorized to do business in the State of Wisconsin.
- c) The contractor, or agent, partner, employee or officer of the contractor, is not debarred, suspended, proposed for debarment or declared ineligible from contracting with any unit of federal, state or local government.
- d) The contractor is in compliance with provisions of Section 2000e of Chapter 21, Title 42 of the United States Code and Federal Executive Order No. 11246 as amended by Executive Order No. 11375 (known as the Equal Opportunity Employer provisions).
- e) The contractor has general liability, workers' compensation, automobile insurance and unemployment insurance at levels sufficient to protect the City given the size of the public works.
- f) The contractor has complied with all provisions of Wisconsin prevailing wage law and federal Davis-Bacon related Acts, and all rules and regulations therein, for projects undertaken by the contractor that are covered by these laws, for the past five (5) years.
- g) The contractor participates in a Class A Apprenticeship Program, if the contractor employs more than ten employees and if such a program exists for the trade being contracted.
- h) The contractor has a written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503.
- i) The employees who will perform work on the project are properly classified as employees or independent contractors under all applicable state and federal laws.

- j) The contractor has not been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, including but not limited to, classification of employees, unemployment insurance, discrimination, or payroll fraud. If the contractor has been the subject of any investigation, order or judgment from any state or federal agency or court concerning an employment practice, the contractor must provide copies of the investigation, order or judgment and/or may be disqualified.
- k) The contractor's employees who will perform work on the project are:
 - i) Covered under a current workers' compensation policy; and
 - ii) Properly classified under such policy.
- l) The contractor's employees who will perform work on the project have the health insurance coverage required by the federal Affordable Care Act.
- m) The contractor possesses all applicable professional and trade licenses required for performing the public works.
- n) The contractor has adequate financial resources to complete the public works contract, as well as all other work the bidder is presently under contract to complete.
- o) The contractor is bondable for the terms of the proposed public works contract.
- p) The contractor has a record of satisfactorily completing at least five projects of similar size and complexity within the last five years. Criteria which will be considered in determining satisfactory completion of projects may include, but are not limited to:
 - i) Completion of contracts in accordance with drawings and specifications;
 - ii) Diligent execution of the work and completed contracts according to the established time schedules unless extensions are granted by the owner; and
 - iii) Fulfilled guarantee requirements of the contract documents.
- q) The contractor has, and diligently maintains, a written safety program.
- r) The contractor has not received a serious, willful or repeated violation from OSHA in the last ten years.

s) The contractor has written substance abuse prevention program meeting the requirements of Wis. Stat. §103.503 and maintains records demonstrating that it conducts the random, reasonable suspicion and post-incident drug and alcohol testing required by Wis. Stat. §103.503(3).

4) Additional Information and No Restriction on Discretion. In the event the contractor is currently under consideration for debarment as described in section 3, or is under investigation for, or has been charged with, any violations regarding matters described in section 3, or if any action or proceeding is pending which might result in a limitation upon, or revocation of, any license required to perform the public construction contract, the contractor, shall provide an explanation of facts, circumstances and allegations involved in such matter at the time of submission of its bid. The City will review any such information provided and will also review any other information it discovers related to any matter bearing on the contractor's qualifications and capacity and competence to do the work and determine whether such information is sufficiently reliable and relevant to demonstrate the contractor is not responsible to perform the public construction project.

5) Affidavit of Compliance. The general or prime contractor bidding on a public works project must include in its sealed bid:

- a) its own affidavit swearing compliance with each of the criteria set forth in section 3 on the form required by the City; and
- b) an affidavit swearing compliance with the criteria set forth in section 3 on the form required by the City from every subcontractor at any tier who will perform work on the project.
- c) an affidavit swearing to the information required by section 4.

Failure to submit the required affidavits prior to the opening of bids, or providing any materially incorrect, false, or misleading information shall automatically disqualify the contractor's bid.

SECTION II All ordinances, or parts of ordinances, in conflict herewith are hereby repealed.

SECTION III This ordinance shall take effect upon passage and publication.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request by Alderperson Cattnach to reconsider the City's overnight parking ordinance (2021)
3. Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12th St S and Chestnut St.~~

The minutes of the Human Resources Committee meeting held on February 10, 2022 will be distributed at the Common Council meeting on February 15, 2022.

ENGINEERING DEPARTMENT – January 2022

Misc.

- 16 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (1), excavating (5), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (10)
- 26 Diggers Locates for Storm Sewer & Sanitary Sewer as of 1/26/2022 (1 Emergencies)
- Degradation fees
 - degradation fees this month
 - \$2,745.90
- Transportation Utility Database – the database and account verification is nearly complete. The last set of city verified changes is being sent to RaSmith by 2/4/2022.

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – review is ongoing
 - 10/14/2021 - Sampson St and Grove Ave. Study is complete. Signs were installed before Christmas
 - 10/14/2021 - Two Mile and 1st St S – review is scheduled
 - Chestnut St centerline striping – reviewed at Public Works
 - 4/20/2021 – 12th St and Chestnut St. Study is complete. Sign approved.
- ITS Standalone Signal Grant
 - The city staff requested proposals from consultants to be reviewed at the Public Works Committee in February.
 - City received a State / Municipal Agreement on 8/30/2021. The agreement is fully signed.
 - The City was noticed via email on 2/1/21 that the \$534,600 grant was approved. Submitted a Standalone Signal Grant through the WI DOT the following intersections along the Expressway: Chase St, W Grand Ave, High St. Results are expected in November of 2020.
- Signal complaints
 - 8th St sign bridge at Chestnut St fell and needs replacing – A new pole has been ordered and will be installed when the weather breaks.
 - Ped Crossing at 1st St N and E Jackson St was not lighting up. WWLC investigated and the power was turned off when the Christmas lights were turned off. Power is restored and the sign is working properly.
 - Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.
 - 12/22/2021 – 8th St and Pepper Ave NB & SB Left Turn Arrow Malfunction. This was determined to be a camera detection issue. Gridsmart technician verified and corrected the issue.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – Construction is substantially complete as of January 8th, 2022. A final walk-thru is scheduled for early February. Bid opening was October 5th with Ameritrack being the low, qualified

bidder at \$792,705.00 base bid. 3 bidders supplied numbers with the 2nd lowest bid at \$1,030,345.00.

Maintenance Projects

- Concrete Joint Sealing –
- Sidewalk Concrete Cutting (Safe Step) – **preparing RFP documents for 2022**
- Sidewalk and Curb & Gutter Maintenance – **preparing RFP documents for 2022**

2021 Reconstruction Projects (to be completed in 2022)

- **DOA/Lyon Park Levee – The DNR provided further questions on December 3rd, 2021 with the City's formal reply on December 10th. A meeting was held on January 26th, 2022 and little to no concerns remain from the DNR and they should be issuing a permit soon.** The DNR requested additional information which was provided on October 20th. Met with the DOA on July 15th to do a preconstruction walk-thru. Plans were modified after the walk-thru. City Floodplain Permit Application was also prepared. Flood modeling along the Wisconsin River near the roundabout and the DOT office building – GEI has completed the modeling report and a flood plain zoning permit application has been submitted. Plans are complete. The DOA and City crews are reviewing the final plans. A DNR permit application is being applied for in July. Construction is expected to occur in late summer / fall of 2021.

2022 Reconstruction Projects

- Design for 2022 Projects
 - **This month final permit applications were reviewed and prepared for submission, comments from St Dpt and Utilities were reviewed and considered, minor plan adjustments were made along with Quality Control / Quality Assurance reviews.**
 - Fremont St – 13th to 14th Ave design - 99% complete
 - W Jackson St – Expressway to Jackson St Bridge – 100% complete
 - Fremont St – 7th to 10th Ave design is 99% complete
 - 9th Ave N (8th Ave N to Fremont St) – 99% complete
 - Smith St (Railroad to Riverview Dr) – 99% complete
 - Cherry St (Riverview Dr to 1st St N) – 99% complete
 - Rosecrans St (9th Ave N to east dead end) – 50% complete

2022 Contracts

- **Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting is being scheduled in February.**
- **Crushing Contract – 90% (anticipate advertising bids January 31st)**
- **Asphalt Contract – 40% (Quantity Take-off occurred in January, advertise by February 11th)**
- **Concrete Contract – 40% (Quantity Take-off occurred in January, advertise by February 11th)**

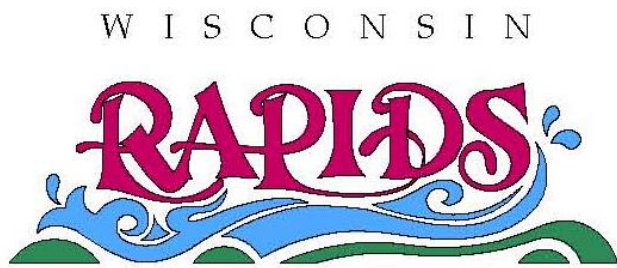
2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - Apricot St and Broadway St – 100%

- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
 - **Oak St (E Jackson St to 16th St) – 10%**
 - **Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design**
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - **Apricot St and Broadway St – 50%**
 - **Geotech work was complete by Nov. 15th. Waiting on report.**
 - Design goal for 2023 project designs - have Oak St, 9th St S and Apricot/Broadway complete in August of 2022 coinciding with budget preparations. This would equate to having 90% of the 2023 projects complete by the end of August 2022.

Storm Water Utility

- **Annual MS4 Report to be submitted by March 31st.**
- Total Maximum Daily Load requirements are being reviewed and staff are putting together a recommended path forward.
- Storm Sewer Outfall testing -
- **Storm Utility Billing Updates – Final adjustments from 12/31/2021 will be complete in early February and then sent to WWLC.**
- One Mile Cr. – MSA submitted a draft plan set for review. City staff will review early December. Only three residents have signed the Permanent Limited Easements. City is working on completing the application for the dredging component of the project which could occur in winter. MSA stated the plans for the dam removal and dam rehabilitation are around 90% complete. MSA completed final surveying / inspection work on the dams in mid-June. They are coordinating a draw down with the DNR. Inspection is expected to occur in mid-June. Council approved 2/16/21 moving forward with dredging both the lower and upper ponds, and utilizing MSA for design of the lower dam repair & upper dam removal. Property owners are aware of this decision. Engineering Dpt. is requesting a proposal from MSA for design and permitting work related to the lower dam rehabilitation. Discussed at Public Works on 11/10/20 – no decisions were made. A resident meeting was scheduled with property owners on October 16th with requested feedback from property owners on Oct. 26th.



PUBLIC WORKS DEPARTMENT

1411 CHASE STREET
WISCONSIN RAPIDS, WI 54495
(715) 421-8218 FAX (715) 421-8281

January 2022

Refuse and Recycling

- Garbage Collection Estimate 349 tons
- Recycling Collection Estimate 102 tons
-

Public Works Maintenance

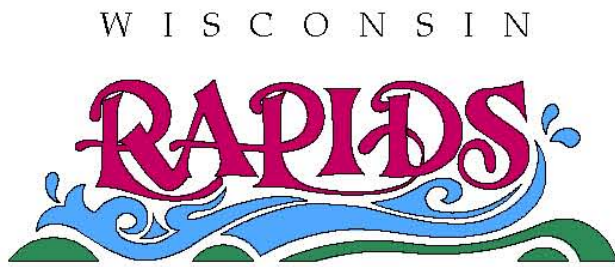
- Provided Christmas tree pickup
- Cleared R/W in areas that trees were hanging out into roadway and hitting vehicles
- Plowed/ Salted five snow events of 3" or less.
- Picked up and stored all Christmas Decorations for the season
- Cleared city common areas from dead trees December wind
- Started service and or replacement of small engine tools (String trimmers, chain saws, brush saws and cut off saws)
- Serviced Dewatering pumps
- Service, Construction Dozer and Street Sweeper
- Reviewed 2022 Construction plans
- Fixed fence along Expressway in three spots damaged by wind and vehicle hit
- Picked up brush piles from December wind gusts
- Filled sand barrels
- Cut brush on West River bank
- Moved and built book shelves for the Library
- Painted walls and installed new ceiling tiles in front and office entry of City garage
- Turned compost at East and Westside compost
- Rented Asphalt Cold planner to remove high spots on expressway and various other locations where Concrete and Asphalt roads meet
- Inventory castings
- Cleaning and organizing building as time allows

Paint and Signs

- Christmas Decorations and Banners removed along Grand Ave and throughout the downtown and stored for winter
- Started off season equipment maintenance
- Started Parking Ordinance sign replacement
- Assisted with snow removal operations
- Repaired damaged signs from accidents and wind
- Training new employee to area
- Refaced polling place sign for election

Shop and Repairs

- Multiple repairs to snow fighting equipment after an event
- Hard surface excavator bucket
- Multiple big truck services
- Buildup frame for Loader snowplows
- Relined Garbage truck in high wear area
- Police Car maintenance
- Airport tractor fuel pump issues
- Belt Change on V-box spreader



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TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
DATE: January 2022

Report:

Collections

- In January, collections system staff televised 5,700 ft. of sanitary sewer, root cut 1200 ft., and flushed 150 dead ends and high points, to insure proper conveyance of the sanitary system.
- Collections staff also investigated 3 sewer laterals from residents, and helped the street department clean catch basins in the city garage.
- The extreme cold causes the vac truck nozzles to freeze, because of this, staff spent time doing fleet maintenance.

Operations/Maintenance

- All effluent parameters averaged single digits in January.
- End of the year reports were submitted to the DNR that included, sludge characteristic reports, sludge disposal reports, and Mercury pollution minimization program reports.
- Maintenance staff at the WWTF responded to several plant issues including: fixing a leaking heat exchanger, replacing a gear box on our sludge conveyor, replacing a motor on the Rotary Drum polymer mixing skid, replacing a radiator heat pump for the biogas generator.
- Maintenance and collections staff cleaned the Westside lift station wet well.
- The frigid temperatures on January 21, caused some power outages and communication issues with some of the lift stations. The on call operator and maintenance worked on getting communications up and running.
- Due to the cold, staff spent time cleaning buildings.
- Exceptional Quality Class A biosolids are available for local residents and companies to come and take for their use as state certified commercial fertilizer!



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

"Commitment to Excellence"



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council

From: Todd Eckes, WRFD Interim Fire Chief

Date: February 3, 2022

RE: Monthly Summary for January 2022

WRFD meetings, events, training, and notable calls for the month of January:

- Police and Fire Commission meeting
- Finance and Property meeting
- Common Council meeting
- Officers meeting
- Public Education Meeting
- First Cadet Training
- Wood County Fire Chiefs meeting
- North Central Fire Chiefs meeting
- All three crews completed CPR & ACLS Training
- 4 Management Staff attended media Training in Pittsville
- Attended both Bi-weekly Building addition meetings
- Crews received Weapons of Mass Destruction Training
- December 13th EMS Intern started on Crew 1
- Attended tow local High Schools for Recruitment presentations
- 2 members helped Rhinelander Fire Department with their Officer Assessment center

WRFD Notes:

January Anniversaries: Todd Eckes 15 Years



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

"Commitment to Excellence"



WRFD Notes:

January started out with a large increase in COMD responses, which in turn means a large increase in call volume. By January 17, we were averaging just shy of 16 calls a day and ended the month at 444 calls for the month. COMD calls not only increase call volume but also bring with them longer responses from extra necessary disinfecting and a large increase in cost per transport due to the extra equipment used such as Personal Protective Equipment. COMD outbreaks also bring with them members testing positive due exposure both at work and off work. In return, it drives the cost of Overtime up from replacement workers for those affected.

On January 12, WRFD rolled out the Fire Cadet program that we had been working on for the last few months. This is a recruitment tool where we visit local high schools recruiting students to experience the job of a Fire fighter/Medic. We started the program with 6 students that will meet once a month for two hours and receive training that will give them a real-time view of the industry. We have collaborated with MSTC and the Fire Academy that will start in the fall. These students have the opportunity to be a part of that program, further enhancing their experience with the hope that it excites them enough to look at career in Fire & EMS and maybe someday be a member of WRFD. Earlier this fall we visited Lincoln high school and spoke with interested students. Most recently, we visited Pittsville High School on January 25 and Nekoosa High School on January 27. Port Edwards and Assumption are in the very near future.

Our changeover to a new billing service continues with three phone call meetings trying to upload all necessary information and documentation for them to bill on our behalf. It is early in the process but it appears that Life Quest will be able to do much more for us about tracking and processing of the billing side EMS. There are categories they can work with us on to improve that billing process and improve our returns on collectibles. They are also very willing to train with our members to help improve our report writing to include key words that will help with the better returns on our collectibles. One more caveat they are working with us on, is a comparison of our Ambulance fee schedule to do an analysis of the comparable services in the state to make a rational decision on any needed changes with our ambulance rates that we use to bill the patients that we transport and care for.

Lastly, the construction continues with the addition/Renovation. Everything is still on schedule. The exterior is complete except for the shingles, with that slated to begin late this week or early next. Interior walls are completing and the electrical, plumbing, heating & ventilation are hard at work on the inside. Some drywall on the ceiling is complete with the walls scheduled to complete end of the second week of February. Move in date to the new addition is still on track for end of March early April as scheduled. Contractors will then move into Phase II, which is renovation of the existing Station scheduled for completion mid to late July.



Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

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WRFD JANUARY 2022 MONTHLY RESPONSE REPORT

Type of Emergency	January 2022 Responses	Total # of 2022 Responses	January 2021 Responses	Total # of 2021 Responses
EMS 911	411	411	268	268
EMS IFT	7	7	19	19
COMMUNITY PARAMEDICINE	0	0	1	1
FIRE	2	2	2	2
EXPLOSION (No Fire)	0	0	NA	NA
HAZARDOUS CONDITION	2	2	3	3
SERVICE CALLS	4	4	6	6
GOOD INTENT	9	9	NA	NA
FALSE ALARMS/WEATHER	9	9	8	8
TOTAL CALLS FOR SERVICE	444	444	307	307

Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 200 Series: Overpressure, Rupture, Explosion, Overheat (*No Fire*)
- Fire 300 Series: Rescue & Emergency Service Incident (*Motor vehicle accident, EMS Calls*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 600 Series: Good Intent (*Dispatched and cancelled, Citizen needs help*)
- Fire 700/800 Series: (700) False Alarms (800) Severe Weather/Natural Disasters

Runs by District	January 2022	2022 Totals	January 2021	2021 Totals
Wisconsin Rapids	335	335	271	271
Saratoga	29	29	19	19
Village Port Edwards	15	15	8	8
Village Biron	16	16	6	6
Town of Port Edwards	8	8	NA	NA
Nekoosa	30	30	NA	NA
Cranmoor	2	2	NA	NA
Mutual Aid Given	9	9	2	2
Mutual Aid Received	0	0	1	1
TOTALS	444	444	307	307

Confined Space Stand-by	January 2022	Total # 2022	January 2021	Total # 2021
TOTALS	37	37	11	343

MINUTES

McMillan Memorial Library
Finance Committee
January 4, 2022

DRAFT

Subject to
Approval

Chairperson Feith called the meeting of the McMillan Memorial Library Finance Committee to order at 4:09 p.m.

Ms. Feith established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Susan Feith, Craig Broeren and William Clendenning

Absent: Kim Heniadis and Andrea Galvan

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Eric Montag

A motion to approve the Minutes of the December 9, 2021 meeting was made by Mr. Clendenning, second by Mr. Broeren. Motion carried.

Ms. Feith spoke with the Mayor on engagement with the City regarding the future budget cycle. Discussion followed. The Mayor will follow up with the committee. Further discussion will take place at a future meeting.

Ms. Feith opened discussion on Board consideration of a 501(c)(3) status for Endowment Funds. Attorney Flanagan will attend the Library Board meeting on January 19, 2022. Discussion followed.

Ms. Feith open discussion on the Policy Review and Development – Financial Procedures. Disposal of items is one topic for future discussion. Accounts payable and other policies and procedures will also be discussed at a future meeting.

Old Business: Ms. Feith requested a Learning Futures Surplus Property list. Expansion of grant writing and programming statistics requested. Documentation and Learning Futures grant follow-up requested. Discussion followed.

A motion to adjourn was made by Mr. Broeren, second by Mr. Clendenning. Motion carried and the meeting adjourned at 4:45 p.m.

The next meeting of the Finance Committee will be held on February 1, 2022 at 4:00 pm.

Respectfully submitted,
Vicki Steiner, Secretary

McMillan Memorial Library
Personnel Committee Minutes
January 5, 2022

DRAFT

Subject to
Approval

Chairperson Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:00 p.m.

Mr. Kellogg established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Scott Kellogg, Craig Broeren, Susan Feith, and Karen Schill

Absent: Ryan Austin and Andrea Galvan

Others in attendance: Eric Montag, William Clendenning, and Kim Heniadis.

Administration: Andrew Barnett and Vicki Steiner

A motion to approve the Minutes of the December 1, 2021 meeting was made by Mr. Broeren, second by Ms. Schill. Motion carried.

Mr. Kellogg reviewed the process for evaluation of the library director. Mr. Barnett's self-evaluation was sent to committee members. A copy of chapter TE6 from the Public Library Trustee Manual on the evaluation a director and the current Plan of Service will be used. Discussion followed. A tentative sample of a staff and Board evaluation questionnaire will be brought to the next meeting.

Mr. Kellogg opened discussion on the evaluation of wage comparisons with other libraries. Discussion followed. Ms. Feith will talk with the SCLS staff to develop a list of libraries to use as comparisons.

Mr. Kellogg opened discussion on reviewing employee job descriptions and the employee evaluation process. Discuss followed. Further discussion will take place at the next meeting.

Mr. Kellogg opened discussion of a review of the Employee Handbook. Further review will take place at a future meeting.

Items for next agenda:

Employee Job Descriptions

Review process for the Director Evaluation

Staff Evaluation Process Review

Wage Compensation and Classification Study Update

Review Employee Handbook

A motion to adjourn was made by Ms. Schill, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:25 p.m.

The next meeting of the Personnel Committee will be held on February 2, 2022 at 5:00 pm.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
January 19, 2022

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Eric Montag, Doug Machon, William Clendenning, Ryan Austin, Karen Schill, Susan Feith, and Elizabeth St. Myers

Absent: Craig Broeren and Scott Kellogg

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Grant Diable of Miron Construction and Alexandra Ramsey from Engberg Anderson.

President Galvan introduced new Board member Elizabeth St. Myers and welcomed her to the Board.

CORRESPONDENCE: There were no items of correspondence.

MINUTES: **A motion to approve the Minutes of the December 15, 2021 Library Board meeting was made by Mr. Clendenning, second by Mr. Austin. Ms. Feith requested an amendment to the Minutes to include a copy of the December 9, 2021 Finance Committee meeting minutes and signed copy of the banking resolution be included in the permanent Minutes book. Minutes to be approved as amended. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for December 30, 2021 and January 2022 were presented. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Austin, second by Mr. Machon. Motion carried.**

Ms. Feith noted that the signed banking resolution was taken to WoodTrust Bank after the December Board meeting and a copy of the approved Minutes will be taken over following this meeting. Rebalancing of the portfolio has taken place.
Agenda item 7 with Attorney Flanagan will be postponed until the February Board meeting.

LEARNING FUTURES PROJECT Mr. Diagle opened discussion on the flooring issue related to the sliding doors for the Makerspace and meeting room. Ms. Ramsey explained the problem and possible solutions. Mr. Diagle has approved a change order to resolve this issue.

DIRECTOR'S REPORT:

Library Use and Events – Continuing programs include Family Fun kits, virtual yoga, Book Bingo, Lego Builder competition, anime series and Write Night. Coming up: Snowshoe walk at Powers Bluff, Red Cross blood drive and a display from the Wisconsin Historical Society (<https://www.mcmillanlibrary.org/shoulders>). Pre-Covid hours will resume January 31.

Building & Grounds – New display shelves for the Skylight Lounge are being installed. New shelf ends for the Adult Fiction and Non-Fiction will be arriving soon. Work to improve the HVAC in the theater is starting soon. Library and City staff have done exceptional work in moving the shelves and books.

Learning Future Update

- Sliding doors for Meeting Room and Makerspace. Installation is proving a problem. **This will probably result in a change order, which should be ready for the Board meeting.** With the approval of the committee chair, this will come directly to the Board.
- Makerspace epoxy floor. This is resolved and can be installed in a couple weeks, though it will have to wait for the sliding door issue to be dealt with.
- Hearing assistance in the theater. Since a floor-based loop was not possible within our time frame, a proposal for an ADA compliant broadcast system is pending.
- Theater carpet and backstage flooring are finished.
- Theater seating. Will be delivered and installed Jan 24-26. Prep work will start 1/19.
- Furniture delivery is ongoing. The bulk has arrived.
- Grand opening. We are having a soft opening, since the Upper Level is already full of books. An event and ribbon cutting should be planned for April (e.g. April 7 or 21). Should staff / committee / combination plan the Grand Opening?
- A proposal for donor recognition is being prepared. Which committee should this be presented to?
- We expect a final accounting of donation / expenditures and reports to major donors will be completed before April 30.

Miscellaneous – We are finalizing our onboarding into the YOUmedia Learning Labs network (<https://youmedia.org/>). McMillan produced 195,000 kWh in 2021, while using 259,000. Our usage was affected by Covid and construction, but production matched last year's. Administrative Services Manager Vicki Steiner's last day will be April 30.

A Grand Opening Planning Committee was discussed. **A motion to have the president appoint a grand opening celebration committee was made by Mr. Machon, second by Mr. Montag. Discussion followed. Motion carried.** YOUmedia Learning Labs update was presented.

COMMITTEE REPORTS:

Mr. Montag reported on the ad hoc committee meeting held prior to the Board meeting. Minutes of the September 27, 2021 meeting were approved. The donation contract with Solarus was discussed. The committee recommends approval of the agreement with the opportunity to discuss the signage so it is consistent with other signage and colors. (copy attached to Minutes)

Delete "no less than 10 years," note that "life of the facility" means Makerspace not the Library, and change date on second line to 2022. **A motion was made by Mr. Montag to approve the Donation Agreement with Solarus as amended, with design of signage determined at a future date, second by Mr. Clendenning. Motion carried.**

Mr. Montag reported on the Services Committee meeting held on December 14, 2021. Minutes of the November 9, 2021 meeting were approved. Mr. Montag noted changes to the Meeting and Study Room Use Policy incorporating changes advised by the committee. Discussion followed. **A motion was made by Mr. Montag, second by Mr. Austin, to send the policy back to committee for further review. Motion carried.**

Ms. Feith reported on the Personnel Committee meeting held on January 5, 2022. Minutes of the December 1, 2021 committee meeting were approved. Consistent Job descriptions listed in hierarchal order and the process for review of staff and evaluation of the Library Director were discussed. A compensation and classification study was discussed. Review of the Employee Handbook will take place at a future committee meeting.

Ms. Feith reported on the Finance Committee meeting on January 4, 2022. Minutes of the December 9, 2021 meeting were approved. Discussions with the City on future budgets, a 501(c)(3) foundation, financial procedures and policy review and development, surplus property, grant writing, and having Attorney Flanagan attend the Board meeting to discuss 501(c)(3) options were discussed.

Mr. Broeren shared policies from the school district for review.

OLD BUSINESS: There were no items of Old Business to bring before the Board.

NEW BUSINESS: Mr. Galvan opened discussion on the search for a new Library Director. Discussion followed. Guidance for the February 2, 2022 personnel committee meeting should include a review the director job description and job ad to publicized following the February 16, 2022 Board meeting. Persons interested in serving on the director search ad hoc committee are Eric Montag, Ryan Austin, Susan Feith, Andrea Galvan, Elizabeth St. Myers, Kim Heniadis. Scott and Craig if interested.

INFORMATION REQUESTS:

Documents on grant requests, volunteer hours, and a 2021 surplus property report were made available. Going forward, surplus property will be brought to the board along with books to be disposed of.

A motion to adjourn was made by Mr. Clendenning, second by Mr. Montag. Motion carried and the meeting adjourned at 6:44 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on February 16, 2022 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 12, 2022
7:30 A.M.

1. Call the meeting to order.

Commissioner Haasl called the meeting to order at 7:30 a.m.

2. Roll call.

Present by videoconferencing was Commissioners Albrecht and Haasl. Present in person at City Hall were Commissioners King and Yonkovich; and Mayor Shane Blaser, Sue Schill, Alderperson Jay Bemke, Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski, Interim Fire Chief Todd Eckes, Justin Pluess, Nikkilas Wix, Derek Matykowski, Trent Aldrich, Matt Feder and Ben Goodreau.

3. Approve the December 8, 2021 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the December 8, 2021 meeting minutes. Motion carried.

4. Discuss the monthly report and activities of the Police Department with the Police Chief.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to approve the report of the Police Department. Motion carried.

5. Discuss the monthly report and activities of the Fire Department with the Fire Chief.

A motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve the report of the Fire Department. Motion carried.

6. Discuss the process for recruitment of new Fire Chief, due to the retirement of Fire Chief Scott Young.

A motion was made by Commissioner Albrecht, seconded by Commissioner Haasl, to approve the proposal from McGrath Consulting Group, Inc. for Assessment Center Testing at a cost of \$7,500. Motion carried with Commissioner Yonkovich voting in the negative.

7. Establish date for next meeting and discuss items for inclusion in next agenda.

The next monthly meeting will be held on February 9, 2022 at 7:30 a.m.

8. The Commission will 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."

In closed session, the Commission may consider employment for a public employee.

A motion was made by Commissioner Albrecht, seconded by Commissioner King, to go into CLOSED SESSION pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion,



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 12, 2022
7:30 A.M.

compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. Commissioners Albrecht, King, and Haasl voted in the affirmative; Commissioner Yonkovich abstained. Motion carried.

Present in the closed session were Commissioners Albrecht, Haasl, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Alderperson Jay Bemke. Interim Fire Chief Todd Eckes and Justin Pluess were invited into a portion of the closed session.

In closed session, the Commission discussed the employment of a public employee.

9. The Commission will adjourn in closed session.

A motion was made by Commissioner Haasl, seconded by Commissioner King, to adjourn in closed session. Motion carried.

Respectfully Submitted,
Lee Albrecht, Secretary

Regular Meeting of the Water Works and Lighting Commission
Wednesday, January 12, 2022

There were present:

Commissioner John Bergin
Commissioner John Harper
Commissioner Rick Merdan
Commissioner Tom Nowak
Commissioner Jay Bemke

Also in attendance: Jem Brown, Roxanne Gronske, Todd Weiler, Jeff Kuhn, Dale Scheunemann, Matt Stormoen, Tyler Sneed, Shawn Reimer, Lynn Schroer, and Jason Warren.

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held December 8, 2021

There was a motion made by John Harper, seconded by John Bergin, and carried to approve the minutes of the Regular Commission Meeting held on December 8, 2021, and to place them on file. There were no nay votes recorded.

2.2 Special Commission Meeting held December 17, 2021

There was a motion made by Jay Bemke, seconded by Rick Merdan, and carried to approve the minutes of the Special Commission Meeting held on December 17, 2021, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 2022 budgeted bucket truck replacement

Jason Warren explained that over the past two years we have seen costs and build times increase from 250 days to almost 1½ years. With that in mind Jason presented the quotes for the bucket truck/aerial that was included in the 2022 electric department capital budget.

After a lengthy discussion, and based upon staff recommendation, there was a motion made by John Bergin, seconded by Rick Merdan, and carried to award the bid from Terex Utilities in the amount of \$244,626.00. There were no nay votes recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the safety committee minutes and safety coordinator's monthly report. Upcoming bloodborne pathogen training was also discussed.

4.2 Line Superintendent's Report

This report was reviewed and December were discussed. John Bergin wished to thank Josh and his crew for the great job they did restoring power after the December 15th wind storm.

4.3 Water Department Operations Report

This report was reviewed and December water projects were discussed. Dale stated that in December we had 3 water main breaks. Water main breaks especially at this time of the year happen as the ground shifts due to the colder weather and the frost dives deep into the ground.

4.4 Customer Support Supervisor's Report

This report was reviewed and water disconnections were discussed.

4.5 Director of Finance's Report

This report was reviewed and the financial statements/investment reports were discussed at length. Jeff was asked to explain what the degradation fee is that the City has started to charge WW&LC for in 2022.

4.6 Information System's Administrator's Report

This report was reviewed and December projects were discussed. Matt stated he continues to work on the cyber security/multi-factor authentication project and hopes to have it completed by February 1st.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn has been working with Mariani regarding their newly purchased cold storage facility. These discussions led to the most effective ways to eliminate peak demands during their normal seasonal months as well as quarterly maintenance shutdowns and start-ups.

4.8 Electrical Engineer's Report

This report was reviewed. Tyler has been working on an Uninterruptible Power Supply (UPS) inventory management database and replacement program.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd stated that in 2021 traffic lights at 4 intersections in the city were upgraded with new GridSmart vehicle detection cameras.

4.10 General Manager's Report

This report was reviewed and discussed. Jem stated that MEUW added a new position of Manager of Legislative and Regulatory Affairs.

5. Review of accounts payables

A listing of all invoices and checks covering December was provided to the commission for review.

6. Adjourn

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to adjourn at 1:53 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

City of Wisconsin Rapids Ethics Board

Meeting Minutes

Date: Tuesday, February 1, 2022 at 4:30 p.m.

Location: First Floor Conference Room at City Hall

Members Present: Robert Teeselink, Eric Daven, Dan DeRoche, Lee Gossick, William Menzel and Renee Fischer

Members Absent: Alderperson Jake Cattnach and Alderperson Matt Zacher

1. Meeting called to order at 4:32 p.m. by Vice-Chairman Teeselink
2. No new business
3. The minutes of the last meeting from September 21, 2021 were presented. Motioned by Menzel, seconded by Fischer, to approve the minutes, motion carried.
4. The 2021 Year-End report was reviewed. Motioned by Fischer, seconded by Menzel, to approve the report, motion carried.
5. Elections of Officers
Motion by DeRoche, seconded by Gossick to nominate Teeselink as Chairman, motion carried.
Motion by Daven, seconded by Menzel to nominate DeRoche as Vice Chair, motion carried.
Motion by Teeselink, seconded by Fischer to nominate Daven as Secretary, motion carried.
6. Next meeting set for September 20, 2022 @ 4:30 p.m. in the first floor conference room of City Hall.
7. Meeting adjourned at 4:38 pm

Eric Daven
Ethics Board Secretary