



MINUTES
MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, February 16, 2021
6:00 P.M.
VIA REMOTE VIDEOCONFERENCE

A meeting of the Wisconsin Rapids Common Council was held via remote videoconferencing on Tuesday, February 16, 2021, at 6:00 p.m. Because of the pandemic, the public was unable to attend this meeting in person; however, 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.

Present in the Council Chambers at City Hall were Mayor Blaser and Alderpersons Veneman, Kellogg, Kubisiak, and Bemke. Alderpersons Zurfluh, Koth, and Rayome appeared via videoconference. Also present in the Council Chambers were Sue Schill, Tyler Mickelson, Jennifer Gossick, Craig Broeren, and Dennis Polach. Kyle Kearns, Joe Terry, Chief Blevins, Ryan Hartman, Tim Desorcy, and Joe Eichsteadt appeared via videoconference.

1. Call to Order

Mayor Blaser called the meeting to order at 6:05 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present, except Jake Cattanach, who was excused:

Joe Zurfluh (via videoconference)
Dean Veneman
Scott Kellogg
Tom Rayome (via videoconference)
Steve Koth (via videoconference)
Thaddeus Kubisiak
Jay Bemke

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. Due to the temporary vacancy in District 6, discussion regarding whether to appoint a temporary replacement, and possible consideration of an appointment to temporarily fill the District 6 aldermanic vacancy

It was moved by Bemke, seconded by Kubisiak to appoint Dennis Polach to temporarily fill the District 6 aldermanic vacancy. Motion carried, 6 ayes, 1 nay and 1 abstention, with Rayome voting in the negative and Koth abstaining.

City Clerk Jennifer Gossick administered the oath of office for Dennis Polach, who then took his place on the Council. Mayor Blaser appointed Alderperson Polach to the Public Works Committee

5. Reading of the Minutes of the Previous Meeting held on January 19, 2021

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

6. Update from School Superintendent Craig Broeren on School District Referenda Questions

School Superintendent Craig Broeren gave an update on School District Referenda Questions.

7. Consider a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic

It was moved by Kubisiak, seconded by Veneman to approve a Resolution Extending the Emergency Declaration Proclamation Regarding the COVID-19 Pandemic. Motion carried, 8 ayes and 0 nays. Resolution No. 4 (2021)

8. Consider for adoption a Special Ordinance Annexing Territory to the City Wisconsin Rapids, based upon a petition for direct annexation by unanimous approval from Wisconsin Rapids Public Schools, of approximately

4.094 acres from the Town of Grand Rapids, located at an unaddressed parcel on Grove Avenue, East of 16th Street South (Town Parcel ID 0700640), and to temporarily zone the parcel Institutional District (I-1) It was moved by Bemke, seconded by Kellogg to approve a Special Ordinance Annexing Territory to the City Wisconsin Rapids of approximately 4.094 acres from the Town of Grand Rapids, located at an unaddressed parcel on Grove Avenue, East of 16th Street South (Town Parcel ID 0700640), and to temporarily zone the parcel Institutional District (I-1). Motion carried, 8 ayes and 0 nays. Ordinance No. 1282

9. Consider for Adoption the Actions of the Planning Commission at its meeting held on February 1, 2021:

Date of Meeting: February 1, 2021

Report #1

Reported to Council: February 16, 2021

The Planning Commission met at 4:00 p.m. on February 1, 2021 within the Council Chambers at City Hall and via remote audio conferencing. Due to the pandemic, social distancing guidelines and masks were required for in-person participation. Members present included Chairperson Shane Blaser, Jay Bemke, Shane Burkart, Lee Thao, Daniel Hanson, Tom Brey, and Susan Feith. Others in attendance were Alderperson Thomas Rayome, Larry Koopman, Tom Altman, Ryan Erdman, and Craig Broeren.

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

1. Approval of the reports from the January 4 and January 19, 2021 Plan Commission meeting

Motion by Bemke, second by Hanson to approve the reports from the January 4 and January 19, 2021 Plan Commission meeting. Motion carried (7 – 0)

2. **PLAN-21-0036; Lambert-Lee & Associates** – request for Certified Survey Map approval for the creation of two lots, located at 4420 Ridgeview Lane (Parcel ID 3414540)

Motion by Feith, second by Hanson, to approve the request for a Certified Survey Map for the creation of two lots, located at 4420 Ridgeview Lane. Motion carried (7 – 0)

3. **PLAN 21-0038; Department of Public Works** – request for Certified Survey Map approval for the creation and purchase of two outlots and the dedication of property as public road right-of-way, located at 2321 Jefferson Street (Parcel ID 3400755)

Motion by Blaser, second by Bemke, to approve the request for a Certified Survey Map approval for the creation and purchase of two outlots and the dedication of property as public road right-of-way, located at 2321 Jefferson Street. Motion carried (7 – 0)

4. **PLAN-21-0032; Wood Trust Bank** – request for an architectural review to perform façade improvements to the building at 181 2nd Street South (Parcel ID 3408123-3), which falls within the Downtown Design Overlay District

Staff recommended approval of the request, excluding the limitations outlined in condition #2 of the staff report pertaining to the prohibition of dark, frosted, or tinted glass on the first-floor elevations.

Motion by Bemke, second by Feith, to approve the façade improvements to the building at 181 2nd Street South subject to the following conditions:

- a. Window framing/trim shall match in color to the bronze ACM panels; an anodized aluminum frame shall be permitted.
- b. Minor modifications to the façade improvements can be approved by the Community Development Department.

Motion carried (7 – 0)

5. **PLAN-21-0027; Wisconsin Rapids Public School District** – request to consider a petition for direct annexation by unanimous approval of approximately 4.094 acres from the Town of Grand Rapids, located at an unaddressed parcel on Grove Avenue, East of 16th Street South (Town Parcel ID 0700640), and to temporarily zone the parcel Institutional District (I-1).

A Commission member asked about the future of Grove Avenue to which staff responded.

Motion by Brey, second by Blaser to accept the request to consider a petition for direct annexation by unanimous approval of approximately 4.094 acres from the Town of Grand Rapids at the unaddressed parcel (Town Parcel ID 0700640) and to temporarily zone the parcel as Institutional District (I-1). Motion carried (7 – 0)

6. **PLAN-20-1020; Wisconsin Rapids School District** – Site Plan Review and Architectural Review to expand the outdoor recreational facilities at 1801 16th Street South (Parcel ID 3414751)

Motion by Brey, second by Burkart, to approve Site Plan Review and Architectural Review to expand the outdoor recreational facilities at 1801 16th Street South, subject to the following conditions:

- a. The site plan review approval shall only apply to those lands within the City of Wisconsin Rapids. However, if annexation of adjacent property occurs prior to the construction of improvements, this review approval shall extend to such annexed lands as shown.
- b. Applicable building and stormwater permits, state and local, shall be obtained.
- c. The applicant shall submit an updated landscaping plan meeting the total landscape point requirement and properly placing street frontage landscaping, to be reviewed and approved by the Community Development Department.
- d. A minimum 5-foot parking lot setback shall be required from the street front property line.
- e. Lights for the outdoor recreational facility shall be turned off no later than one hour after an event.
- f. Any large refuse storage shall be enclosed and constructed of brick or metal panels matching the concession and press box building(s).
- g. The Department of Public works shall review and approve the driveway for the parking lot expansion.
- h. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.



Motion carried (7 – 0)

7. **Public hearing and action on PLAN-21-0039; Community Development Department** – request for an amendment to Chapter 11, Zoning Code, of the City’s Municipal Code, to define Truck Stop and place it within zoning districts.

Public hearing opened at 4:28 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:29 p.m.

Motion by Bemke, second by Hanson, to approve the request for an amendment to Chapter 11, Zoning Code, of the City’s Municipal Code, to define Truck Stop and place it within zoning districts. Motion carried (7 – 0)

Ordinance No. MC 1283

8. **Public hearing and action on PLAN-21-0040; Community Development Department** – request for an amendment to Chapter 11, Zoning Code, of the City’s Municipal Code, do define Food Pantry and place it within zoning districts.

Public hearing opened at 4:32 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:33 p.m.

Motion by Bemke, second by Hanson, to approve the request for an amendment to Chapter 11, Zoning Code, of the City’s Municipal Code, do define Food Pantry and place it within zoning districts. Motion carried (7 – 0)

Ordinance No. MC 1284

9. **Adjourn**

Bemke motioned to adjourn, followed by a second from Hanson. Motion carried (7 – 0)

Meeting adjourned at 4:34 p.m.

It was moved by Kubisiak, seconded by Kellogg to approve and adopt the actions of the Commission.

Motion carried, 8 ayes and 0 nays.

10. **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 FEBRUARY 2, 2021:**

Steve Koth, Chairperson

Scott Kellogg, Secretary

Thad Kubisiak

Date of Meeting: February 2, 2021

Reported to Council: February 16, 2021

The Finance and Property Committee meeting was held via remote videoconferencing on Tuesday, February 2, 2021 at 4:30 p.m. The public was invited to listen to the audio of the meeting. 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 except for Alderperson Koth. Also in attendance were Alderperson Veneman, Alderperson Rayome, Mayor Blaser, and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to order

Alderperson Kellogg called the meeting to order at 4:38 p.m.

2. Consider a request from Public Works to review a change order request to the aquatic project for a VFD motor controller to be installed on the 60 hp pump recirculation system for the lazy river
It was moved by Kubisiak, seconded by Kellogg to approve the \$7,733.69 change order request to the aquatic project for a VFD motor controller to be installed on the 60 hp pump recirculation system for the lazy river. Motion carried.

3. Review and consider proposals to replace existing 50 ton excavator

It was moved by Kubisiak, seconded by Kellogg to purchase a new Volvo EC 480 EL excavator from Aring Equipment for a purchase price up to \$417,500 and grant permission to DPW staff to purchase a used excavator in lieu of a new unit if it meets expectations and saves the City money. Motion carried.

4. Audit of the Bills

It was moved by Kubisiak, seconded by Kellogg to approve check no. 6866 to 7237. Motion carried.

5. Set next meeting date

The next regularly scheduled Finance and Property Committee will be Tuesday, March 2, 2021 at 4:30 p.m.

6. Adjourn

Motion by Kellogg, seconded by Kubisiak to adjourn. Motion carried with the meeting adjourning at 4:53 p.m.

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

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON FEBRUARY 2, 2021:

Tom Rayome

Jake Cattnach

Dean Veneman

Date of Meeting: February 2, 2021

Reported to Council: February 16, 2021

The Public Works Committee met on Tuesday, February 2, 2021 via remote videoconference. Tom Rayome and Dean Veneman were present. Others attending are on file in the Clerk's office.

1. Call to order

The meeting was called to order at 6:00 pm

2. Review DPW Report

The DPW report was reviewed

3. Review concrete and asphalt contracts

Motion by Veneman, second by Rayome to direct staff to prepare a bid summary to identify the lowest responsible bid subject to Common Council approval. Motion carried (2-0)

4. Review design proposal for one-mile creek dam maintenance

Motion by Rayome, second by Veneman to approve a contract with MSA for design services related to the One-Mile Creek lower dam not to exceed \$30,000. If terms cannot be met, staff shall solicit requests for proposals. Motion carried (2-0)

5. Discuss design alternatives on Jackson St relating to reducing train delays for west bound traffic

Motion by Veneman, second by Rayome to adjust the project scope to consider alternatives on Jackson St relating to reducing train delays for west bound traffic. Motion carried (2-0)

6. Review referral list

The referral list was reviewed

7. Adjourn

Motion by Rayome, second by Veneman to adjourn. Motion carried (2-0)

The meeting was adjourned at 6:27 pm

Rayome requested that item #3 and item #4 be held out for separate vote. It was moved by Rayome, seconded by Bemke to approve and adopt the balance of the report holding out item #3 and item #4. Motion carried, 8 ayes and 0 nays.

Regarding item #3, it was moved by Rayome, seconded by Kellogg to accept the asphalt bid from American Asphalt for \$361,654.66. Motion carried, 8 ayes and 0 nays. It was moved by Kubisiak, seconded by Kellogg to accept the concrete bid from S. D. Ellenbecker for \$406,088.25. Motion carried, 8 ayes and 0 nays.

Regarding item #4, it was moved by Zurfluh, seconded by Veneman to accept a bid from MSA for \$45,000 for design services related to the One-Mile Creek lower dam. Motion carried, 8 ayes and 0 nays.

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON FEBRUARY 4, 2021:

Thad Kubisiak, Chairperson Joseph Zurfluh, Secretary Jay Bemke
Date of Meeting: February 4, 2021
Reported to Council: February 16, 2021

A meeting of the Human Resources Committee was held on Thursday, February 4, 2021, at 4:00 p.m. via remote videoconferencing, originating from the City Hall Council Chambers. Members present were Chairperson Kubisiak and Bemke. Also present were Ryan Hartman and Tyler Mickelson. Joining remotely were Mayor Blaser, Sue Schill, Dawn Desorcy, and Jake Klingforth.

1. Call to order

Chairperson Kubisiak called the meeting to order at 4:03 p.m.

2. Discuss and consider for approval an updated agreement from Ascension for recurring services rendered by the on-site Licensed Athletic Trainer (See attached)

Motion by Kubisiak, second by Bemke to approve and updated agreement from Ascension for recurring services rendered by on-site Licensed Athletic Trainer. Motion carried 2-0.

3. Discuss and consider for approval two lead positions within the Aquatics facility- Lead Concessions and Lead Admissions

Motion by Kubisiak, second by Bemke to approve two lead positions within the Aquatics facility- Lead Concessions and Lead Admissions with job position descriptions and compensation as presented. Motion carried 2-0

4. HR Department Update

a. RFP for Wage Study

RFP for wage study is now being sent to potential proposers.

b. Posted positions within DPW

Multiple positions are currently posted within Aquatics and Streets of DPW.

c. Looking to change FSA providers

Looking to change Flex Spending Account providers for better service to our employees.

5. Adjournment

Motion by Kubisiak, second by Bemke to adjourn. Motion carried 2-0. The meeting adjourned at 4:13 p.m.

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

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

- A. McMillan Memorial Library held on December 9, December 10, December 16 and December 21, 2020, and January 13 and January 20, 2021
- B. Water Works & Lighting Commission held on December 22, 2020, and January 13 and January 20, 2021
- C. Wisconsin Rapids Fire Department Annual Report for 2020 and Summary for January 2021
- D. South Wood County Airport Commission held on January 7, 2021
- E. Ethics Board held on February 2, 2021
- F. Wastewater Treatment Commission held on February 3, 2021
- G. Parks & Recreation Committee held on February 8, 2021

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

12. Referrals to Committees

No referrals were received.

13. Adjournment

It was moved by Kubisiak, seconded by Rayome to adjourn. Motion carried, 8 ayes and 0 nays.

The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk