



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, FEBRUARY 21, 2023
6:00 P.M.
CITY HALL COUNCIL CHAMBERS

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, Wisconsin Rapids, on Tuesday, February 21, 2023 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. 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. It is possible that members of the Council may appear remotely via video or audioconferencing for this 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 17, 2023 (See Attachment #1)
5. Consider for approval a special ordinance annexing city-owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5) (See Attachment #2)
6. Presentation by the Community Development Department on the Public Art and Creative Placemaking Plan
7. Public hearing and action on a request from Immanuel Church and School for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification.
8. Consider for Adoption the Actions of the Planning Commission at its meeting held on February 6, 2023:
 1. Approval of the report from the January 9, 2023, Plan Commission meeting
 2. Animal Medical and Surgical Clinic of Wisconsin Rapids – 22-001285: request for a site plan review to perform site improvements at 1210 River Run Drive (Parcel ID 3411865)
 3. Cool Investment LLC (Tom Richards) – 23-000041: public hearing and action on a request for a conditional use permit to establish retail sales, more than 40,000 square feet and construct a building addition at 1100 East Riverview Expressway (Parcel ID 3411796)
 4. Cool Investment LLC (Tom Richards) – 23-000029: request for a site plan review to perform site improvements at 1000 Riverview Expressway (Parcel ID Number 3411793)
 5. Cool Investment LLC (Tom Richards) – 23-000040: request for a sign exception to install additional signage on an off-premise sign at 1335 8th Street South (Parcel ID 3411785)
 6. Cool Investment LLC (Tom Richards) – 23-000039: request for a sign exception to install an off-premise sign in an outlot at 1140 East Riverview Expressway (Parcel ID 3411798)
 7. Immanuel Lutheran Church and School – 23-000032: action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification

8. Immanuel Lutheran Church and School – 23-000032: public hearing and action on a request for a zoning map amendment to rezone an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1 Institutional District
9. City of Wisconsin Rapids – 23-000022: request to annex city owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5)
10. Adjourn.
9. **Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:**
 - A. **Finance and Property Committee meeting held on February 7, 2023:**
 1. Call to Order
 2. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License and a Temporary Retail “Class B” Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for an Assumption Talent Show event on Saturday, March 18, 2023 from 5:00 p.m. to 9:00 p.m.
 3. Consider for approval an agreement with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City’s 2023 Fourth of July fireworks display
 4. Audit of the bills
 5. Set next meeting date
 6. In open session, the Committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"
 - a. In closed session, the Committee may discuss a request from the Buckley Baldwin VFW Post 2534 to consider the sale of a vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5th Avenue North (Parcel ID 3400452)
 7. The Committee will return to open session
 8. In open session, the Committee may take action on a request from the Buckley Baldwin VFW Post 2534 to sell the vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5th Avenue North (Parcel ID 3400452)
 9. In open session, the Committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads “Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.”
 - a. In closed session, the Committee may discuss litigation strategy regarding tax assessment litigation the City is involved in; may consider retaining outside litigation counsel for the tax assessment litigation; and may consider retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation
 10. The Committee may adjourn in closed session, or may return to open session
 11. If the Committee returns to open session, the Committee may take action on retaining outside counsel for the tax assessment litigation and may take action on retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation
 12. Adjournment.
 - B. **Finance and Property Committee meeting held on February 14, 2023:**
 1. Call to Order
 2. Review 2023 Centralia Center roofing bid results and consider bid award
 3. Adjournment.
 - C. **Public Works Committee meeting held on February 6, 2023:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review and consider a State Municipal Financial Agreement for the reconstruction of 8th St S from Whitrock Ave to E Riverview Expressway.
4. Review and consider modifying Chapter 35 Post-construction Stormwater Management Zoning specific to Peak Discharge Performance Standards in 35.07(3)(b)(2).
5. Review the Wisconsin Rapids Rail Feasibility Study.
6. Review referral list
7. Set Next Meeting Date
8. Adjourn.

D. Human Resources Committee meeting held on February 14, 2023:

1. Call to order
2. Update on City Hall hours
3. 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 negotiations and strategy regarding possible amendments to provisions in the City's Labor Agreements with WRPPA and IAFF as a result of revised qualifications for new hires in each of those departments.
4. The committee will adjourn in closed session
5. Adjournment.

10. Reports of Other Committees, Commissions, Boards, and Department Reports:

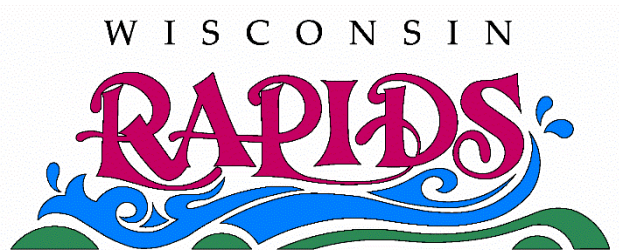
1. Wisconsin Rapids Housing Authority held November 30 and December 28, 2022
2. McMillan Memorial Library Building and Grounds Committee held December 14, 2022 and January 11, 2023; Finance Committee held December 14, 2022 and January 11, 2023; Board of Trustees held December 21, 2022; Personnel Committee held January 11, 2023
3. Police and Fire Commission held January 11 and January 24, 2023
4. Water Works and Lighting Commission held January 11 and Special Meeting held January 24, 2023
5. Ethics Board held February 7, 2023
6. Park and Recreation Commission held February 13, 2023
Department Reports for January 2023:
7. Engineering Department
8. Public Works Department
9. Wastewater Treatment Plant
10. Wisconsin Rapids Fire Department
11. Wisconsin Rapids Police Department

11. Referrals to Committees

12. 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 17, 2023

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, on Tuesday, January 17, 2023, at 6:02 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.

1. Call to Order

Mayor Blaser called the meeting to order at 6:02 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present:

<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"/>
Dennis Polach	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 invited all present to stand for the Pledge of Allegiance and a moment of silent prayer in lieu of an invocation.

4. Reading of the Minutes of the Previous Meeting held on December 20, 2022

It was moved by Veneman, seconded by Evanson to dispense with a reading and accept the minutes of the previous meeting. 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	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"/>

5. Second Reading of an Ordinance Amending Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses

It was moved by Austin, seconded by Evanson to approve an Ordinance Amending Chapter 11 – Zoning Ordinance of the revised Municipal Code, specifically related to surfacing of off-street parking and the use of gravel for certain land uses, including parkland and other natural resource type uses. Motion carried, 6 ayes and 2 nays. Ordinance No. MC 1333:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
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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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<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"/>

6. Consider for approval Mayor Blaser's appointments to the Historic Preservation Commission

It was moved by Bemke, seconded by Zacher to approve the following appointments to the Historic Preservation Commission:

1. Jackie Bredl Dietrich, 850 1st Ave. S, is appointed as a regular member for a term expiring February 1, 2026.
2. Jeff Penzkover, 1231 17th St. N, is appointed as an alternate member for a term expiring February 1, 2026.
3. Justin Pluess, 530 3rd St. S, is appointed as a regular member for a term expiring February 1, 2026.
4. Michael Hittner, 980 1st Ave. S, is appointed as a regular member for a term expiring February 1, 2025.
5. Ryan Austin, 4387 Condo Dr., is appointed as an alderperson member for a term expiring April 17, 2023.
6. William Parker, 351 17th St. N, is appointed as a regular member for a term expiring February 1, 2025.

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	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"/>
Dennis Polach	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

It was moved by Zacher, seconded by Rayome to approve a Resolution Declaring World Migratory Bird Day in the City of Wisconsin Rapids. Motion carried, 8 ayes and 0 nays. Resolution No. 2 (2023):

<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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	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 Planning Commission at its meeting held on January 9, 2023:

Date of Meeting: January 9, 2023

Reported to Council: January 17, 2023

The Planning Commission met at 4:00 p.m. on January 9, 2023 in the Council Chambers at City Hall.

Members present included Lee Thao, Ryan Austin, Susan Feith, Ben Goodreau and Thaddeus Kubisiak. Eric Daven and Shane Blaser were absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Aldersperson Dennis Polach, Larry Koopman, Jim Lucas, Nathan Flinders and Nathan Morville.

Attachment #1

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

1. Approval of the report from the December 5, 2022 Plan Commission meeting

Motion by Goodreau to approve the report from the December 5, 2022 Plan Commission meeting; second by Thao. Motion carried (4 – 0)

Member Kubisiak entered the meeting

2. Theresa Cashman – 22-001285: request for a special exception from architectural standards for trash enclosures in commercial districts at 3820 8th Street South (Parcel ID 3413806)

Carrie Edmondson provided a brief summary of the item. Staff recommended denial of the request due to the applicant's failure to provide completed plans for the enclosure.

Jim Lucas, representing Theresa Cashman, provided information on the applicant's proposed construction and landscape modifications of the trash enclosure.

Motion by Feith to deny the request for a special exception from architectural standards for trash enclosures in commercial districts at 3820 8th Street South (Parcel ID 3413806), due to lacking details on landscaping and the fencing gate; second by Goodreau. Motion carried (5 – 0)

3. N&N Auto Outlet – 22-001286: request for site plan review to perform site improvements at 641 Dale Street (Parcel ID 3408020, 3408029, and 3408021)

Ms. Edmondson provided a synopsis of the request. Approval was recommended with the conditions outlined in the staff report.

Mr. Kearns answered member Feith's questions about paving on the site.

Motion by Goodreau to approve the request for site plan review to perform site improvements at 641 Dale Street (Parcel ID 3408020, 3408029, and 3408021), subject to the following conditions:

1. A Certified Survey Map demonstrating lot consolidation of the three parcels must be finalized prior to construction.
2. Proper signage shall be installed identifying vehicle directions.
3. The six parking spaces adjacent to the residential properties to the north shall be marked employee parking only.
4. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line once mitigation measures are implemented.
5. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
6. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
7. Vision triangle requirements shall be met and reflected in an updated site plan to be submitted to and approved by the Community Development Department.
8. All applicable permits through the City shall be obtained.
9. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Feith. Motion carried (5 – 0)

4. Adjourn

Motion by Austin to adjourn; second by Kubisiak. Motion carried (5 – 0). Meeting adjourned at 4:18 p.m.

It was moved by Bemke, seconded by Austin to approve and adopt the actions of the Commission. 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"/>
Dennis Polach	6		<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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

9. 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 3, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: January 3, 2023

Reported to Council: January 17, 2023

The Finance and Property Committee met at 4:05 p.m. on Tuesday, January 3, 2023, 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.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:05 p.m.

2. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening event to be held from 5:30 p.m. to 7:30 p.m. on Friday, January 20, 2023

It was moved by Veneman, seconded by Bemke to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening event to be held from 5:30 p.m. to 7:30 p.m. on Friday, January 20, 2023. Motion carried, 3-0.

3. Consider a request from GameStop, Inc. d/b/a GameStop #3254, Diana Saaheh-Jajeh, agent, located at 930 Kuhn Avenue for renewal of a Secondhand Article Dealer license

It was moved by Bemke, seconded by Zacher to approve a request from GameStop, Inc. d/b/a GameStop #3254, Diana Saaheh-Jajeh, agent, located at 930 Kuhn Avenue for renewal of a Secondhand Article Dealer license. Motion carried, 3-0.

4. Consider for approval 2022 Budget Amendment Resolution No. 4

It was moved by Veneman, seconded by Bemke to approve 2022 Budget Amendment Resolution No. 4. Motion carried, 3-0. **Resolution No. 1 (2023)**

5. Audit of the bills

It was moved by Bemke, seconded by Veneman to approve check numbers 15255 to 15625. Motion carried, 3-0.

6. Set next meeting date

The next regular Committee meeting is set for Tuesday, February 7, 2023 at 4:00 p.m.

7. Adjourn

It was moved by Veneman, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:13 p.m.

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

<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	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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	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"/>

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON JANUARY 5, 2023:

Ryan Austin, Chairperson

Sheri Evanson, Vice-Chairperson

Dennis Polach

Date of Meeting: January 5, 2023

Reported to Council: January 17, 2023

The Public Works Committee met on Thursday, January 5th, 2023 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson, Dennis Polach were in attendance.

1. Call to order

The meeting was called to order at 5:01 PM.

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider setting new degradation fee rates for the 2023 calendar year.

Attachment #1

Motion by Austin, second by Evanson to set the 2023 Degradation Fees as presented. Motion carried (3-0).

4. Review and consider proposals for the Grand Ave Bridge Rehabilitation Report.

Motion by Evanson, second by Polach to select the proposal from Jewell Associates for \$14,000 to prepare the Bridge Rehabilitation Report. Motion carried (3-0).

5. Review referral list.

The referral list was reviewed (Items 10,11,15,16 were removed)

6. Set next meeting date.

Next meeting was set for Monday, February 6th, 2022 after the Planning Commission at either 5:00pm or 5:30pm.

7. Adjourn

Motion by Evanson, second by Austin to adjourn at 5:21 pm. Motion carried (3-0).

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

<u>Alderpersion</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	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"/>
Dennis Polach	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"/>

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON JANUARY 12, 2023:

Jay Bemke, Chairperson

Patrick J. Delaney, Vice-Chairperson

Tom Rayome

Date of Meeting: January 12, 2023

Reported to Council: January 17, 2023

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Thursday January 12, 2023, at 4:30 p.m. All Committee members were present. Also present were Mayor Blaser, City Attorney Sue Schill, Alderpersion Polach, Alderpersion Veneman, Police Chief Mike Potocki, Fire Chief Todd Eckes, and HR Manager Ryan Hartman.

1. Call to order

Chairperson Bemke called the meeting to order at 4:32 p.m.

2. 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 negotiations and strategy regarding possible amendments to provisions in the City's Labor Agreement with WRPPA involving new police department hires

Motion by Rayome, seconded by Delaney to move to closed session pursuant to the above statute. Roll call vote taken. All members voted in the affirmative. Motion carried 3-0.

In closed session discussion occurred regarding new police department hires and hiring requirements.

3. The Committee will return to open session.

Motion by Rayome, seconded by Delaney to return to open session. Motion carried 3-0.

4. Discuss and consider for approval an amendment to the Labor Agreement with IAFF Local 425 regarding a Field Training Instructor program and revisions to on-duty and off-duty training.

Motion by Bemke, seconded by Delaney to approve an amendment to the Labor Agreement with IAFF Local 425 regarding a Field Training Instructor program and revisions to on-duty and off-duty training. Motion carried 3-0.

5. Consider a request from Alderpersion Delaney to decrease pay for alderpersons from \$490 per month to \$0 per month.

Motion by Delaney to approve a decrease in pay for alderpersons from \$490.00 per month to \$0 per month. Motion died for lack of a second.

Attachment #1

6. Wage Study Update

Discussion took place, no action taken.

7. Adjournment

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. Meeting adjourned at 5:50 p.m.

It was moved by Evanson, seconded by Austin to approve and adopt the actions of the Committee. Delaney requested that item #5 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #5 out for separate vote. No objection was made, and the motion was so amended. 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	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	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 #5 it was moved by Delaney, seconded by Polach to approve the item as presented. Motion failed, 2 ayes and 6 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input type="checkbox"/>	<input checked="" 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"/>
Dennis Polach	6	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

10. A. Reports of Other Committees, Commissions and Boards:

1. Wisconsin Rapids Housing Authority held September 28 and October 26, 2022
2. Police and Fire Commission held November 9 and December 21, 2022
3. Wastewater Treatment Commission held November 9 and December 14, 2022, January 11, 2023
4. South Wood County Airport Commission held December 1, 2022
5. Water Works and Lighting Commission held December 14 and Special Meeting held December 19, 2022
6. Zoning Board of Appeals held December 20, 2022
7. Park and Recreation Commission held January 9, 2023

B. Department Reports:

1. Engineering Department Report for December 2022
2. Public Works Department Report for December 2022
3. South Wood County Airport Report for December 2022
4. Wastewater Treatment Plant Report for December 2022
5. Wisconsin Rapids Fire Department Report for December 2022
6. Wisconsin Rapids Police Department Report for December 2022

It was moved by Delaney, seconded by Bemke to place the reports on file. 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"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #1

Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

11. Referrals to Committee

1. Alderperson Evanson submitted a referral to the Human Resources Committee for a discussion regarding the CSS report
2. Alderperson Delaney submitted a referral to the Legislative Committee regarding timing of materials provided for Council meetings

12. Adjournment

It was moved by Rayome, seconded by Evanson to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 6:42 p.m.:

<u>Alderperson</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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	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"/>

Respectfully submitted,

Jennifer M. Gossick, City Clerk

Annexation Ordinance No. _____

**A SPECIAL ORDINANCE ANNEXING TERRITORY TO
THE CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN**

**THE COMMON COUNCIL OF THE CITY OF WISCONSIN RAPIDS DOES ORDAIN AS
FOLLOWS:**

SECTION I

Territory Annexed:

In accordance with Section 66.0223 of the Wisconsin Statutes, Annexation of Territory Owned by a City or Village, the following described territory in the Town of Grand Rapids, Wood County, Wisconsin, is annexed to the City of Wisconsin Rapids, Wisconsin:

**CITY OF WISCONSIN RAPIDS
Town of Grand Rapids**

ALL THAT PART OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 16, TOWN 22 NORTH, RANGE 6 EAST, IN WOOD COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SECTION 16 THENCE RUNNING S 0°15'18" W ALONG THE WEST LINE OF SAID SECTION 1318.17 FEET TO A POINT, THENCE N 89°58'46" E, 1315.11 FEET ALONG THE J_a LINE OF THE NW $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 16, T22N, R6E, TO THE NE CORNER OF THE SE $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 16, T22N, R6E, THENCE CONTINUING N 89° 51'22" E 1437.34 FEET ALONG CENTERLINE OF SARATOGA ST, TO THE POINT OF BEGINNING, THENCE S 0°07'00, 209.83 FEET; THENCE N 89°51 '22" E, 536.45 FEET; THENCE S 0°00'05" W, 109.71 FEET; THENCE N 89°51'22" E, 206.11 FEET, THENCE N 0°00'05" E, 105.67 FEET; THENCE N 2°34'17" E 89.07 FEET THENCE S 89°51'22" W, 27.71 FEET; THENCE 2°34'17" E, 125.04 FEET; THENCE S 89°51'22" W, 724.05 FEET; TO THE POINT OF BEGINNING, CONTAINING 3.975 ACRES.

Said territory has a current population of 0 persons.

SECTION II

Effect of Annexation:

From and after the adoption date of this ordinance, the territory described in Section I shall be a part of the City of Wisconsin Rapids for any and all purposes provided by law and all persons coming or residing within such territory shall be subject to all ordinances, rules, and regulations governing the City of Wisconsin Rapids. This ordinance shall be effective immediately upon its adoption.

SECTION III

Zoning:

The territory being annexed to the City of Wisconsin Rapids by this ordinance shall temporarily become

Attachment #2

a part of the B-5, Mixed-use Commercial District, and subject to all provisions of the Zoning Ordinance of the City of Wisconsin Rapids relating to such district classification and to zoning in the City.

SECTION IV

Ward Designation:

The territory described in Section 1 of this Ordinance is hereby made a part of the 18th Ward and part of the 6th Aldermanic District of the City of Wisconsin Rapids, subject to all ordinances, rules, and regulations of the City governing wards and districts.

SECTION V

Severability:

If any provision of this ordinance is invalid or unconstitutional, or if the application of this ordinance to any person or circumstance is invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the other provisions or application of this ordinance which can be given effect without the invalid or unconstitutional provisions or applications.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

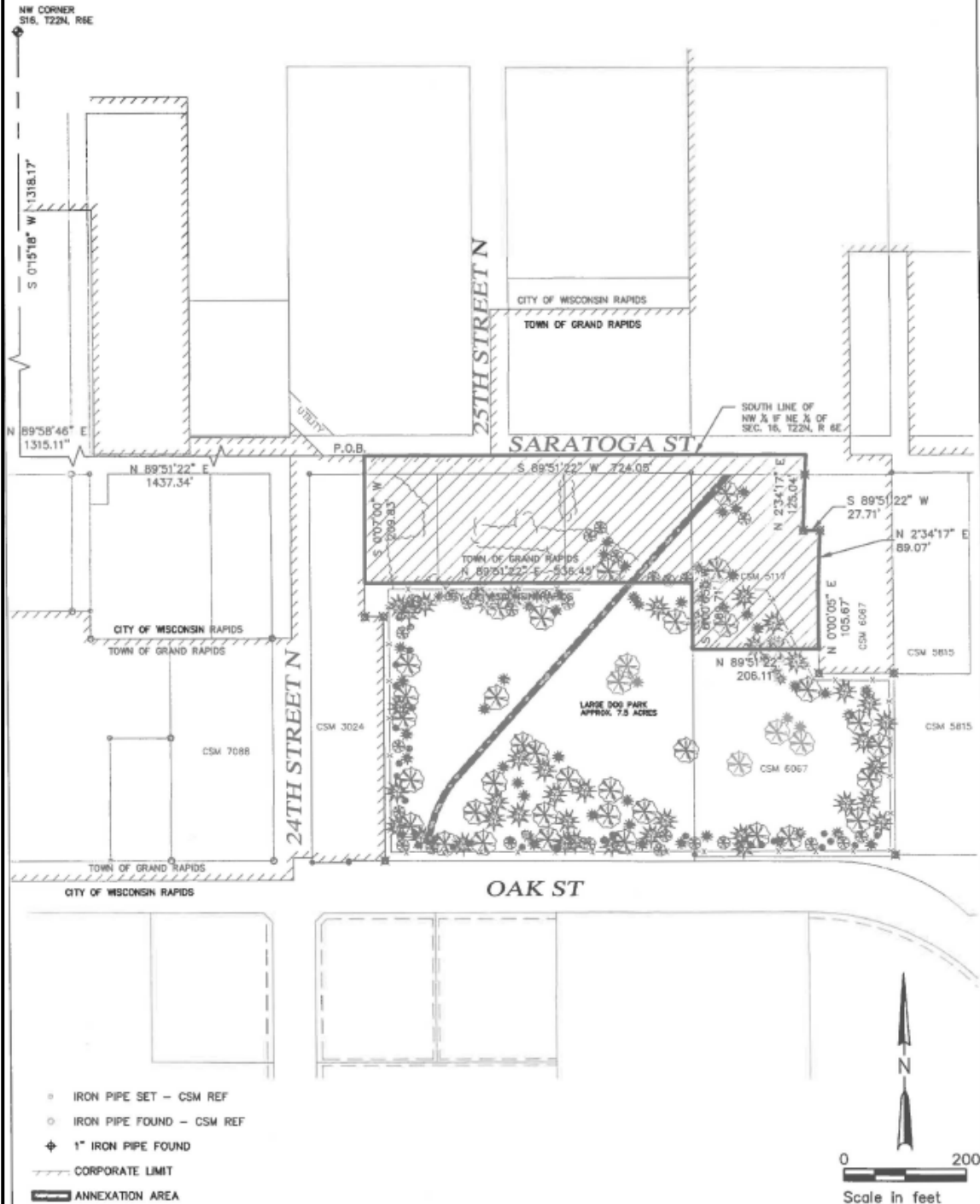
ADOPTED:

APPROVED:

Attachments: Annexation Exhibit

EXHIBIT A DOG PARK ANNEXATION

ALL THAT PART OF THE NORTHEAST $\frac{1}{4}$ OF SECTION 16, TOWN 22 NORTH, RANGE 6 EAST, IN WOOD COUNTY, WISCONSIN, BOUNDED AND DESCRIBED AS FOLLOWS: COMMENCING AT THE NORTHWEST CORNER OF SECTION 16 THENCE RUNNING S $0^{\circ}15'18''$ W ALONG THE WEST LINE OF SAID SECTION 1318.17 FEET TO A POINT, THENCE N $89^{\circ}58'46''$ E, 1315.11 FEET ALONG THE $\frac{1}{2}$ LINE OF THE NW $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 16, T22N, R6E, TO THE NE CORNER OF THE SE $\frac{1}{4}$ OF THE NW $\frac{1}{4}$ OF SECTION 16, T22N, R6E, THENCE CONTINUING N $89^{\circ}51'22''$ E 1437.34 FEET ALONG CENTERLINE OF SARATOGA ST, TO THE POINT OF BEGINNING, THENCE S $0^{\circ}07'00''$, 209.83 FEET; THENCE N $89^{\circ}51'22''$ E, 536.45 FEET; THENCE S $0^{\circ}00'05''$ W, 109.71 FEET; THENCE N $89^{\circ}51'22''$ E, 206.11 FEET, THENCE N $0^{\circ}00'05''$ E, 105.67 FEET; THENCE N $2^{\circ}34'17''$ E 89.07 FEET THENCE S $89^{\circ}51'22''$ W, 27.71 FEET; THENCE $2^{\circ}34'17''$ E, 125.04 FEET; THENCE S $89^{\circ}51'22''$ W, 724.05 FEET; TO THE POINT OF BEGINNING, CONTAINING 3.975 ACRES.



REPORT OF THE PLANNING COMMISSION

Date of Meeting: February 6, 2023

Report #1

The Planning Commission met at 4:00 p.m. on February 6, 2023 in the Council Chambers at City Hall. Members present included Chairperson Shane Blaser, Lee Thao, Eric Daven, Ryan Austin, Susan Feith and Ben Goodreau; Thad Kubisiak was absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Dennis Polach and Jay Bemke, Tom Richards as well as several other attendees as listed on the sign-in sheet.

The meeting was called to order at 4:02 p.m.

1. Approval of the report from the January 9, 2023, Plan Commission meeting

Motion by Austin to approve the report from the January 9, 2023 Plan Commission meeting; second by Feith.

Motion carried (5 – 0)

Ben Goodreau joined the meeting.

2. Animal Medical and Surgical Clinic of Wisconsin Rapids – 23-000007: request for a site plan review to perform site improvements at 1210 River Run Drive (Parcel ID 3411865)

Carrie Edmondson provided a summary of the request. Approval was recommended with the conditions outlined in the staff report.

Susan Feith asked about the feasibility of a sidewalk review due to the increased traffic. Larry Koopman addressed the sidewalk situation in addition to lighting requirements and fencing issues.

Motion by Blaser to approve the request for a site plan review to perform site improvements at 1210 River Run Drive (Parcel ID 3411865), subject to the following conditions:

1. Proper signage shall be installed identifying vehicle directions.
2. A permanent parking agreement detailing the off-site parking and the shared parking must be submitted to the City Attorney for approval.
3. A copy of the approved parking agreement must be submitted and recorded in the Wood County register of deeds and a copy must be filed with the Community Development Director.
4. An easement shall be recorded for Parcel No. 3411868 permitting pedestrian ingress and egress for travel between Parcel No. 3411869 and Parcel No. 3411865 and filed with the Community Development Director.
5. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 footcandles at the neighboring residential property line.
6. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
7. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
8. All applicable permits through the City shall be obtained.
9. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Austin

Motion carried (6 – 0)

- 3. Cool Investment LLC (Tom Richards) – 23-000041:** public hearing and action on a request for a conditional use permit to establish retail sales, more than 40,000 square feet and construct a building addition at 1100 East Riverview Expressway (Parcel ID 3411796)

Kyle Kearns summarized the findings of the analysis for the request. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 4:23 p.m.

Speaking in favor:

-Tom Richards, Cool Investment LLC

-Bruce King, 1111 20th Place

Speaking against: none

Public hearing closed at 4:27 p.m.

Eric Daven had questions about the addition to the property, the loading dock and landscaping requirements to which Kyle Kearns and Tom Richards responded.

Motion by Austin to approve request for a conditional use permit to establish retail sales, more than 40,000 square feet and construct a building addition at 1100 East Riverview Expressway (Parcel ID 3411796): subject to the following conditions:

1. EIFS shall be permitted as an architectural decorative element within the building façade.
2. The metal canopy encroachment shall be recognized, approved, and maintained by way of a written easement and encroachment agreement between both property owners. The encroachment shall not exceed five (5) feet. The easement agreement shall be recorded.
3. Lighting from the development shall not exceed 0.1 foot-candles at neighboring residential property lines or 0.2 foot-candles at neighboring commercial property lines, except where shared parking and cross-access occurs between commercial uses.
4. Applicable building and stormwater permit (state and local) shall be obtained.
5. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Second by Daven

Motion carried (6 – 0)

- 4. Cool Investment LLC (Tom Richards) – 23-000029:** request for a site plan review to perform site improvements at 1000 Riverview Expressway (Parcel ID Number 3411793)

Mr. Kearns provided a summary of the item and recommended approval with the conditions outlined in the staff report.

Motion by Daven to approve the request for a site plan review to perform site improvements at 1000 Riverview Expressway (Parcel ID Number 3411793), subject to the following conditions:

1. Details for a refuse enclosure constructed of brick, textured concrete masonry units, and/or wood shall be provided, to be approved by the Community Development Department.
2. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
3. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
4. All applicable permits through the City shall be obtained.
5. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Austin

Motion carried (6 – 0)

5. **Cool Investment LLC (Tom Richards) – 23-000040:** request for a sign exception to install additional signage on an off-premise sign at 1335 8th Street South (Parcel ID 3411785)

Kyle Kearns summarized the request and recommended approval subject to the conditions outlined in the staff report.

Susan Feith offered suggestions on the reconfiguration of the sign and Mr. Richards responded.

Motion by Feith to approve the request for a sign exception to install additional signage on an off-premise sign at 1335 8th Street South (Parcel ID 3411785), subject to the following conditions:

1. Copy within the existing cabinets shall be permitted to be changed.
2. The property owner is responsible to abide by all City Sign Code regulations, and any unified signage agreements or similar agreements shall be regulated privately.

Second by Thao

Motion carried (6 – 0)

6. **Cool Investment LLC (Tom Richards) – 23-000039:** request for a sign exception to install an off-premise sign in an outlot at 1140 East Riverview Expressway (Parcel ID 3411798)

Kyle Kearns provided a review of item 23-000039 recommending approval with the conditions indicated in the staff report.

Motion by Daven to approve the request for a sign exception to install an off-premise sign in an outlot at 1140 East Riverview Expressway (Parcel ID 3411798), subject to the following conditions:

1. No additional tenants shall be added to the sign and no additional freestanding signs shall exist on the property.
2. Copy within the existing cabinets shall be permitted to be changed.
3. The property owner is responsible to abide by all City Sign Code regulations, and any unified signage agreements or similar agreements shall be regulated privately.

Second by Austin

Motion carried (6 – 0)

7. **Immanuel Lutheran Church and School – 23-000032:** action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed

parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification

Item withdrawn; no action taken.

- 8. Immanuel Lutheran Church and School – 23-000032:** public hearing and action on a request for a zoning map amendment to rezone an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1 Institutional District

Item withdrawn; no action taken.

- 9. City of Wisconsin Rapids – 23-000022:** request to annex city owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5)

Carrie Edmondson provided a summary of the request, recommending approval.

Eric Daven asked about landlock issues for the Town of Grand Rapids to which Kyle Kearns responded.

Motion by Blaser to approve the request to annex city owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5)

Second by Daven

Motion carried (6 – 0)

10. Adjourn

Motion by Thao to adjourn; second by Daven

Motion carried (6 – 0)

Meeting adjourned at 5:09 p.m.

Respectfully Submitted by Erika Esser, Secretary

Resolution # _____
CITY OF WISCONSIN RAPIDS

[CONDITIONAL USE PERMIT – 1100 EAST RIVERVIEW EXPRESSWAY (PARCEL ID 3411796) – RETAIL SALES]

BE IT RESOLVED by the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 1100 East Riverview Expressway (Parcel ID 3411796), and described as C-WIS RAPIDS ESA ASR PLT #28 PRT OF LOTS 9, 10, 15 & 16, NKA LOT 1 OF WCCSM #827, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to operate Retail Sales, subject to attached plans and the following conditions:

1. EIFS shall be permitted as an architectural decorative element within the building façade.
2. The metal canopy encroachment shall be recognized, approved, and maintained by way of a written easement and encroachment agreement between both property owners. The encroachment shall not exceed five (5) feet. The easement agreement shall be recorded.
3. Lighting from the development shall not exceed 0.1 foot-candles at neighboring residential property lines or 0.2 foot-candles at neighboring commercial property lines, except where shared parking and cross-access occurs between commercial uses.
4. Applicable building and stormwater permit (state and local) shall be obtained.
5. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Such approval constitutes a Conditional Use under the City's ordinances.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

[illegible][illegible]

	1992-93	1993-94	1994-95	1995-96	1996-97	1997-98	1998-99	1999-00	2000-01	2001-02	2002-03	2003-04	2004-05	2005-06	2006-07	2007-08	2008-09	2009-10	2010-11	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22	2022-23	2023-24	2024-25	2025-26	2026-27	2027-28	2028-29	2029-30	2030-31	2031-32	2032-33	2033-34	2034-35	2035-36	2036-37	2037-38	2038-39	2039-40	2040-41	2041-42	2042-43	2043-44	2044-45	2045-46	2046-47	2047-48	2048-49	2049-50	2050-51	2051-52	2052-53	2053-54	2054-55	2055-56	2056-57	2057-58	2058-59	2059-60	2060-61	2061-62	2062-63	2063-64	2064-65	2065-66	2066-67	2067-68	2068-69	2069-70	2070-71	2071-72	2072-73	2073-74	2074-75	2075-76	2076-77	2077-78	2078-79	2079-80	2080-81	2081-82	2082-83	2083-84	2084-85	2085-86	2086-87	2087-88	2088-89	2089-90	2090-91	2091-92	2092-93	2093-94	2094-95	2095-96	2096-97	2097-98	2098-99	2099-00	2100-01	2101-02	2102-03	2103-04	2104-05	2105-06	2106-07	2107-08	2108-09	2109-10	2110-11	2111-12	2112-13	2113-14	2114-15	2115-16	2116-17	2117-18	2118-19	2119-20	2120-21	2121-22	2122-23	2123-24	2124-25	2125-26	2126-27	2127-28	2128-29	2129-30	2130-31	2131-32	2132-33	2133-34	2134-35	2135-36	2136-37	2137-38	2138-39	2139-40	2140-41	2141-42	2142-43	2143-44	2144-45	2145-46	2146-47	2147-48	2148-49	2149-50	2150-51	2151-52	2152-53	2153-54	2154-55	2155-56	2156-57	2157-58	2158-59	2159-60	2160-61	2161-62	2162-63	2163-64	2164-65	2165-66	2166-67	2167-68	2168-69	2169-70	2170-71	2171-72	2172-73	2173-74	2174-75	2175-76	2176-77	2177-78	2178-79	2179-80	2180-81	2181-82	2182-83	2183-84	2184-85	2185-86	2186-87	2187-88	2188-89	2189-90	2190-91	2191-92	2192-93	2193-94	2194-95	2195-96	2196-97	2197-98	2198-99	2199-00	2200-01	2201-02	2202-03	2203-04	2204-05	2205-06	2206-07	2207-08	2208-09	2209-10	2210-11	2211-12	2212-13	2213-14	2214-15	2215-16	2216-17	2217-18	2218-19	2219-20	2220-21	2221-22	2222-23	2223-24	2224-25	2225-26	2226-27	2227-28	2228-29	2229-30	2230-31	2231-32	2232-33	2233-34	2234-35	2235-36	2236-37	2237-38	2238-39	2239-40	2240-41	2241-42	2242-43	2243-44	2244-45	2245-46	2246-47	2247-48	2248-49	2249-50	2250-51	2251-52	2252-53	2253-54	2254-55	2255-56	2256-57	2257-58	2258-59	2259-60	2260-61	2261-62	2262-63	2263-64	2264-65	2265-66	2266-67	2267-68	2268-69	2269-70	2270-71	2271-72	2272-73	2273-74	2274-75	2275-76	2276-77	2277-78	2278-79	2279-80	2280-81	2281-82	2282-83	2283-84	2284-85	2285-86	2286-87	2287-88	2288-89	2289-90	2290-91	2291-92	2292-93	2293-94	2294-95	2295-96	2296-97	2297-98	2298-99	2299-00	2300-01	2301-02	2302-03	2303-04	2304-05	2305-06
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(A) $\frac{1}{\sqrt{2}}$
(B) $\frac{\sqrt{2}}{2}$
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ADDITIONAL INFORMATION

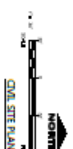
☐ FREIGHTS APPLICABLE

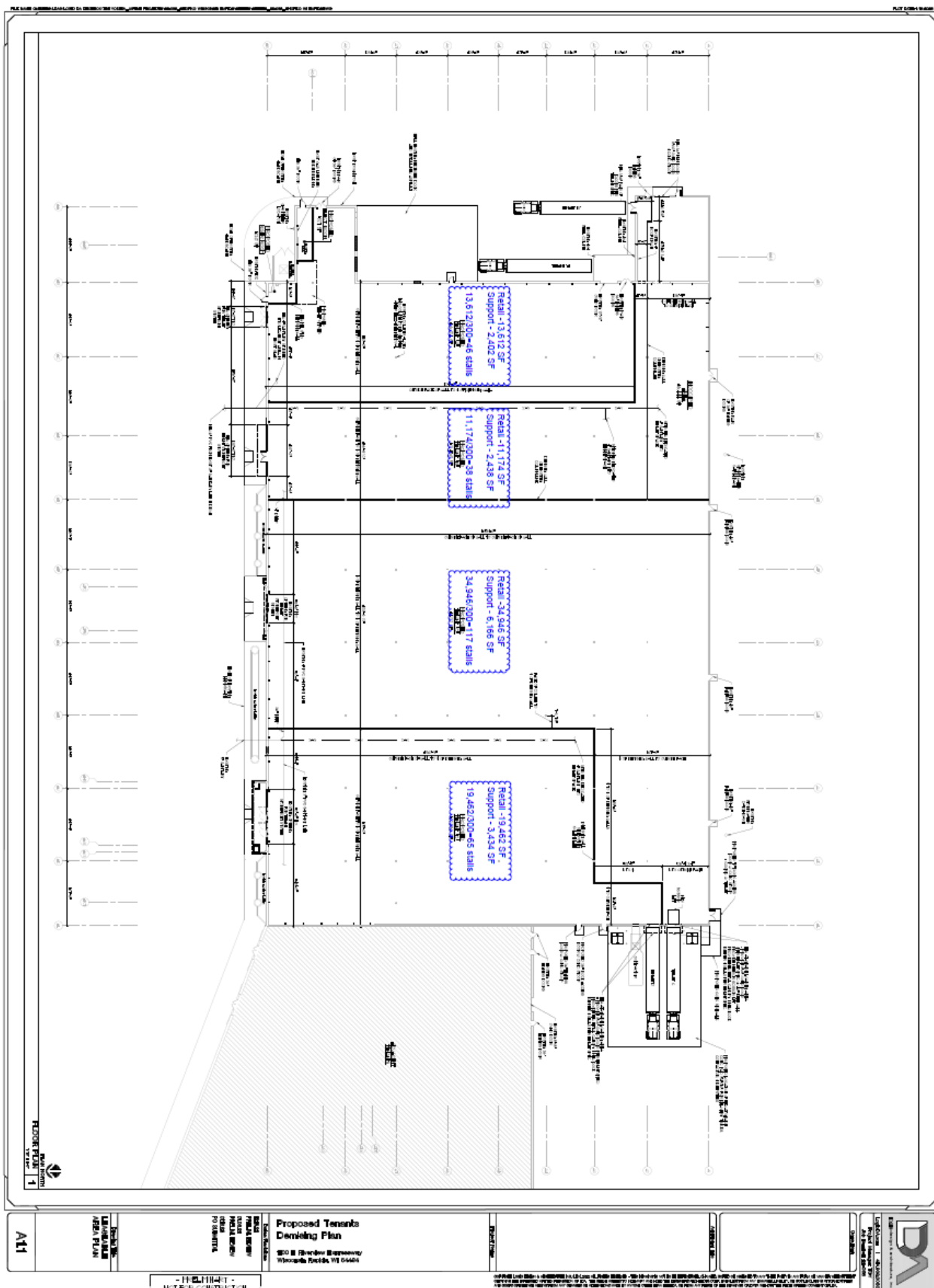
☐ HEAVY DUTY KITCHENS

☐ 3-5 YEAR WARRANTY

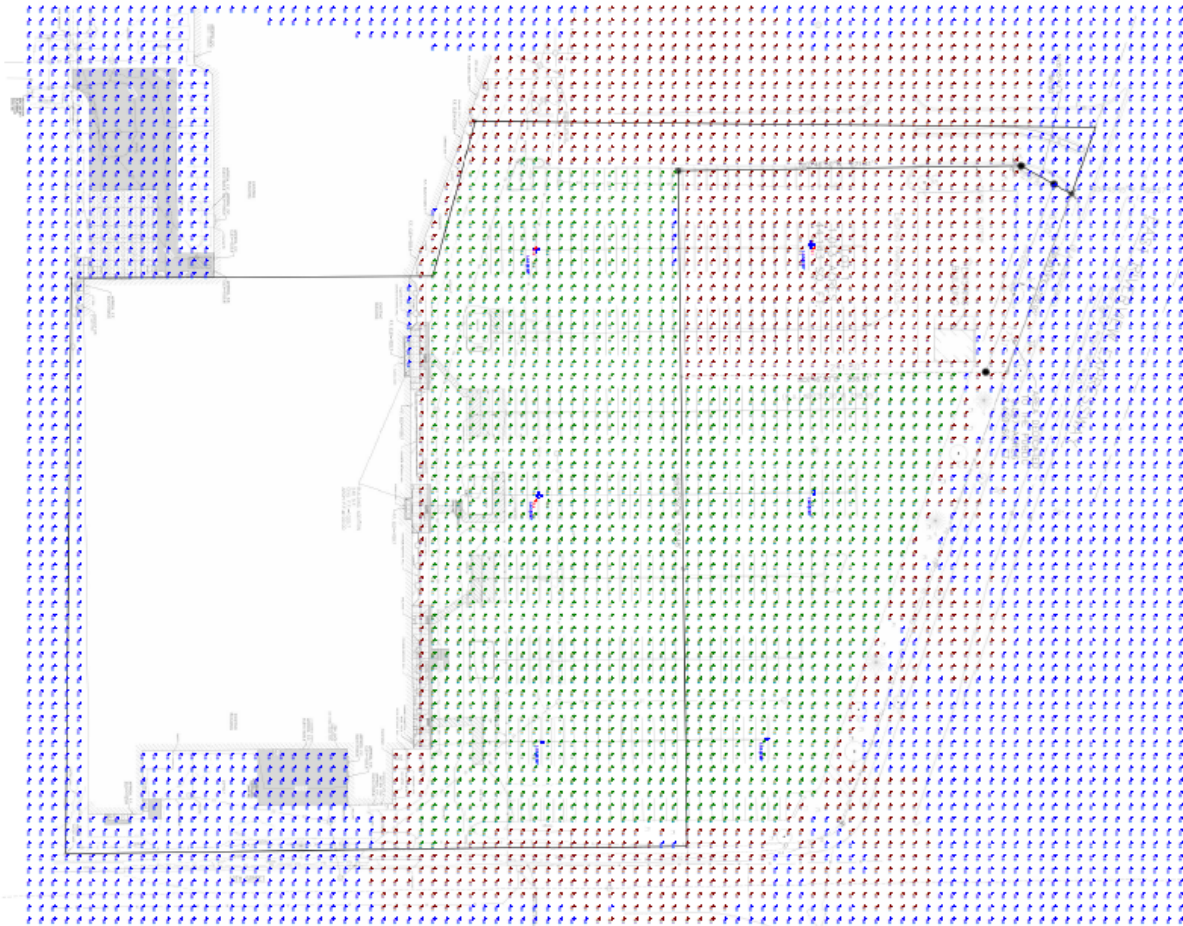
☐ LOCAL DELIVERY

☐ CREDIT CARD





[illegible]



D-Series Size 2

LED Pole Luminaire

Features:

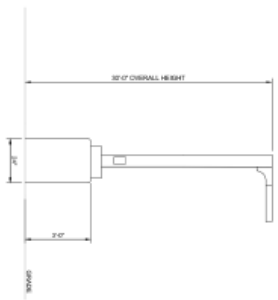
- 150W LED Luminaire
- 150W LED Luminaire
- 150W LED Luminaire
- 150W LED Luminaire

Specifications:

Item	Description	Quantity	Unit	Notes
1	LED Pole Luminaire	1	Each	
2	LED Pole Luminaire	1	Each	
3	LED Pole Luminaire	1	Each	
4	LED Pole Luminaire	1	Each	

Notes:

- The luminaire is to be installed on a 15' pole.
- The luminaire is to be installed on a 15' pole.
- The luminaire is to be installed on a 15' pole.



Item	Description	Quantity	Unit	Notes
1	LED Pole Luminaire	1	Each	
2	LED Pole Luminaire	1	Each	
3	LED Pole Luminaire	1	Each	
4	LED Pole Luminaire	1	Each	

NOT FOR CONSTRUCTION

PROPOSED REDEVELOPMENT FOR:
1100 E RIVERVIEW EXPRESSWAY
 1100 E RIVERVIEW PARKWAY • WISCONSIN RAPIDS, WI 54494





Report of the Finance and Property Committee

Matt Zacher, Chairperson
Dean Veneman, Vice-Chairperson
Jay Bemke

Date of Meeting: February 7, 2023
Reported to Council: February 21, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, February 7, 2023, 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.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:00 p.m.

2. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for an Assumption Talent Show event on Saturday, March 18, 2023 from 5:00 p.m. to 9:00 p.m.

It was moved by Bemke, seconded by Veneman to approve a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for an Assumption Talent Show event on Saturday, March 18, 2023 from 5:00 p.m. to 9:00 p.m. Motion carried, 3-0.

3. Consider for approval an agreement with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City's 2023 Fourth of July fireworks display

It was moved by Veneman, seconded by Bemke to approve an agreement for \$20,000 with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City's 2023 Fourth of July fireworks display. Motion carried, 3-0.

4. Audit of the bills

It was moved by Bemke, seconded by Veneman to approve check numbers 15255 to 15625. Motion carried, 3-0.

5. Set next meeting date

The next regular Committee meeting is set for Tuesday, March 7, 2023 at 4:00 p.m.

6. In open session, the Committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"

- a. In closed session, the Committee may discuss a request from the Buckley Baldwin VFW Post 2534 to consider the sale of a vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5th Avenue North (Parcel ID 3400452)

It was moved by Veneman, seconded by Zacher to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 3-0, and the Committee went into closed session.

In closed session, the Committee discussed a request from the Buckley Baldwin VFW Post 2534 to consider the sale of a vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5th Avenue North (Parcel ID 3400452)

7. The Committee will return to open session

It was moved by Zacher, seconded by Bemke to return to open session. Motion carried, 3-0, and the Committee returned to open session.

8. In open session, the Committee may take action on a request from the Buckley Baldwin VFW Post 2534 to sell the vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5th Avenue North (Parcel ID 3400452)

It was moved by Zacher, seconded by Veneman to approve an offer to sell Parcel ID 3400452 to Buckley Baldwin VFW Post 2534 for a purchase price of \$2,500 with the following contingencies and restrictions on the Property for a period of 10 years from date of the sale of the Property:

- a. **If the Property is offered for sale and the VFW receives a bona fide offer, the City shall have the right to repurchase the Property for \$2,500**
- b. **If the Property is combined with the existing VFW Property (Parcel ID 3400453), and the combined Property is sold to a third party, the VFW shall pay to the City \$20,000 at the time of closing in consideration for the reduced initial purchase price**

Motion carried, 3-0.

9. In open session, the Committee may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and Section 19.85(1)(g), Wis. Stats., which reads "Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved."

- a. **In closed session, the Committee may discuss litigation strategy regarding tax assessment litigation the City is involved in; may consider retaining outside litigation counsel for the tax assessment litigation; and may consider retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation**

It was moved by Zacher, seconded by Veneman to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 3-0, and the Committee went into closed session.

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

It was moved by Zacher, seconded by Bemke to return to open session. Motion carried, 3-0, and the Committee returned to open session.

11. If the Committee returns to open session, the Committee may take action on retaining outside counsel for the tax assessment litigation and may take action on retaining a consultant for valuation consulting regarding a scope of work plan for an appraisal for the tax assessment litigation

It was moved by Zacher, seconded by Bemke to retain Amy Seibel from Seibel Law Offices LLC and a valuation consultant for Phase I of the tax assessment objection litigation filed by NewPage, with prorata contributions towards these costs being made by the other taxing jurisdictions. Motion carried, 3-0.

12. Adjournment

It was moved by Bemke, seconded by Veneman to adjourn. Motion carried, 3-0, and the meeting adjourned at 5:19 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: _____

☐ Town ☐ Village ☐ City of _____

County of _____

The named organization applies for: (check appropriate box(es).)

☐ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning _____ and ending _____ and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club

☐ Church

☐ Lodge/Society

☐ Veteran's Organization

☐ Fair Association or Agricultural Society

☐ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name _____

(b) Address _____
(Street) ☐ Town ☐ Village ☐ City

(c) Date organized _____

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☐

(f) Names and addresses of all officers:

President _____

Vice President _____

Secretary _____

Treasurer _____

(g) Name and address of manager or person in charge of affair: _____

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number _____

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event _____

(b) Dates of event _____

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer _____
(Signature / Date)

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:
 - Class "B" (Beer):
 - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
 - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
 - "Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

REAL ESTATE SALES AGREEMENT

This Agreement is made and executed by and between **BuckleyBaldwin Post No. 2534 of the Veterans of Foreign Wars of the United States**, a Wisconsin nonprofit veterans service organization ("Buyer"), and **City of Wisconsin Rapids**, a Wisconsin municipal corporation ("City".)

Witnesseth, the City agrees to sell and the Buyer agrees to buy the following described real estate ("Property"):

The vacant lot on the northeast corner of the intersection of West Riverview Expressway (State Highway 34) and Reddin Road, Tax Parcel No.3400452, City of Wisconsin Rapids, Wood County, Wisconsin and described further on Exhibit A attached hereto.

IT IS HEREBY AGREED that said sale shall be upon the following terms and conditions, and with the restrictions and repurchase and other rights as outlined herein:

1. The purchase price shall be Two Thousand Five Hundred and no/100 Dollars (\$2,500.00), to be paid in cash at closing.
2. This offer is contingent upon approval of the sale and of this Real Estate Sales Agreement by the Wisconsin Rapids Common Council on February 21st, 2023.
3. This offer is contingent upon the approval of the sale and of this Real Estate Sales Agreement by the authorized representatives/officers of Buyer.
4. The Warranty Deed by which conveyance of the Property is made from City to Buyer shall reserve (1) a repurchase right; and (2) a deferred payment right; both in favor of City, and each right being for the period of ten (10) years from the date of this Property sale.
 - i. Repurchase Right: In the event that Buyer shall receive a bona fide offer from a third party to purchase the Property, or in the event Buyer wishes to sell the Property, City shall have a right to repurchase the Property, at a purchase price equal to the same \$2,500 paid by Buyer to City for the initial conveyance of the Property. Buyer shall give City written notice of its intent to sell, or written notice of its receipt of a bona fide offer, and City shall, within 45 days of receiving Buyer's notice, provide written notice to Buyer of City's election to repurchase the Property pursuant to this repurchase right.
 - ii. Deferred Payment Right: In the event that Buyer shall combine the Property with its current VFW parcel (Tax Parcel No. 3400453), and if Buyer sells said combined parcels to a third party, Buyer shall pay City \$20,000 out of the proceeds of said sale, to be paid at time of closing. This deferred payment shall be in consideration for the reduced initial purchase price City accepted for the Property.
5. Buyer, having access to and having inspected the same, shall accept Property in an "as is" condition. City makes no representations or warranties regarding the condition or adequacy of Property. Buyer acknowledges that it has received access to the Property and conducted all inspections that it deems necessary and appropriate.

6. City shall pay the cost of an owner's policy of title insurance, in the sum of the purchase price, written by an insurance company licensed by the State of Wisconsin, showing title as called for by this agreement.
7. Sale shall be consummated, and conveyance made on or before March 31, 2023, at the office of the City Attorney or at such other place as the parties may agree. If a closing agent is requested by either party for the closing of this transaction, each of the parties shall pay one half of the cost of said closing agent.
8. Any objections to the title must be raised by Buyer in writing prior to closing and thereafter the City shall cure such defects, if the same render title unmerchantable, before completing sale.
9. City hereby agrees to convey title by Warranty Deed, free and clear of all liens and encumbrances except municipal and zoning ordinances, recorded easements for public utilities, recorded building and use restrictions and covenants, and specifically excepting the repurchase and other rights and restrictions contained herein.
10. Occupancy of Property to be given Buyer at closing.

City Attorney Susan C. Schill represents the interest of City only. Buyer is hereby advised to seek the services of an attorney of its choice.

CITY OF WISCONSIN RAPIDS, SELLER

Dated this _____ day of March 2023.

By: _____
Shane E. Blaser, Mayor

**BUCKLEY-BALDWIN POST NO. 2534 OF THE
VETERANS OF FOREIGN WARS OF THE
UNITED STATES, BUYER**

Dated this _____ day of March 2023.

Post Commander

Post Quartermaster

Exhibit A

Legal Description:

PART OF THE SW1/4 NW1/4 OF SECTION 5, TOWNSHIP 22 NORTH, RANGE 6 EAST; NOW KNOWN AS LOT 2 OF WOOD COUNTY CERTIFIED SURVEY MAP 5742, CITY OF WISCONSIN RAPIDS, WOOD COUNTY, WISCONSIN

Map:

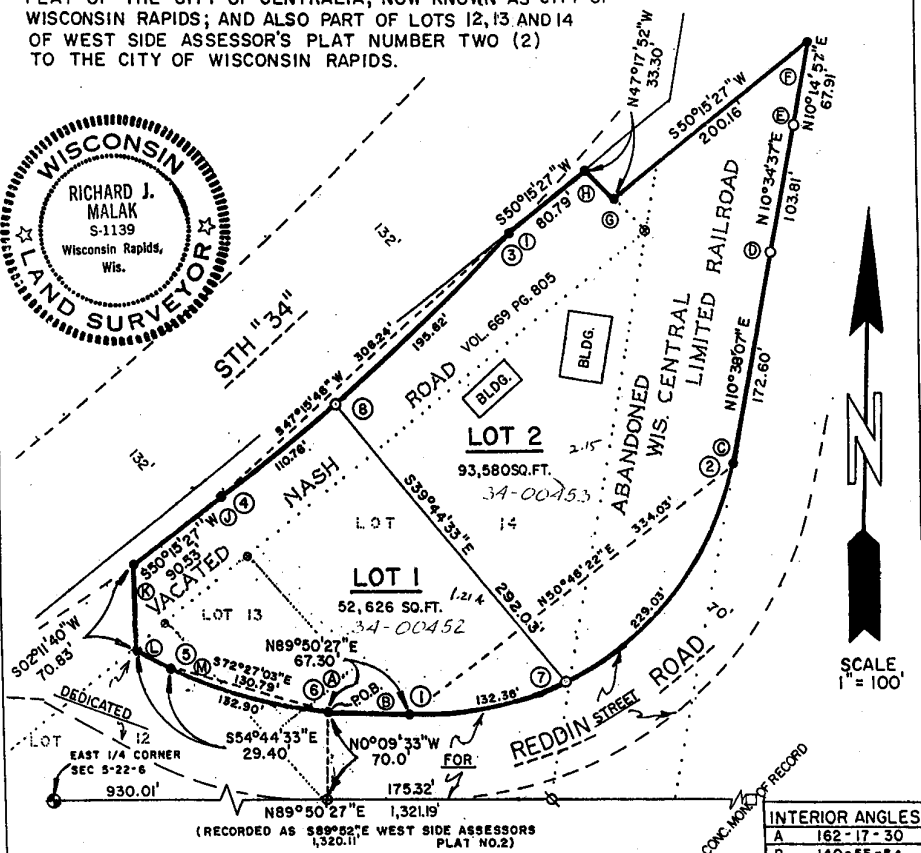
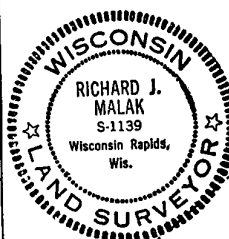


Exhibit B: Certified Survey Map 5742

DRAFT

WOOD COUNTY CERTIFIED SURVEY MAP NO. 5742

PART OF LOTS ONE (1) AND TWO (2), VACATED STATE TRUNK HIGHWAY "34", VACATED NASH ROAD AND VACATED CHICAGO, MILWAUKEE, ST. PAUL AND PACIFIC RAILROAD, NOW KNOWN AS WISCONSIN CENTRAL LTD. RAILROAD, LOCATED IN THE SUBDIVISION OF THE SW 1/4 OF THE NW 1/4 OF SECTION 5 ACCORDING TO SARGENT AND PHILLEO'S PLAT OF THE CITY OF CENTRALIA, NOW KNOWN AS CITY OF WISCONSIN RAPIDS; AND ALSO PART OF LOTS 12, 13 AND 14 OF WEST SIDE ASSESSOR'S PLAT NUMBER TWO (2) TO THE CITY OF WISCONSIN RAPIDS.



LEGEND

- 1-1/4" x 30" IRON BAR SET (4.3 LBS PER LINEAL FOOT)
- 1" x 24" IRON PIPE SET (1.13 LBS PER LINEAL FOOT)
- ⊗ 2" IRON PIPE FOUND
- ⊕ HARRISON MONUMENT RESET
- ⊙ 1" IRON PIPE FOUND

CURVE	RADIUS	ARC LENGTH	CENTRAL ANGLE	CHORD BEARING	CHORD LENGTH
1-2	265.0'	361.39'	78°08'12"	N50°46'22"E	334.03'
3-4	2930.79'	306.38'	5°59'23"	S47°15'46"W	306.24'
5-6	215.0'	132.90'	35°25'00"	S72°27'03"E	130.79'
1-7	265.0'	132.36'	28°37'06"	N75°31'55"E	130.99'
7-2	265.0'	229.03'	49°31'06"	N36°27'49"E	221.97'
3-8	2930.79'	195.62'	3°49'28"	S46°10'48"W	195.59'
8-4	2930.79'	110.76'	2°09'55"	S49°10'30"W	110.75'

INTERIOR ANGLES	
A	162-17-30
B	140-55-54
C	139-51-45
D	179-56-30
E	179-40-20
F	40-00-30
G	262-26-40
H	97-33-20
I	177-00-19
J	182-59-41
K	131-56-13
L	123-03-47
M	162-17-30

NOTE: THE SOUTH LINE OF THE SW 1/4 - NW 1/4 ASSUMED A BEARING OF N89°50'27"E AS THE BASIS OF ALL MAP BEARINGS.

THIS INSTRUMENT DRAFTED BY
 RICHARD J. MALAK
 DRAWN BY RICHARD W. HEINZ

SURVEYOR'S CERTIFICATE:

I, Richard J. Malak, hereby certify;

That I have surveyed, mapped, and divided the lands represented on this Certified Survey Map;

That the exterior boundaries of the land surveyed, mapped, and divided are described as a part of Lots One (1)Two (2), vacated State Trunk Highway "34", vacated Nash Road and vacated Chicago, Milwaukee, St. Paul and Pacific Railroad, now known as Wisconsin Central LTD. Railroad, located in the subdivision of the SW 1/4 of the NW 1/4 of Section 5 according to Sargent and Philleo's plat of the City of Centralia, now known as Wisconsin Rapids; and also parts of Lots 12;13;and14 of West Side Assessor's plat Number Two (2) to the City of Wisconsin Rapids.

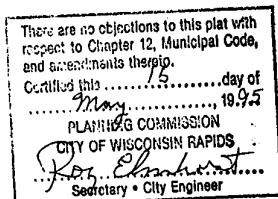
Commencing at the East quarter corner of Section 5, Township 22 North, Range 6 East and running North 89 degrees, 50 minutes, 27 seconds East along the south line of the SW 1/4 of the NW 1/4 of said Section a distance of 930.01 feet to the Southwest corner of Lot 14 of West Side Assessor's plat Number two (2), Wisconsin Rapids, Wood County, Wisconsin; thence North zero degrees, 09 minutes, 33 seconds West a distance of 70.00 feet to the point of beginning; thence North 89 degrees, 50 minutes, 27 seconds East a distance of 67.30 feet; thence Northeasterly 361.39 feet along the arc of a curve to the left whose radius is 265 feet and with a central angle of 78 degrees, 08 minutes, 12 seconds, the chord of which bears North 50 degrees, 46 minutes, 22 seconds East a distance of 334.03 feet; thence North 10 degrees, 38 minutes, 07 seconds East a distance of 172.60 feet; thence North 10 degrees, 34 minutes, 37 seconds East a distance of 103.81 feet; thence North 10 degrees, 14 minutes, 57 seconds East a distance of 67.91 feet; thence South 50 degrees, 15 minutes, 27 seconds West a distance of 200.16 feet; thence North 47 degrees, 17 minutes, 52 seconds West a distance of 33.30 feet; thence South 50 degrees, 15 minutes, 27 seconds West a distance of 80.79 feet; thence Southwesterly 306.38 feet along the arc of a non-tangent curve to the right whose radius is 2930.79 feet and with a central angle of 5 degrees, 59 minutes, 23 seconds, the chord of which bears South 47 degrees, 15 minutes, 46 seconds West a distance of 306.24 feet; thence South 50 degrees, 15 minutes, 27 seconds West a distance of 90.53 feet; thence South 2 degrees, 11 minutes, 40 seconds West a distance of 70.83 feet; thence South 54 degrees, 44 minutes, 33 seconds East a distance of 29.40 feet; thence Southeasterly 132.90 feet along the arc of a curve to the left whose radius is 215.00 feet and with a central angle of 35 degrees, 25 minutes, 00 seconds, the chord of which bears South 72 degrees, 27 minutes, 03 seconds East a distance of 130.79 feet to the point of beginning;

That I have made such survey at the direction of the The City of Wisconsin Rapids and the Buckley Baldwin VFW Post 2534;

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and Chapter 12 of the Municipal Code of the City of Wisconsin Rapids, in surveying, mapping, and dividing same.

Richard J. Malak
Richard J. Malak, RLS #1139
City Surveyor

Dated: May 15, 1995



Handwritten: REC'D IN 95 MAY 15 PM 3 06 VOL 20 PAGE 42 REGISTER OF DEEDS
Handwritten: Gene J. [Signature]
Handwritten: 1200 WEC

WOOD CO. WIS.

777959

W I S C O N S I N



Report of the Finance and Property Committee

Matt Zacher, Chairperson
Dean Veneman, Vice-Chairperson
Jay Bemke

Date of Meeting: February 14, 2023
Reported to Council: February 21, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, February 14, 2023 in the first-floor conference room 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 Rayome, Alderperson Polach, Jake Klingforth, Joe Eichsteadt and Tim Desorcy.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:02 p.m.

2. Review 2023 Centralia Center roofing bid results and consider bid award

It was moved by Bemke, seconded by Veneman to reject all bids and rebid the project (see attachment No. 1). Motion carried.

3. Adjourn

It was moved by Zacher, seconded by Bemke to adjourn. Motion carried and meeting adjourned at 4:13 p.m.

Centralia Center Roof Replacement (#8366045)
Owner: Wisconsin Rapids WI, City of
Solicitor: Wisconsin Rapids WI, City of
02/06/2023 02:00 PM CST

						Estimate		Oshkosh Industrial Roofing & Sheetmetal, LLC		Quality Roofing Inc	
Section Title	Line Item	Item Code	Item Description	UofM	Quantity	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
Centralia Center Bid Quantities											
	1	1	Roof System & all associated work	LS	1	\$460,000.00	\$460,000.00	\$845,000.00	\$845,000.00	\$889,166.00	\$889,166.00
	2	2	Skylight - small	EA	3	\$6,666.67	\$20,000.01	\$0.00	\$0.00	\$6,600.00	\$19,800.00
	3	3	Skylight - large	EA	1	\$15,000.00	\$15,000.00	\$0.00	\$0.00	\$20,000.00	\$20,000.00
	4	4	Skylight engineering certification	LS	1	\$5,000.00	\$5,000.00	\$0.00	\$0.00	\$3,000.00	\$3,000.00
Base Bid Total:							\$500,000.01		\$845,000.00		\$931,966.00

REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 2/6/2023
Reported to Council: 2/21/2023

The Public Works Committee met on Monday, February 6th, 2023 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson, Dennis Polach, Tom Rayome, Jay Bemke, Dean Veneman, and Mayor Blaser were in attendance. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:15 PM.

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider a State Municipal Financial Agreement for the reconstruction of 8th Street S from Whitrock Ave to E Riverview Expressway.

General scoping of the proposed connecting highway project and proposed state/municipal cost sharing were reviewed and discussed. Motion by Evanson, second by Polach to approve execution of State Municipal Financial Agreement for the reconstruction of 8th Street South from Whitrock Avenue to E. Riverview Expressway. Motion carried (3-0).

4. Review and consider modifying Chapter 35 Post-Construction Stormwater Management Zoning specific to Peak Discharge Performance Standards in 35.07(3)(b)(2).

Proposed revisions to Chapter 35 of the City's ordinance were reviewed. Motion by Austin, second by Evanson to approve proposed revisions to Chapter 35 of the City's ordinance. Motion carried (3-0).

5. Review the Wisconsin Rapids Rail Feasibility Study.

Because the Rail Feasibility Study was not submitted to the City until just prior to Public Works Committee Meeting, staff had no opportunity to review and present on the report. City staff proposed to discuss the report at the next Public Works Committee Meeting in March. To allow for a more in-depth discussion of the report, however, it has been proposed to hold a Committee of the Whole meeting to further discuss the Rail Feasibility Study. No date/time has yet been set. The proposed meeting will fall after next month's Public Works Committee Meeting and before next month's City Council Meeting.

6. Review referral list.

The referral list was reviewed and updated.

7. Set next meeting date.

Next meeting was set for Thursday, March 2nd, 2023 at 5pm.

8. Adjourn

Motion by Evanson, second by Polach to adjourn at 5:56 pm. Motion carried (3-0).

Others in attendance:

See sign-in sheet.



PUBLIC WORKS DEPARTMENT

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

January 2023

Refuse and Recycling

- Garbage Collection estimate 379.51 tons (2022 406.91 tons)
- Recycling Collection estimate 99.44 tons (2021 92.16 tons)

Construction

Cherry Street (Riverview Drive – 1st St North, Smith St (Railroad St – Riverview Drive)

- Project completed

Rosecrans Street (9th Ave – Dead End)

- Project completed

Lyons Park Flood Levee (1681 2nd Ave to Lyon Park)

Items to complete in spring:

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2nd Ave
- Asphalt patch between wall and back of curb

18th Ave South (Russel Street – West Grand Ave)

- Project completed

West Jackson Street (West Riverview Expressway – Wisconsin River)

- City portion of project completed

Freemont Street (14th Street – 13th Street)

- Project completed

9th Ave North (West Grand Ave – Freemont Street)

Items to complete in spring:

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Freemont Street
- Some Concrete Carriage Walks

Freemont Street (7th Ave N – 10th Ave N)

Items to complete:

- Concrete sidewalks and curb ramps

- Asphalt patch driveways
- Backfill of curb and site restoration

17th Ave North (Rosecrans Ave – Jefferson Street)

- Project completed

Streets Maintenance

- Patched city streets with cold patch
- Parts inventory control
- Bike trail, and dead end tree and brush trimming
- Check sand barrels
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Repaired Drywall in stair well at City Hall that was damaged by leaking water
- Started off season annual training
- Christmas Tree pickup
- Removed snow from plugged Catch Basins and uncleared crosswalks
- Assisted with Kafka Construction in grinding brush from the Compost sites
- Removed snow from properties not meeting the requirements of city ordinance
- Cleared downed trees in proposed dog park for Parks Department
- Took delivery of 800 tons of salt
- Assisted Parks with tree removal throughout the city
- Worked at removing Ice Pack from city streets during warm temperatures
- Graded retention pond and parking lot of proposed dog park for Parks Department to prepare for gravel

Paint and Signs

- Installed Pedestrian Crossing Signs on Baker Street
- Repaired damaged signs due to vehicle hits
- Replaced 30” Stop signs that no longer meet the MUTCD requirements
- Removed Christmas Decorations in the Downtown
- Replace seasonal banners

Shop and Repairs

- Routine service work fleet trucks
- Annual Vehicle Inspections
- Service Police and Fire’s fleet
- Rebuilt and installed motor in 1990 John Deere Grader. Motor broke due to wear and age
- Repaired packer in Garbage Truck
- Fixed broken plows from snow event
- Took delivery of two trucks and put into service



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

ENGINEERING DEPARTMENT Monthly Activity Report

January 2023

Permits & Degradation

- 5 Permits/Applications (6 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (5), Street Privilege (0), storm connection (0), permit parking (0), banner (0), environmental testing well (0), contractor licenses (0)
 - This year – 26 permits & licenses
- 87 Diggers Locates for Storm Sewer & Sanitary Sewer (63 last month)
 - 4 Emergency locates (2 after hours)
- Degradation fees - this year = \$5,796
 - This month = \$5,796 (\$3,178.13 last month)

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4th Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February. All traffic counts are complete.
 - 2nd St S and Davis Ave – 4/28/22 – counter placed 11/22/22.
 - 13th St N & Prospect St – 10/6/22
 - 13th St N at Saratoga St, Avon and Wisconsin Prospect St – counter placed 11/29/22 at Saratoga, 12/8/22 at Prospect
 - 14th St N at Prospect St, Avon St and Wisconsin – counter placed 12/14/22 at 14th.
 - 15th St N at Prospect St, Avon St and Wisconsin – counter placed 12/23/22 at 15th St and at Saratoga on 12/30/22
- ITS Standalone Signal Grant
 - Bid awarded to Pember Companies. The contractor is working to compile the necessary insurance documents and construction schedule. The Notice to Proceed and Contract signing is occurring the first week of February.
 - Bid opening was Dec. 8th at 10am.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

- Signal complaints
 - 12th St and Expressway – complaint regarding the SB and NB green. Issue has been resolved.
 - 2nd Ave and Expressway – coordination timing was modified to match other intersections on the expressway.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
 - STH 54 & CTH W – too few cars can get through (9/20/2022)
 - Chestnut & 8th St – too few cars can get through (9/20/2022)
 - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance

2023 Reconstruction Projects

Project plans have been updated on the Engineering Dpt website and plans have been delivered to utilities along with city staff for their review and preparations for the upcoming construction season. A preconstruction meeting will be held in mid-March to review the projects and proposed work schedules. Letters to property owners that will be impacted by these projects will be mailed out in early February.

- Preliminary Survey for 2023 Projects are complete.
- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 95%
 - Shorewood Terrace (1st St N to Termini) – 95%
 - Apricot St and Broadway St – 95%
- 2023 Contracts
 - Crushing Contract – 90%
 - Asphalt Contract – 75%
 - Concrete Contract – 75%

2024 Reconstruction Projects

- Preliminary Survey for 2024 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 40%



ENGINEERING DEPARTMENT
444 West Grand Avenue
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- Lincoln St (Expressway to Peach St) – 15%
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Due to the uniqueness of this project and the potential given the ROW width available we will refer the review of the preliminary concept plan to the committee at the March meeting.
- Wylie St (8th St N to 10th St N) – 25%
- 14th Ave N (W Grand Ave to Fremont St) – 0%
- 15th Ave N (W Grand Ave to High St) – 0%

Storm Water Utility

- Storm Utility Billing Update/Audit – Final data has been compiled and returned to the Engineering Department. This data is currently being reviewed and will be sent to WWLC to update their records.
- One Mile Cr. – Sediment sampling was recently completed. The Engineering Dept is now working with the DNR to complete our pre-application necessary for the dredging permit. A letter was also mailed out to property owners in January with an update on the project.

Transportation Utility

- No new updates at this time.

Capital Improvement Planning

- No new updates at this time.

Other Highlights

- A final report is expected on February 2nd. If received on time we will include in the packet; otherwise, it will be provided at the meeting. We anticipate doing a high level review at the Feb. 6th meeting and a more in-depth review at the March Public Works Committee meeting.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- Baker St ped crossing. The installation is complete.
- W Jackson St Update
 - The street lights are now installed, but the controller cabinet for the lights was delayed from late January late February. On January 18th a light unit was hit by a vehicle at 3rd Ave and W Jackson St as a hit-and-run. Since the project is still under the contractor's care, it is their responsibility make the necessary repairs. We are looking at the possibility of relocating this light unit to hopefully avoid a future impact. Discussion are ongoing with the DOT.
- Downtown Riverwall project scoping
 - No new updates



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205 FAX (715) 421-8291

- Dog Park
 - The parking lot design was finalized and construction staking occurred.
 - Fencing bids are being prepared.
- Centralia Center Roof bids will be compiled and advertised in January of 2023 on behalf of the Parks Dpt. The bid opening is set for February 6th in advance of Finance & Property Committee.



Public Works Committee

Date of Request: January 20, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider approval for a State/Municipal Financial Agreement for the reconstruction of 8th Street South (Whitrock – Taylor).

Background information:

The DOT regularly evaluates the surface conditions of Connecting Highways throughout the state. 8th Street is part of the Connecting Highway program. Based on the DOT's evaluation, the pavement on 8th Street from Whitrock Avenue to Taylor Avenue has deteriorated and is reaching the end of its service life. Additionally, the existing crosswalk curb ramps do not meet ADA standards.

One of the first steps in developing/scoping the project is formally approving a State/Municipal Financial Agreement. If approved, the City will be responsible for 25% of the project design, 0% for real estate acquisitions (if any), and 0% for roadway construction. The City must perform any real estate work and make the initial purchase and the State will reimburse those expenses at the end of the project. Any special non-participating features (underground sanitary or water utilities, etc.) are 100% local cost. Any costs associated with hazardous material cleanup shall also be 100% local cost.

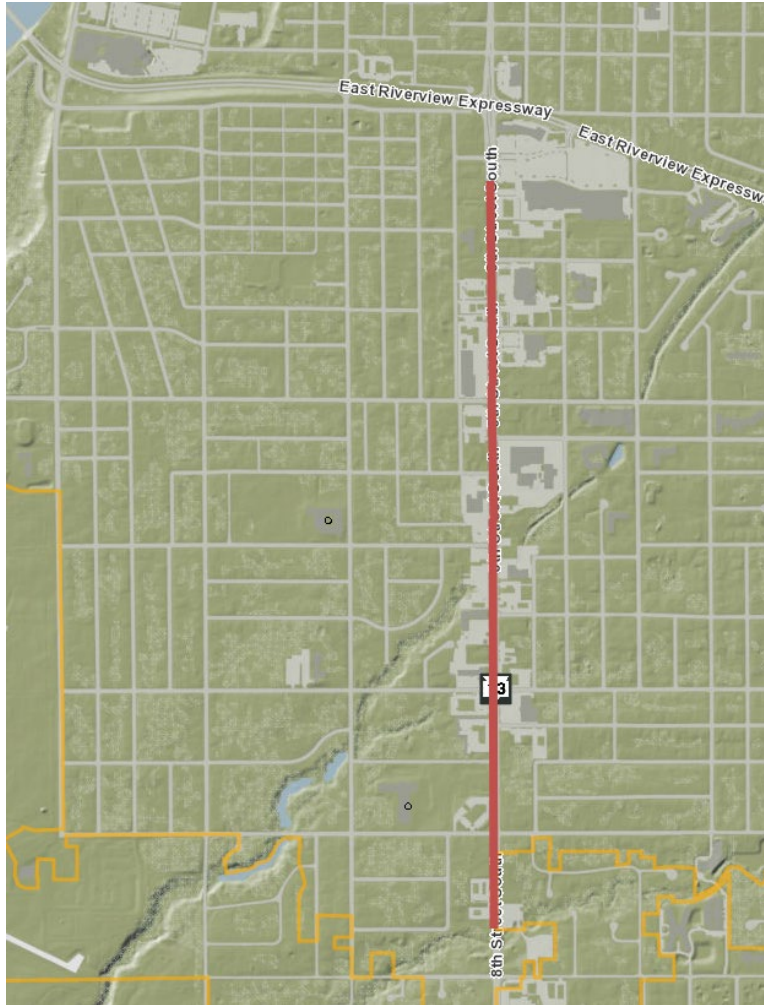
The project is roughly estimated to cost \$11.1M with the City's portion of design engineering about \$150,000. Through the design process this could change, and the agreement requires the City to accept any changes. The project is tentatively scheduled for 2030.

Before the State can enumerate this as a formal project, a State/Municipal Financial Agreement needs to be signed and on file with the State.

Options available: Take action to accept the agreement or take no action.

Action you are requesting the committee take: Approval of the State/Municipal Financial Agreement for Project ID 6999-03-14, 84 for STH 13 (8th Street South) from Whitrock Avenue to Taylor Avenue.

How will the item be financed? Future Public Works Construction Fund





STATE/MUNICIPAL FINANCIAL AGREEMENT

Date: January 26, 2023
I.D.: 6999-03-14, 84
Road Name: STH 13
Title: C Wisconsin Rapids, 8th Street South
Limits: Whitrock Avenue to Taylor Avenue
County: Wood
Roadway Length: 1.34 miles

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: 8th Street south is a four- lane urban roadway located within the connecting street limits in the city of Wisconsin Rapids. The existing concrete pavement has deteriorated and is reaching the end of its service life. The existing crosswalk curb ramps do not meet current Americans with Disabilities Act (ADA) Standards.

Proposed Improvement - Nature of work: The proposed improvement is a pavement replacement. Work consists of removing and replacing the existing pavement. The project will also upgrade cross walk curb ramps, complete curb and gutter replacement in spot locations, and storm sewer repairs.

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: A nominal amount is included to cover items in paragraph 3 (to be adjusted in the final plan).

TABLE 1: SUMMARY OF COSTS

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
6999-03-14 ² Preliminary Engineering:	\$ 610,000	\$ 457,500	75%	\$ 152,500	25%
² Real Estate Acquisition:		\$ -	100%	\$ -	0%
6999-03-84 ¹ Construction:					
² Roadway (cat 0010)	\$ 10,530,000	\$ 10,530,000	100%	\$ -	0%
Subtotal:	\$ 10,530,000	\$ 10,530,000		\$ -	
Non-Participating	\$ -	\$ -	0%	\$ -	100%
Total Cost Distribution	\$ 11,140,000	\$ 10,987,500		\$ 152,500	

¹Estimates include construction engineering

²See number 8 of Terms and Conditions

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 2 – 6); 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)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Shannon P Riley	Title WisDOT North Central Region Planning Chief
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) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.

- (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
- (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.
 - (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. 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.
5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
6. The work will be administered by the State and may include items not eligible for federal/state participation.
7. 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.
8. Basis for local participation:
- a) **Preliminary Engineering – 6999-03-14:** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 75% and the Municipality is responsible for 25% of all design engineering costs necessary for State construction projects on a connecting highway.

- b) **Real Estate Acquisition:** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for all costs associated with the acquisition of necessary real estate. However, it shall be the responsibility of the Municipality to provide all of the real estate work and payments necessary to acquire the rights, interests, and/or releases for this project.

When State or Federal dollars are to be used to reimburse the Municipality for any real estate acquisition related costs, all real estate activities are subject to reviews and approvals by the State. Required State reviews and approvals are identified in the Local Public Agency manual. Examples of some review and approval items are listed in the following table.

Contract services & fee for consultant services	Nominal Value approvals
Capability statement for consultant services	Administrative revisions
Appraisal reviews	Revised offers
Offering price approvals	Acquisition Stage Relocation Plan
Relocation computations	Revised relocation computations
Relocation claims	Sales Studies

The Municipality will be given a direct cash reimbursement for the approved real estate costs of this project. Reimbursement will be limited to one payment request for the total real estate expenditures when all real estate activities have been completed.

In order for the Municipality to receive reimbursement for acquiring the real estate, the State must be given copies of all the related documents for review and approval. The reimbursement will be based on detailed invoices and supporting documents provided by the Municipality to the State, which show actual expenditures.

Approved real estate costs are those actual costs appropriately documented by the Municipality, and further approved by the State for reimbursement.

Real Estate Remnant Parcels: Any remnant properties created by partial acquisitions and acquired as part of this public improvement project, or any additional lands deemed unnecessary for the project, will be acquired by the Municipality. Such remnants or additional lands will not be considered for reimbursement of their acquisition costs and must be purchased with Municipal funds. Post project disposal and/or use of these remnants and additional lands will be at the sole discretion of the Municipality.

All municipal lands, owned by the Municipality being party to this agreement, required for this improvement project shall be dedicated/donated as right of way by specific resolution of the municipal governing body at no cost to the State. Exceptions to this dedication are those lands held by the Municipality under 4F and 6F Park lands.

c) **Participating Construction – 6999-03-84:**

1. **Roadway Items (Category 010):** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% for the costs necessitated by the roadway project (grading, paving, etc.) unless otherwise noted in the sections below.

Driveways: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement driveways necessitated by roadway construction as follows: where there is no sidewalk, replacement in kind beyond the curb; where there is a sidewalk, concrete from curb to sidewalk and replacement in kind beyond the sidewalk. New driveways are not eligible for Federal/State funding.

Replacement Sidewalks: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement sidewalks costs, in kind, necessitated by roadway construction if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

New Sidewalks: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of continuous new sidewalk costs only if they are installed to WisDOT standards at the time of project construction, required through WisDOT design process and if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement.

If the new sidewalk is NOT required through WisDOT design process; the Municipality is responsible for 100% of continuous new sidewalk costs only if they are installed to WisDOT standards at the time of project construction and if the Municipality agrees to accept responsibility for sidewalk maintenance and repair per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

Bicycle Accommodations: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of the costs for bicycle accommodations, where recommended by the State's Facility's Development Manual.

Replacement Street Lighting: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of replacement lighting costs, in kind, necessitated by roadway construction if the Municipality agrees to accept responsibility for the energy, operation, maintenance and replacement of the lighting system per the Maintenance agreement. The Municipality is responsible for 100% of any alternate design, over and above State standards and acceptable to the State.

Storm Sewers: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of costs necessary to construct a storm sewer system that accommodates roadway drainage, and surface water naturally flowing to the state trunk highway. The Municipality is responsible for 100% of the cost to over-size the storm sewer system to accommodate all additional local storm water caused by existing or future developments, and the Municipality agrees to pay these costs.

Parking Policy: In accordance with State statute 86.32(4), the Municipality is required to pay the actual construction costs and any associated costs (if applicable) of that part of the state trunk highway on which parking is permitted. The local cost share is the amount of the total project cost that represents the construction cost of the parking lane(s).

Traffic Signals: In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the State is responsible for 100% of traffic signals necessary and warranted for the safety and efficient flow of traffic within the construction limits.

- d) **Non-Participating Construction Local Utilities :** In accordance with the State's Local Cost Sharing Policy of the Program Management Manual, the Municipality is responsible for 100% of all costs associated with Municipal owned utilities or appurtenances, including but not limited to, new installation or alteration of sanitary sewer and water, including service connections. The Municipality is also responsible for 100% of all costs caused by changes to Municipal owned utilities related to other utilities (gas, electric, telephone, fire, or police alarm facilities, parking meters, irrigation systems and similar utilities).

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 responsibly 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.



Public Works Committee

Date of Request: January 20, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider modifying Chapter 35 Post-Construction Stormwater Management Zoning specific to Peak Discharge Performance Standards.

Background information: Engineering Department staff would like to further clarify/modify a portion of the Post-Construction Stormwater ordinance (Chapter 35) regarding the City Engineer's ability to enforce post-development peak stormwater runoff restrictions on new development sites of less than 1 acre. The proposed revision would not effectively change the existing ordinance so much as clarify the intent of the ordinance to allow the City Engineer to enforce peak flows from relatively smaller sites (< 1 acre) in order to protect downstream storm sewer and water bodies from unnecessary flooding and erosion as previously determined by execution of a flood study and as currently specified in section 35.07(3)(b)(2)(a) of City Ordinance. The excerpt below shows section **35.04(1)** of the ordinance as it currently reads.

35.04 APPLICABILITY AND JURISDICTION.

(1) Applicability.

- (a) Where not otherwise limited by law, this ordinance applies after final stabilization to a site of land disturbing construction activity covering one or more acres of land disturbing construction activity meeting any of the criteria in this paragraph, unless the site is otherwise exempt under paragraph (b).
- (b) A site that meets any of the criteria in this paragraph is exempt from the requirements of this ordinance.
 - (1) A redevelopment post-construction site with no increase in exposed parking lots or roads.
 - (2) A post-construction site with less than 10% connected imperviousness based on complete development of the post-construction site, provided the cumulative area of all parking lots and rooftops is less than one acre.
 - (3) Nonpoint discharges from agricultural facilities and practices.
 - (4) Nonpoint discharges from silviculture activities.
 - (5) Routine maintenance for project sites under 5 acres of land disturbance if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.
 - (6) Underground utility construction such as water, sewer and fiber optic lines. This exemption does not apply to the construction of any above ground structures associated with utility construction.
- (c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to post-construction sites of any size that, in the opinion of the city engineer, is likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety.

(2) Jurisdiction. This ordinance applies to post construction sites within the boundaries and jurisdiction of the City of Wisconsin Rapids.

(3) Exclusions. This ordinance is not applicable to activities conducted by a state agency, as defined under Section 227.01 (1) of the Wisconsin Statutes, but also including the office of district attorney, which is subject to the state plan promulgated or a memorandum of understanding entered into under Section 281.33(2) of the Wisconsin Statutes



Shown below is proposed revision to section 35.04(1)(c) of the ordinance.

35.04 APPLICABILITY AND JURISDICTION.

(1) Applicability.

- (a) Where not otherwise limited by law, this ordinance applies after final stabilization to a site of land disturbing construction activity covering one or more acres of land disturbing construction activity meeting any of the criteria in this paragraph, unless the site is otherwise exempt under paragraph (b).
- (b) A site that meets any of the criteria in this paragraph is exempt from the requirements of this ordinance.
 - (1) A redevelopment post-construction site with no increase in exposed parking lots or roads.
 - (2) A post-construction site with less than 10% connected imperviousness based on complete development of the post-construction site, provided the cumulative area of all parking lots and rooftops is less than one acre.
 - (3) Nonpoint discharges from agricultural facilities and practices.
 - (4) Nonpoint discharges from silviculture activities.
 - (5) Routine maintenance for project sites under 5 acres of land disturbance if performed to maintain the original line and grade, hydraulic capacity or original purpose of the facility.
 - (6) Underground utility construction such as water, sewer and fiber optic lines. This exemption does not apply to the construction of any above ground structures associated with utility construction.
- (c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to new development post-construction sites of any size that drain to any existing stormwater conveyance system or body of water with peak discharge restrictions as specified in section 35.07(3)(b)(2)(a).**
- (d) Notwithstanding the applicability requirements in paragraph (a), this ordinance also applies to post-construction sites of any size that, in the opinion of the city engineer, is likely to result in runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety.**

Options available: Approve, modify, or leave as is.

Action you are requesting the committee take: Approve the changes as proposed.

How will the item be financed? N/A

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING PORTIONS OF SECTION 35.04(1) OF THE MUNICIPAL CODE. SAID ORDINANCE PERTAINS TO THE APPLICABILITY OF POST-CONSTRUCTION STORMWATER MANAGEMENT ZONING REQUIREMENTS FOR SITES WITH PEAK DISCHARGE RESTRICTIONS

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

SECTION I Section 35.04(1)(c) of the Wisconsin Rapids Municipal Code is hereby renumbered/retitled as Section 35.04(1)(d):

35.04(1)

~~(c)~~(d) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to post-construction sites of any size that, in the opinion of the city engineer, is likely to result in Runoff that exceeds the safe capacity of the existing drainage facilities or receiving body of water, that causes undue channel erosion, that increases water pollution by scouring or the transportation of particulate matter or that endangers property or public safety.

SECTION II Section 35.04(1)(c) of the Wisconsin Rapids Municipal Code is hereby created to read as follows:

35.04(1)

(c) Notwithstanding the applicability requirements in paragraph (a), this ordinance applies to new development post-construction sites of any size that drain to any existing stormwater conveyance system or body of water with peak discharge restrictions as specified in Section 35.07(3)(b)(2)(a) of the Municipal Code.

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

PASSED:
APPROVED:
PUBLISHED:



Public Works Committee

Date of Request: January 20, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review the Wisconsin Rapids Rail Feasibility Study as prepared by Patrick Engineering.

Background information:

We would like to review the recently-completed rail study this month, get some initial comments and questions, and take some time to consider the data further.

Next month we can revisit the study and recommendations by the staff on ways to proceed.

Options available:

Action you are requesting the committee take: No action.

How will the item be financed? N/A

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. ~~Request by Alderperson Cattanaach 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.~~
7. Request by Alderperson Austin to consider a feasibility study for reducing noise and vehicle delays due to railroad tracks along the west side of the City at and between crossing from Gaynor Ave to High St.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~
9. ~~Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.~~
10. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.
11. Request from Zacher to consider removing pavers in west boulevard of 2nd Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.
12. Request from Austin to discuss the Biron wastewater agreement at a special PW meeting.
13. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)
14. ~~Request from Polach to change traffic control at the intersection of Peach St and 13th St S from uncontrolled to either yield or stop control.~~
15. Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.
16. Update Degradation Fees for 2023.
17. Consider Highway Safety Improvement Grant for pedestrian crossing at 8th St S at Wood Ave.
18. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
19. Referral by Alderperson Bemke to consider sidewalk installation on the east side of 16th St S from E Riverview Expressway to existing sidewalk 1075' south.



Human Resources Committee Meeting Minutes February 14, 2023

Human Resources Committee

Jay Bemke, Chairperson
Patrick Delaney, Vice Chair
Tom Rayome

The Human Resources Committee held a meeting in the 1st Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids on Tuesday, February 14, 2023 at 2:00 p.m. Members present were Chairperson Bemke, Alderperson Rayome. Others in attendance were Alderperson Veneman, Alderperson Polach, Fire Chief Eckes, Police Chief Potocki, Mayor Blaser, City Attorney Sue Schill, Deputy Police Chief Dewitt, Sue Bravick, Sue Hladilek, Veronica Klish, and HR Manager Ryan Hartman.

Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 2:05 p.m.

2. Update on City Hall Hours.

Discussion took place, no action taken.

3. 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 negotiations and strategy regarding possible amendments to provisions in the City's Labor Agreements with WRPPA and IAFF as a result of revised qualifications for new hires in each of those departments.

Motion by Bemke, seconded by Rayome to move into closed session. Roll call vote was taken. Motion carried 2-0. All present members voted in the affirmative.

In closed session, direction was given to pursue the bargaining impacts of revised candidate qualifications with WRPPA and IAFF.

4. Adjournment.

Motion by Rayome, seconded by Bemke to adjourn. Motion carried 2-0. The meeting adjourned in closed session at 3:03 p.m.

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, November 30, 2022 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:31 p.m.

1. ROLL CALL:

Present: Cheryl Reith-Kincaid, Evan Smith, David Henke, JoAnn Grode and Mary Vang

Excused: Jean Helmer

Also present: Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the October 26, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the October 26, 2022 meeting, seconded by Commissioner Henke. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: Commissioners shared how the Thanksgiving meals went at each apartment building. At Parkview, Commissioner Grode mentioned that there was not many in attendance, but it went well. Mary reported that Tenth Avenue's did not have many in attendance and that they are looking to do a potluck next year. For Huntington House there were many tenants involved in putting the Thanksgiving meal together and it went well.
- B. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.
- C. Memorandum from Wood County Emergency Management regarding Housing Authority owned properties impacted by hazardous and toxic chemicals on inventory at Erco Worldwide Inc.: Mary reported that the Housing Authority has a hazardous chemical emergencies shelter in place plan in place in the event of a hazardous chemical emergency.

4. CONSIDERATION OF BILLS

- A. Approve Third Quarter 2022 financial statements from fee accountant: Commissioners reviewed the third quarter 2022 financial statements. Mary stated that going forward she would be providing financials from the fee accountant on a quarterly basis rather than monthly to reduce office expenses. In addition, the financials will better capture a 3-month window for Commissioners to review and further discuss. Commissioners unanimously agreed that having Mary provide financials on a quarterly basis rather than monthly would be appropriate. Commissioner Henke moved to approve the third quarter 2022 financial statements from the fee accountant, seconded by Commissioner Smith. All aye votes.
- B. Approve October 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the October 2022 bills. Commissioner Reith-Kincaid moved to approve the October 2022 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are two vacancies at Parkview. One who is deceased and one who left due to program violations. The vacancies will be filled off the waiting list with tentative move-in dates for December 2022 and January 2023. There are no vacancies at Tenth Avenue. There is one upcoming vacancy in the scattered sites due to program violations. The date for move-in is still to be determined, as the unit will require extensive repairs before it is ready to be moved in. Mary will be putting in a request to the HUD Field Office to have the unit placed in modernization mode to allow for adequate time for maintenance and cleaning to be completed. Mary also reported that a canine bed bug inspection was completed at Parkview apartments on November 4, 2022. One unit was identified with bed bugs with a heat treatment scheduled.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House: one deceased and one moving to a skilled living facility. One vacancy has been filled and moved in on November 15, 2022. The remaining vacancy will be filled off the waiting list with a tentative date in December 2022.
- C. Section 8 program status: Mary reported that as of November 21, 2022, there are 169 families under contract with the current waiting list running approximately around 10 months. There are currently 247 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, two new admissions, no vouchers expired, zero portability move-outs/move-ins, one new voucher issued for a cumulative of nine vouchers, and one end of participation due to leaving voluntarily.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$14,941.26 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a zero balance in operations and RAD activities and \$15,631.56 in general

capital activity for appliances. The 2020 grant has a \$93,170.13 balance in operations for insurances and miscellaneous expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$160,409.98 balance in operations for insurances, PILOT, and miscellaneous expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous expenses; \$47,300 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, and HVAC repairs at all projects, and zero in RAD activities. A disbursement of \$7,946 was made from the 2018 CFP grant to pay for sealcoating and striping of parking lots at Parkview and Tenth Avenue. A disbursement of \$194.08 was made from the 2019 CFP grant for plumbing repairs at Parkview. The following disbursements were made from the 2020 CFP grant: \$493 to Hawkins Ash for fee accountant services and \$625 to A & B Roll-Off Dumpsters for dumpster rental at 448 Pepper Avenue. Disbursements were made from the 2021 operations for \$115 to Quality Door & Hardware for rekeying of locks at Parkview and \$419 to Nan McKay for annual PIH alert renewal.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$354.67 were received in November 2022 from one former public housing tenant and one former Section 8 participant.
- F. HAI Group low loss ratio award for policy years 2018-2020: Mary reported that the Housing Authority was awarded a Low Loss Ratio Award for 2018-2020 policy years.
- G. CARES Act reporting and closeout for funding awarded in CY 2020: Mary reported that the Housing Authority has met all the reporting and closeout requirements for the supplemental CARES Act funding that was awarded in 2020.
- H. Review 2023 draft budgets for Business Activity, Huntington House Redevelopment, LLC, Public Housing, and Housing Choice Voucher programs: Mary reviewed with Commissioners the 2023 draft budgets for the Business Activity, Huntington House Redevelopment, LLC, Public Housing, and Housing Choice Voucher programs. She pointed out that 98% of employee benefits and wages will be allocated across two or more programs. She also stated that the Public Housing budget will include RAD expenses, as it is still anticipated that the Housing Authority continue to pursue the RAD conversion of the scattered sites and Parkview apartments.
- I. RAD update: Mary reported that Kaitlin from Baker Tilly was able to run an analysis of how well the Parkview and scattered sites would score with WHEDA's current Qualified Allocation Plan for the upcoming round of 9% tax credits. Unfortunately, the project would not place competitively, and she did not feel that putting an application in for this round would be

feasible at this time. Commissioner Grode inquired about what areas the Housing Authority's project did not score well in and if consideration of adding the Tenth Avenue apartments to the project would be a possibility. Mary stated that she is anticipating to further discuss the analysis with Kaitlin.

- J. REAC inspection report: Mary reported on the results of the Public Housing REAC inspection that was completed on November 21-22, 2022. The Housing Authority received a score of 83c, which is similar to what the HA received in 2019. Mary stated that the most common deficiencies that were cited at the scattered site houses were related to missing louvers on outdoor dryer vents, which were considered as a hole in the wall and damaged refrigerator seals. The most common deficiencies in the apartments were cracked outlet/switch plates, deteriorated window seals and damaged refrigerator seals. Two health and safety deficiencies were observed and corrected within HUD's required 24-hour period. These deficiencies were related to missing knockouts in the mechanical room of Parkview. As a result of the preliminary inspections completed prior to the HUD inspection, several tenants were identified and placed on the HA's watchlist for continued monitoring of housekeeping. Overall, the inspection went well and as expected considering the short length of notice provided to the HA.

6. **In open session the Board will consider a motion to adjourn into closed session pursuant to Section 19.85 (1) ©, Wisconsin Statutes, for the purpose of considering "employment, promotion, compensation or evaluation of any public employee over which the governmental body has jurisdiction or exercises responsibility." The purpose of the closed meeting is to discuss wage and benefit proposals for 2023.** Commission Smith moved to adjourn into closed session, seconded by Commissioner Henke. All aye votes. The closed session was called to order by Commissioner Grode at 3:34 pm. Roll call was taken and those present were Jo Ann Grode, David Henke, Cheryl Reith-Kincaid, Evan Smith, Mary Vang and Jolina Janus.
7. **Return to open session for possible action based on closed session:** Commissioner Grode requested a motion to move into open session at 3:37 pm. Commissioner Reith-Kincaid moved to go into open session, seconded by Commissioner Smith. All aye votes. Commissioner Reith-Kincaid moved to approve the 5% across the board wage proposal for all employees, and employee benefit of 85% contribution by the Housing Authority towards health insurance and 50% Housing Authority contribution towards dental insurance for all full-time employees. Seconded by Commissioner Smith. All aye votes.
8. **PUBLIC INPUT:** Commissioner Reith-Kincaid was given a note from a Huntington House tenant about the medicine cabinets in the tenant's bathrooms needing to be replaced or repaired. Mary stated she would further discuss this with the maintenance staff to see what can be done.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, December 28, 2022, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:46 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____

**MINUTES OF THE MONTHLY MEETING
HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, December 28, 2022 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:32 p.m.

1. ROLL CALL:

Present: Cheryl Reith-Kincaid, Evan Smith, David Henke, JoAnn Grode and Mary Vang

Excused: Jean Helmer

Also present: Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the November 30, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the November 30, 2022 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update on activities: Commissioners Grode reported that all three Christmas dinners went well, and the food was good. Mary reported that due to icy roads, the bus tour of lights was cancelled.
- B. Stock box update: Mary reported that a total of 25 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments.

4. CONSIDERATION OF BILLS

- A. Approve November 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the November 2022 bills. Commissioner Reith-Kincaid moved to approve the November 2022 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview; one who is deceased, one due to program violations, another moving of area, and one voluntary move. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with housing to secure alternative housing and resources. One vacancy has been filled off the waiting list with an undetermined move in date. The remaining vacancies will be filled off the waiting list with tentative move-in dates for December 2022 and January 2023. There was one vacancy at Tenth Avenue due to the individual requiring skilled living care. The unit was filled off the waiting list on December 27, 2022. There is one upcoming vacancy in the scattered sites due to program violations. Allen is conducting interviews for the vacancy and anticipates a move-in date for January 2023.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at Huntington House due to health problems with anticipation to have the unit filled off the waiting list with a move-in date for January 2023.
- C. Section 8 program status: Mary reported that as of December 16, 2022, there are 165 families under contract with the current waiting list running approximately around 10 months. There are currently 272 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: four VASH voucher holders, one new admission, one voucher expired, zero portability move-outs/move-ins, zero new voucher issued for a cumulative of two vouchers, and zero end of participations.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$14,941.26 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a zero balance in operations and RAD activities and \$15,478.37 in general capital activity for appliances. The 2020 grant has a \$87,056.72 balance in operations for insurances and miscellaneous expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$160,409.98 balance in operations for insurances, PILOT, and miscellaneous expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous expenses: \$45,062.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. A disbursement of \$153.19 was made from the 2019 CFP grant to pay for electrical work at Parkview apartments. The following operational disbursements were made from the 2020 CFP grant: \$537.69 for office copier service contract, \$2,109 for building wide bed bug inspection and heat treatment of one unit at Parkview apartments, \$151 to have a scattered site home rekeyed, \$1,460.95 to rebuild the Mepco pump at Parkview, and \$1,250 to paint the scattered

site vacancy on Pepper. A disbursement of \$2,237.10 was made to purchase seven new doors for Pepper.

- E. Huntington House Replacement Reserves and capital projects status: Mary reported that in 2021, \$8,500 was expended to paint the Huntington House lower level. The following capital improvement projects were completed in 2022: \$13,600 to replace the building wide pneumatic compressor and air dryer, \$3,773 for the parking lot asphalt sealing and striping, \$34,438 to upgrade the power unit on the elevator, and \$8,700 for tree removal services.
- F. State Debt Collection (SDC) : Mary reported that two payments totaling \$156.82 received for November 2022 from one former public housing and section 8 participant. The Housing Authority recovered an annual total of \$6,921.06 for 2022 in debt payments. Jolina has entered several other debtors into the State of WI SDC program and will be updating the spreadsheet.
- G. US Bank purchasing card program rebate: Mary reported that the Housing Authority received \$436.73 as part of the purchasing card rebate program.
- H. New office lobby hours effective for January 1, 2023: Mary reported that as of January 1, 2023, lobby hours will resume as normal during regular business hours from Monday through Thursday with Fridays remaining closed to the public and by appointment only.
- I. Proposed revision to the employee clothing/shoe allowance benefit: Mary provided Commissioners with a proposal to increase the maintenance staff clothing/shoe benefit allowance from \$50 to \$150 effective for January 2023. She stated that maintenance staff have increased expenses for purchasing appropriate heavy duty outdoor work boots and apparel and an appropriate allowance to help cover some of those costs should be covered by the Housing Authority to ensure that the maintenance staff have the proper work attire to complete their jobs safely. Commissioner Reith-Kincaid moved to approve the policy revision to increase the maintenance staff clothing/shoe benefit allowance to \$150 effective for January 1, 2023. Seconded by Commissioner Smith. All aye votes.
- J. Proposed revision to the employee vision expense benefit policy: Mary provided Commissioners with a proposal to increase the vision benefit amounts as the amounts have not been updated in over ten years, and after careful review, should be updated accordingly. The proposed benefit increase would take effect for January 2023. Commissioner Henke moved to approve the revision to the employee vision expense benefit policy with the increased schedule amounts effective for January 1, 2023. Seconded by Commissioner Smith. All aye votes.

6. RESOLUTIONS

A. 2022-7 2023 Public Housing Budget: Commissioners reviewed the 2022-7 2023 Public Housing Budget. Mary provided updates to the budget since the drafted version from the previous board meeting. Commissioner Reith-Kincaid moved to approve the 2022-7 2023 Public Housing Budget. Seconded by Commissioner Smith. All aye votes.

B. 2022-8 2023 Housing Choice Voucher Budget: Commissioners reviewed the 2022-8 2023 Housing Choice Voucher Budget. Commissioner Smith moved to approve the 2022-8 2023 Housing Choice Voucher Budget. Seconded by Commissioner Reith-Kincaid. All aye votes.

C. 2022-9 2023 Huntington House Redevelopment LLC Budget: Commissioners reviewed the 2022-9 2023 Huntington House Redevelopment LLC Budget. Commissioner Reith-Kincaid moved to approve the 2022-9 2023 Huntington House Redevelopment LLC Budget. Seconded by Commissioner Henke. All aye votes.

D. 2022-10 2023 Business Activities Budget: Commissioners reviewed the 2022-10 2023 Business Activities Budget. Commissioner Smith moved to approve the 2022-10 2023 Business Activities Budget. Seconded by Commissioner Henke. All aye votes.

E. 2022- 11 Public Housing Write Off Accounts: Commissioners reviewed the 2022-11 2023 Public Housing Write Off Accounts. Commissioner Reith-Kincaid moved to approve the 2022-11 2023 Public Housing Write Off Accounts. Seconded by Commissioner Henke. All aye votes.

F. 2022-12 Huntington House Redevelopment LLC Write Off Accounts: Commissioners reviewed the 2022-12 2023 Huntington House Redevelopment LLC Write Off Accounts. Commissioner Evan moved to approve the 2022-12 2023 Huntington House Redevelopment LLC Write Off Accounts. Seconded by Commissioner Henke. All aye votes.

7. **PUBLIC INPUT:** Commissioner Reith-Kincaid stated that there continues to be issues with garbage being mixed in with the recyclables. Mary stated that she would look into getting security camera quotes from Tech Pros. Carol Voss reported that there is a tenant smoking in the maintenance room at Tenth Avenue. Mary stated that Tenth Avenue does not currently have internet, which would make it difficult to install a camera system, but she will investigate a trail cam option.
8. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, January 25, 2023, in the community room of the Huntington House Apartments.
9. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:55 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date:_____

Approved by:

Jo Ann Grode
Chair

Date:_____



Buildings and Grounds Committee

Meeting Minutes for

December 14, 2022

1. Call to Order: Chairman Machon called the meeting of the McMillan Library Buildings and Grounds Committee to order at 5:00 p.m.

2. Open Meetings Declaration: Chairman Machon established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Doug Machon

Scott Kellogg

William Clendenning

~~Ryan Austin~~

Eric Montag

Other Board Members:

Kim Heniadis

~~Craig Broeren~~

Susan Feith

Elizabeth St. Myers

~~Karen Schill~~

Administration: None.

Others in Attendance: None.

4. Approval of Minutes: A motion was made by S. Kellogg to approve the minutes of the July 13, 2022 Buildings and Grounds Committee meeting. Second by W. Clendenning. No corrections. Motion to approve carried by unanimous vote.

5. Consideration of 2023 endowment requests: K. Elchert stated there is 150k in the operating budget for solar buyout. D. Machon stated that Viking has provided what they believe to be a fair market value of the library's solar system. D. Machon stated that the Board should get an unbiased solar expert to evaluate the value of the system. K. Elchert stated that there is a possibility that WW&LC could purchase the solar array, but they are concerned about existing contract details. WW&LC claims it advised against entering into the contract in 2017- as the details of the contract were not favorable to the library. A meeting had been tentatively scheduled for K. Elchert to meet with WW&LC, as well as WW&LC's legal counsel.

K. Elchert shared some building and grounds concerns that could potentially be supported by endowment dollars. The library's elevator is in need of replacement. The library won't be in compliance with ADA if elevator breaks. S. Feith stated that expenses related to normal wear and tear of the building are supposed to be paid for by the city, as the library building is owned by the city. S. Feith reviewed guidelines that govern how endowment money can be spent and what restrictions are in place.

K. Elchert shared that a staff member suggested building an amphitheater- for story times outside. She would also like to see a server room created, as the server is located in an inappropriate place, and needs adequate protections in place should there be a fire in the area. The fountain should potentially



Buildings and Grounds Committee

be removed. She would like to begin using the doors on Grand again. If the elevator broke, those doors would provide entrance to the second level for disabled people.

A. Galvan shared that in the past, the city did request that the library put together a list of needed projects, and the library did create such a list. However, the library has not maintained and shared that list with the City.

Motion to pass items of solar investigation, construction of amphitheater, re-opening of entrance, construction of server room and replacement of elevator to Finance Committee for consideration by E. Montag. Second by W. Clendenning. Motion carried by unanimous vote.

6. Update of solar array buyout and future: Questions discussed were: Where do we stand on the conference call, and do we need to provide counsel to any meeting between the current Library Director and WW&LC? Should we formally act now to advise full Board to seek legal advice in dealing with WW&LC? Discussion followed on which attorney would be best for this.

Motion to postpone conference call with WW&LC until the Board can approve counsel provide legal advice to accompany the Director to the meeting by E. Montag. Second by W. Clendenning. Motion carried by unanimous vote.

K. Elchert shared that Viking Electric has indicated that it is an option to continue renting the solar panels as the Library has been doing, and ignore the balloon payment.

Motion to engage Northwind Solar to provide an impartial assessment of the solar system's value made by W. Clendenning. Second by S. Kellogg. D Machon would provide information to the Committee.

7. Items for Next Agenda: None.

8. Adjournment: Chairman Machon adjourned the meeting at 6:07 p.m.



Buildings and Grounds Committee

Meeting Minutes for

January 11, 2023

1. Call to Order: Chairman Machon called the meeting of the McMillan Library Buildings and Grounds Committee to order at 4:18 p.m.

2. Open Meetings Declaration: Chairman Machon established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

William Clendenning

Doug Machon

Ryan Austin

Scott Kellogg

Eric Montag

Other Board Members:

Kim Heniadis

Elizabeth St. Myers

~~Craig Broeren~~

Karen Schill

Susan Feith

Administration: Katherine Elchert, Library Director

Others in Attendance: Dean Veneman, Alderman for District 2.

4. Approval of Minutes: A motion was made by S. Kellogg to approve the minutes of the December 14, 2022 Buildings and Grounds Committee meeting. Second by R. Austin. No corrections. Motion to approve carried by unanimous vote.

5. Consideration of 2023 endowment requests: Still awaiting a complete list of estimates for potential projects. The elevator was mentioned as a major concern. S. Feith reminded the Committee that the endowment does not support expenses like a new elevator or elevator repair. K. Elchert suggested applying wages that were unused from vacant positions in 2022 toward the future expense of a new elevator. Board consensus was that this was a good idea.

Re-opening the Grand Avenue entrance could be a focus now, so access can be provided to handicapped patrons if needed. **Motion by R. Austin, second by S. Kellogg to recommend that the Director outline the scope and costs of re-opening the Grand Avenue entrance to the Finance Committee. Motion carried by unanimous vote.**

6. Update of solar array buyout and future: Motion by R. Austin, second by S. Kellogg to recommend that the Library Director meet with WW&LC to discuss solar array on the Library roof and hear their professional opinion. Motion carried by unanimous vote.

7. Donation signage: Discussion regarding whether signage should be placed on individual theater chairs, as was promised to donors in a previous communication. Will this lead to people claiming specific seats, or attempting to remove other patrons who happen to be occupying a seat with someone else's name on it? How would we determine which seats should be "named" in a donor's honor? Consensus of the Board was that naming individual seats in honor of donors could easily lead to a variety of issues and



Buildings and Grounds Committee

is a poorly thought out idea. D. Machon recommended the library utilize a donor wall to recognize all donors and contributors to the Learning Futures project? D. Machon suggested that a sign company be contacted to provide an estimate of costs and potential appearance. **Motion by R. Austin, second by W. Clendenning to allow the library Director to reach out to Fastsigns to solicit a proposal for donor signage. Motion carried by unanimous vote.**

8. Items for Next Agenda: R. Austin suggested getting an assessment of the elevator's remaining life expectancy and providing that information to the Board. D. Machon would like to invite the City's Financial Director to the next B&G meeting to discuss capital expenditures.

9. Adjournment: Chairman Machon adjourned the meeting at 4:45 p.m.



Finance Committee

Meeting Minutes for

December 14, 2022

1. Call to Order: Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 6:08 p.m.

2. Open Meetings Declaration: Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Susan Feith

Elizabeth St. Myers

Kim Heniadis

Craig Broeren

William Clendenning

Other Board Members:

~~Ryan Austin~~

~~Karen Schill~~

Doug Machon

Eric Montag

Scott Kellogg

Administration: Katherine Elchert, Library Director

Others in Attendance: None.

4. Approval of Minutes: A motion was made by W. Clendenning to approve the minutes of the March 10, 2022 Finance Committee meeting. Second by K. Heniadis. Motion to approve carried by unanimous vote.

5. Discuss 2023 Endowment Budget: Endowment budget is overspent in recent years, and factors contributing to that overspend were discussed. The Board is obligated to maintain a balance of 2.0M for the endowment corpus. Probably should not spend more than 25-30K on line items in the budget. A noticeable amount of money has been spent on food for programs. A review of how the money is spent is required.

K. Elchert reminded the Board that the increased reimbursement funding from Wood County was offset by an equal cut in funding from the City, so the net benefit to the library from this action is \$0.

D. Machon shared that he is in favor of opening the Grand Avenue entrance again, since it would be worthwhile if the elevator fails. Front steps would need to be put back in to enable this. Could consult city Parks and Recreation personnel for feedback.

List of donors must be created, and donors thanked. A. Galvan and S. Feith to complete this.

S. Feith suggested that an endowment budget should be created similar to the library operations budget with desires itemized. It could include Northwind Solar information, donor acknowledgement signage costs, etc. K. Elchert indicated this would be easy enough.



Finance Committee

Outstanding pledges for the Learning Futures project were discussed.

6. Review of Endowment Expenditures: Add signage to full board discussion.

7. Items for Next Agenda: RFP for accounting of the endowment.

8. Adjournment: Meeting adjourned by Chairwoman Feith at 6:57 p.m.



Finance Committee

Meeting Minutes for

January 11, 2023

1. Call to Order: Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 4:47 p.m.

2. Open Meetings Declaration: Chairwoman Feith established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan
Kim Heniadis

Susan Feith
~~Craig Broeren~~

Elizabeth St. Myers
William Clendenning

Other Board Members:

Ryan Austin
Eric Montag

~~Karen Schill~~
Scott Kellogg

Doug Machon

Administration: Katherine Elchert, Library Director

Others in Attendance: Dean Veneman, Alderman for District 2.

4. Approval of Minutes: A motion was made by W. Clendenning to approve the minutes of the December 14, 2022 Finance Committee meeting. Second by K. Heniadis. \$2.0 Million is the minimum amount that must remain in the endowment corpus, not 2.1 as stated in the draft. Clarification to item 5- there *has never* been any carryover on endowment funding. **Motion carried by unanimous vote.**

5. Review of 2023 endowment budget: Two checks totaling \$60K to be added to the endowment due to incoming contributions made toward Learning Futures. Potential 2023 projected endowment budget discussed. S. Feith suggested that total yearly expenditure from the endowment be around \$20K for 2023.

K. Elchert is recommending utilizing some endowment funding to support staff development.

Total 2023 endowment budget expenditure recommended by K. Elchert is 30K.

Budget presented by K. Elchert does not include donor signage.

Motion to recommend approval of the 2023 endowment budget to full board made by W. Clendenning. Second by K. Heniadis. Motion carried by unanimous vote.

6. RFP for accounting for endowment: S. Feith provided an update on the search for an RFP for the endowment. The process has been difficult. It is unlikely that the Board will find 3 companies who are willing to provide bids. **Motion to recommend to the full board that the Library contract with the one provider [Legacy Accounting] that S. Feith received made by K. Heniadis. Second by W. Clendenning. Motion carried by unanimous vote.**



Finance Committee

7. Items for Next Agenda: Does the library want to join Heart of Wisconsin Chamber banquet as it has in the past? Add to next full Board agenda on 1/18.

8. Adjournment: Meeting adjourned by Chairwoman Feith at 5:16p.m.



Board of Trustees

Meeting Minutes for

December 21, 2022

1. Call to Order: President Galvan called the meeting of the McMillan Library Board of Trustees to order at 5:00 p.m.

2. Roll Call:

Board Members:

Andrea Galvan

Eric Montag

Elizabeth St. Myers

Kim Heniadis

Karen Schill

Doug Machon

Ryan Austin

Craig Broeren

Susan Feith

William Clendenning

Scott Kellogg

Administration: Katherine Elchert, Library Director

Others in Attendance: Jon Clark, WoodTrust Bank, Sue Schill, Wisconsin Rapids City Attorney

3. Open Meetings Declaration: President Galvan established that this was a public meeting and appropriate public notice with Zoom access was given.

4. Agenda approval:

Motion by D. Machon, second by R. Austin to approve agenda as printed. Motion carried by unanimous vote.

5. Approval of Minutes: Motion by W. Clendenning, second by S. Feith to approve minutes as printed. Motion carried by unanimous vote.

11.16.22: No changes.

6. Annual endowment review/ report: Mr. Clark provided a summary of the annual endowment report. Mr. Clark confirmed that forming a 501(c)(3) would not adversely affect the management of the endowment. S. Feith stated that there is a minimum threshold of funding that the endowment must maintain in its corpus, and that information would be important for the Board to know at the end of the year. Mr. Clark offered to provide internet access to the endowment account balance information to both S. Feith and C. Broeren. Mr. Clark confirmed that any disbursements made from the endowment would be held in a separate money market account.

K. Schill entered the meeting at this point.

7. CLOSED SESSION: C. Broeren made a motion to go into closed session, second by R. Austin. Motion carried by unanimous roll-call vote. The Board 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"; and Section 19.85(1)(g), Wis. Stats., which reads

Board of Trustees

“Conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved.” In closed session, the Board will discuss negotiations and strategy, consult with legal counsel, and consider confidential mediation regarding ERD Case No. CR202202129.

Motion by C. Broeren to approve the negotiated settlement agreement amount totaling \$2,168.60. Second by W. Clendenning. Motion carried by unanimous roll-call vote.

8. TREASURER’S REPORT

8a. Monthly Finance Reports: A. Galvan asked about the status of the fraudulent charges to a credit card account used by a former staff member. K. Elchert stated that we are still working to resolve. Future building and grounds work will now be carried out by the City, rather than through a separate contract with EMR. S. Feith also called attention to the Kone Crane bill due to a recent elevator outage. The Pick N’ Save (Kroger) credit card has also been closed. D. Machon inquired about the plan for any remaining funds that the library may have before the end of 2022, and how those funds are represented in the library’s budget. K. Elchert shared some upcoming shelving purchases that will properly showcase library materials to help increase circulation. She also shared that a select number of obsolete computers will be replaced in 2023. Library computers are purchased from SCLS for a reasonable price. K. Elchert shared that a number of collaborative agreements with the City regarding maintenance costs and projects have been extremely beneficial and appreciated.

8b. Payment of the Bills: Motion by C. Broeren, second by E. St. Myers to pay the bills as presented and place a copy on file. Total of the bills is \$49,525.42. **Motion carried by unanimous vote.**

Endowment Bill: No invoices were presented against the endowment.

9. DIRECTOR’S REPORT

9a. Library Use and Events: The Board reviewed the Library’s Programming report.

9b. Statistics: Usage is remaining steady.

9c. Miscellaneous: K. Heniadis stated that the “Gnome” program held in the library’s Makerspace was very entertaining and popular. K. Elchert shared that there were six different sessions and all sessions were full.

10. COMMITTEE REPORTS

10a. Services Committee: E. Montag provided a summary of items covered in the most recent committee meeting. K. Elchert stated that hiring staff with the Library’s services plan and desires in mind will be her priority in the future.

10b. Building and Grounds: D. Machon provided a summary of items covered in the most recent committee meeting. D. Machon stated that since the meeting, he has placed Elchert in contact with Northwind Solar to assist the library with an assessment of its solar system. The Board provided feedback to the Director on how to proceed in any meeting with Water Works and Lighting Commission.

10c. Finance Committee: S. Feith provided a summary of items covered in the most recent committee meeting. E. St. Myers shared that Solarus had been waiting on a signed contract prior to sending the final \$10K portion of the pledged amount. This contract has been provided to Solarus. The check will be deposited in the endowment. A. Galvan shared that the Bell Foundation is sending the second portion of



Board of Trustees

their pledged amount in the amount of \$50K. This will be deposited in the endowment. The Board expresses its most sincere appreciation for the generosity of both Solarus and the Bell Foundation.

11. OLD BUSINESS

11a. Legacy Grant Report: The plan to complete the report for the Legacy Foundation was discussed. By consensus of the Board, any monies required for recognition of donors will be funded by the endowment.

12. NEW BUSINESS

12a. 2023 Closures: K. Elchert shared the library's current policies for closures versus the current policy that the city of Wisconsin Rapids uses. **Motion made by C. Broeren to utilize the city of Wisconsin Rapids holiday calendar and policy, and update the Library's own employee handbook accordingly. Seconded by D. Machon. Motion carried by unanimous vote.**

K. Elchert shared the plan for staff development days in 2023, which would involve closing the library on each day. She recommends holding quarterly staff development days in 2023. **Motion made by D. Machon to accept the Director's recommendation regarding quarterly staff development days. Seconded by E. St.Myers . Motion carried by unanimous vote.**

12b. Staff 2023 COLA: K. Elchert shared that the 3% COLA was approved by the City Council for 2023. The library Board can approve this COLA for library staff, and she recommends doing so. **Motion made by R. Austin to apply the 3% COLA evenly for all library staff, to commence on January 1, 2023. Seconded by K. Heniadis. Motion carried by majority vote with E. Montag abstaining.**

13. INFORMATION REQUESTS None.

14. ITEMS FOR NEXT AGENDA

Discussion of endowment budget for 2023. Board members who have questions for Jon Clark of WoodTrust can submit for discussion. K. Elchert laid out a plan for library policy review and approval, and that a number of policies will be forthcoming for Board consideration.

15. ADJOURNMENT

Meeting adjourned by President Galvan at 8:03 p.m.

Respectfully Submitted: Eric Montag, Board Member



Personnel Committee

Meeting Minutes for

January 11, 2023

1. Call to Order: Chairman Kellogg called the meeting of the McMillan Library Personnel Committee to order at 3:30 p.m.

2. Open Meetings Declaration: Chairman Kellogg established that this was a public meeting with in person and Zoom access and appropriate public notice was given.

3. Roll Call:

Committee Members:

Andrea Galvan

Scott Kellogg

Ryan Austin

~~Craig Broeren~~

Karen Schill

Susan Feith

Other Board Members:

Eric Montag

Doug Machon

Elizabeth St. Myers

William Clendenning

Kim Heniadis

Administration: Katherine Elchert, Library Director

Others in Attendance: Dean Veneman, Alderman for District 2.

4. Approval of Minutes: A motion was made by K. Schill to approve the minutes of the April 6, 2022 Personnel Committee meeting. Second by S. Feith. Motion to approve carried by unanimous vote.

5. Review of six-month evaluation form: S. Kellogg presented a draft of what could function as the six-month evaluation form, and his rationale behind the form's development. **Motion to adopt the six-month evaluation form for use by the Library made by R. Austin. Second by S. Feith.** S. Feith suggested monitoring the continued efficiency of office duties as they relate to Board needs. Discussion followed regarding management of the endowment. **Motion to approve carried by unanimous vote.**

6. Discussion of Director evaluation process: S. Kellogg outlined a process that mirrors the process used by the Wisconsin Rapids School District to evaluate its Administrator. The role of city Human Resources in the evaluation was also discussed. A closed session would be held in February for the purposes of the Director's review. **Motion to advance to the full Board the 5-point process as outlined by Chairman Kellogg and advise a closed session for February made by S. Feith. Second by S. Kellogg. Motion carried by unanimous vote.**

7. 2023 Staffing: K. Elchert provided an update on her observations regarding library structure, and staff relations. She signaled her desire to fill the Assistant Director position. There was further discussion regarding the definition of "Manager" as it relates to the library. The organizational hierarchy will be reorganized, and job descriptions will be edited.

8. Items for Next Agenda: K. Elchert to provide a job description for the Assistant Director position at the next Personnel meeting.



Personnel Committee

10. Adjournment: A motion was made by to adjourn by S. Feith. Second by S. Kellogg. Meeting adjourned by unanimous vote at 4:17 p.m.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 11, 2023
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:32 a.m.

2. Roll call.

Present by videoconferencing was Commissioner Albrecht. Present in person at City Hall were Commissioners Grode, King, Tenpas and Yonkovich; and Interim Police Chief Mike Potocki, Deputy Police Chief Scott Dewitt, Fire Chief Todd Eckes, Alderperson Dennis Polach, Ryan Hartman and Emily Kent.

3. Approve the December 21, 2022 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the December 21, 2022 meeting minutes. Motion carried.

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

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the monthly report and activities of the Fire Department. Motion carried.

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

A motion was made by Commissioner Yonkovich, seconded by Commissioner Tenpas, to approve the monthly report and activities of the Police Department. Motion carried.

At this point in the meeting, a motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to move item #8 before item #6 on the agenda. Motion carried.

8. Discuss plan for the “meet and greet” for Police Chief candidates on January 24th.

The commission discussed the concept of a “meet and greet” for Police Chief candidates and decided not to have a “meet and greet” at this stage in the process. No motions were made.

6. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 11, 2023
7:30 A.M.

employee over which the governmental body has jurisdiction or exercises responsibility.” In closed session, the Commission will discuss the interview questions and interview process for Police Chief.

A motion was made by Commissioner Grode, seconded by Commissioner Tenpas, to go into closed session pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried, 5-0.

Present in the closed session were Commissioners Albrecht, Grode, King, Tenpas and Yonkovich; and Ryan Hartman and Emily Kent. Steve Riffel joined by phone at 9:30 a.m.

In closed session, the Commission reviewed and edited interview questions for Police Chief candidates, and reviewed and discussed the interview process. No motions were made.

7. The Commission will return to open session.

A motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to go into open session. Motion carried.

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

The next meeting will be held on January 24th at 8:00 a.m., followed by the monthly meeting on February 8th at 7:30 a.m.

10. Adjourn.

A motion was made by Commissioner Grode, seconded by Commissioner Tenpas, to adjourn. Motion carried.

Respectfully Submitted,
David Yonkovich, Acting Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 24, 2023
8:00 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 8:04 a.m.

2. Roll call.

Present by videoconferencing was Commissioner Albrecht. Present in person at City Hall were Commissioners Grode, King, Tenpas and Yonkovich; and Ryan Hartman, Steve Riffel, Steve Ross and Denise Spude.

3. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and 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 will:
- a. Review and discuss the process and interview questions for interviewing Police Chief candidates.
 - b. Interview Police Chief candidates.
 - c. Discuss and consider Police Chief candidates; consider making an offer to a Police Chief candidate.

A motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to go into closed session pursuant to Wisconsin Statutes Sec. 19.85 (1)(c), to consider employment, promotion, compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried, 5-0.

Present in the closed session were Commissioners Albrecht, Grode, King, Tenpas and Yonkovich; and Ryan Hartman, Steve Riffel, Steve Ross and Denise Spude.

In closed session, the Commission discussed the process for interviewing Police Chief candidates and interviewed Police Chief candidates. No motions were made.

At noon, the commission took a lunch break, still in closed session. The commission resumed their meeting at 1:06 p.m.

Present in the closed session at 1:06 p.m. were Commissioners Albrecht, Grode, King, Tenpas and Yonkovich. At 2:20 p.m. Ryan Hartman joined the closed session. At 3:00 p.m., Sue Schill joined the closed session.

In closed session, the Commission discussed and considered Police Chief candidates.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
January 24, 2023
8:00 A.M.

A motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to direct city staff to perform background and other reference checks on candidates and set up further candidate interviews in anticipation of the hiring for Police Chief. Motion carried.

4. The Commission may adjourn in closed session or may return to open session.

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

Respectfully Submitted,
David Yonkovich, Acting Secretary

Regular Meeting of the Water Works and Lighting Commission
Wednesday, January 11, 2023

There were present:

Commissioner Jay Bemke
Commissioner John Bergin
Commissioner John Harper
Commissioner Rick Merdan

Also in attendance: Roxanne Gronski, Jeff Kuhn, Josh Elliott, Lynn Schroer, Adam Breunig, Shawn Reimer, and Matt Stormoen.

1. Call to Order

Chairman John Bergin called the meeting to order at 2:00 PM. Commissioner Jeff Penzkover asked to be excused from today's meeting.

2. Approval, additions or corrections to the minutes of the following meeting

2.1 Regular Commission Meeting held December 14, 2022

There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve the minutes of the Regular Commission Meeting held on December 14, 2022, and to place them on file. There were no nay votes recorded.

2.2 Special Commission Meeting held December 19, 2022

There is a correction to the minutes of the Special Commission Meeting of December 19, 2022, to show that the meeting was called to order by Chairperson John Bergin. With that correction made, 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 19, 2022, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 There were no action items.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the December safety committee report and

the safety coordinator's monthly report.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the number of trouble slips, work orders and call-ins for December. Josh stated that the electric inventory has been completed and no major discrepancies were found.

4.3 Water Department Operations Report

This report was reviewed and the December water projects were discussed. Adam Breunig answered questions regarding the chart of the last 5-year water depths at monitoring wells.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn Schroer answered questions regarding the various programs that are available to WW&LC to help in the collection of past due accounts receivables.

4.5 Director of Finance's Report

This report was reviewed and there was a lengthy discussion regarding the financial statements.

4.6 Information System's Administrator's Report

This report was reviewed and Matt Stormoen answered questions regarding upcoming projects.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding a meeting he attended with WRPS Maintenance Superintendent to explore CLOCworks and what they had to offer the school district. CLOCworks is an electric analytics company, that uses detection and diagnostic software to save on energy costs by enhancing operations and improving their building's performance.

4.8 Electrical Engineer's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the annual inspection of transformer equipment. This is a contracted

service that if we were to do inhouse would involve a very large outlay of money for the equipment and vacuum pumps that would be required.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Jeff Kuhn answered questions regarding the electrical projects that were completed in 2022 and stated that even with the increase in material costs we were able to stay under the budget.

4.10 General Manager's Report

This report was reviewed and discussed. Jeff Kuhn answered questions regarding ACES, GLU's power supply services provider beginning in July of 2023.

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 Rick Merdan, seconded by John Harper, and carried to adjourn at 2:29 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

Special Meeting of the Water Works and Lighting Commission
Tuesday, January 24, 2023

There were present:

Commissioner Jay Bemke
Commissioner John Bergin
Commissioner John Harper
Commissioner Jeff Penzkover

Also in attendance: Jem Brown, Jeff Kuhn, Todd Weiler, and Josh Elliott.

1. Call to Order

Chairman John Bergin called the meeting to order at 8:30 AM. Commissioner Rick Merdan was excused from today's meeting.

2. Investment report update by Ehlers

Tammi Olszewski, Senior Investment Advisor with Ehlers, presented a review of the WW&LC investment portfolio.

3. Policy review and changes

Updates to policies were reviewed and discussed. Policies were tabled for future discussion.

4. Review and approve electric rate case application

Director of Finance Jeff Kuhn discussed the electric rate case process and application. After several questions and comments, there was a motion by John Harper, seconded by Jeff Penzkover, and carried to approve the filing of the rate application. No nay votes were recorded.

5. Adjourn

There was a motion made by Jay Bemke, seconded by John Harper, and carried to adjourn at 9:36 AM. No nay votes were recorded.

Respectfully submitted,

John Harper, Acting Secretary

City of Wisconsin Rapids Ethics Board

Meeting Minutes

Date: Tuesday, February 7, 2023 at 4:30 p.m.

Location: First Floor Conference Room at City Hall

Members Present: Robert Teeselink, Eric Daven, William Menzel and Renee Fischer

Members Absent: Dan DeRoche, Lee Gossick, Alderperson Patrick Delaney and Alderperson Matt Zacher

1. Meeting called to order at 4:30 p.m. by Chairman Teeselink
2. No new business
3. The minutes of the last meeting from September 20, 2022 were presented. Motioned by Menzel, seconded by Fischer, to approve the minutes, motion carried.
4. The 2022 Year-End report was reviewed. Motioned by Fischer, seconded by Teeselink, to approve the report, motion carried.
5. Elections of Officers
Motion by Daven, seconded by Fischer to nominate Teeselink as Chairman, motion carried.
Motion by Menzel, seconded by Daven to nominate DeRoche as Vice Chair, motion carried.
Motion by Teeselink, seconded by Menzel to nominate Daven as Secretary, motion carried.
6. Next meeting set for September 19, 2023 and February 6, 2024 @ 4:30 p.m. in the first floor conference room of City Hall.
7. Meeting adjourned at 4:36 pm

Eric Daven
Ethics Board Secretary

CITY OF WISCONSIN RAPIDS
PARKS / RECREATION / BUILDINGS
220 3rd Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240
Parks & Recreation Commission Minutes
February 13, 2023

The Parks & Recreation Commission met on Monday, February 13, 2023, at 4 p.m. in the first floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Dean called the meeting to order at 4:01 p.m.

Craig Broeren, Tom Ekelin, Tom Rayome, and Dean Veneman were in attendance. Kris Barteck and Carolynn Martin joined via Zoom. Mayor Blaser, Patrick Gatterman, and Lee Thao were excused. Staff present were Dawn Desorcy and Jake Klingforth. Also attending was Alderperson Dennis Polach.

2. Approve January 9, 2023, meeting minutes.

A motion was made by Commissioner Ekelin, seconded by Commissioner Rayome, to approve the minutes of January 9, 2023. Motion carried.

3. Reconsider approval of Prairie Dog Exhibit plans and expenditures.

A motion was made by Commissioner Broeren, seconded by Commissioner Ekelin, to approve the Prairie Dog Exhibit plans and expenditures, not to exceed \$70,000. Motion carried.

4. Discuss Legacy Grant Application.

We submitted an application for the Legacy Grant to build an inclusive playground adjacent to Mead Splash Pad. We will find out later this month if we will be proceeding to the next phase in the process.

5. Bills.

A motion was made by Commissioner Ekelin, seconded by Commissioner Rayome, to approve the bills. Motion carried.

6. Staff reports.

Jake and Dawn presented staff reports.

7. Adjourn.

A motion was made by Commissioner Broeren, seconded by Commissioner Rayome, to adjourn. Motion carried.

Dawn Desorcy, Recording Secretary



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

ENGINEERING DEPARTMENT Monthly Activity Report

January 2023

Permits & Degradation

- 5 Permits/Applications (6 last month) for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (0), excavating (5), Street Privilege (0), storm connection (0), permit parking (0), banner (0), environmental testing well (0), contractor licenses (0)
 - This year – 26 permits & licenses
- 87 Diggers Locates for Storm Sewer & Sanitary Sewer (63 last month)
 - 4 Emergency locates (2 after hours)
- Degradation fees - this year = \$5,796
 - This month = \$5,796 (\$3,178.13 last month)

Traffic

- Vision Triangle Complaints
 - 4th Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4th Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February. All traffic counts are complete.
 - 2nd St S and Davis Ave – 4/28/22 – counter placed 11/22/22.
 - 13th St N & Prospect St – 10/6/22
 - 13th St N at Saratoga St, Avon and Wisconsin Prospect St – counter placed 11/29/22 at Saratoga, 12/8/22 at Prospect
 - 14th St N at Prospect St, Avon St and Wisconsin – counter placed 12/14/22 at 14th.
 - 15th St N at Prospect St, Avon St and Wisconsin – counter placed 12/23/22 at 15th St and at Saratoga on 12/30/22
- ITS Standalone Signal Grant
 - Bid awarded to Pember Companies. The contractor is working to compile the necessary insurance documents and construction schedule. The Notice to Proceed and Contract signing is occurring the first week of February.
 - Bid opening was Dec. 8th at 10am.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

- Signal complaints
 - 12th St and Expressway – complaint regarding the SB and NB green. Issue has been resolved.
 - 2nd Ave and Expressway – coordination timing was modified to match other intersections on the expressway.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
 - STH 54 & CTH W – too few cars can get through (9/20/2022)
 - Chestnut & 8th St – too few cars can get through (9/20/2022)
 - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance

2023 Reconstruction Projects

Project plans have been updated on the Engineering Dpt website and plans have been delivered to utilities along with city staff for their review and preparations for the upcoming construction season. A preconstruction meeting will be held in mid-March to review the projects and proposed work schedules. Letters to property owners that will be impacted by these projects will be mailed out in early February.

- Preliminary Survey for 2023 Projects are complete.
- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 95%
 - Shorewood Terrace (1st St N to Termini) – 95%
 - Apricot St and Broadway St – 95%
- 2023 Contracts
 - Crushing Contract – 90%
 - Asphalt Contract – 75%
 - Concrete Contract – 75%

2024 Reconstruction Projects

- Preliminary Survey for 2024 Projects
 - Lincoln St (Expressway to Peach St) – 100%
 - Wylie St (8th St N to 10th St N) – 100%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 40%



ENGINEERING DEPARTMENT
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- Lincoln St (Expressway to Peach St) – 15%
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Due to the uniqueness of this project and the potential given the ROW width available we will refer the review of the preliminary concept plan to the committee at the March meeting.
- Wylie St (8th St N to 10th St N) – 25%
- 14th Ave N (W Grand Ave to Fremont St) – 0%
- 15th Ave N (W Grand Ave to High St) – 0%

Storm Water Utility

- Storm Utility Billing Update/Audit – Final data has been compiled and returned to the Engineering Department. This data is currently being reviewed and will be sent to WWLC to update their records.
- One Mile Cr. – Sediment sampling was recently completed. The Engineering Dept is now working with the DNR to complete our pre-application necessary for the dredging permit. A letter was also mailed out to property owners in January with an update on the project.

Transportation Utility

- No new updates at this time.

Capital Improvement Planning

- No new updates at this time.

Other Highlights

- A final report is expected on February 2nd. If received on time we will include in the packet; otherwise, it will be provided at the meeting. We anticipate doing a high level review at the Feb. 6th meeting and a more in-depth review at the March Public Works Committee meeting.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- Baker St ped crossing. The installation is complete.
- W Jackson St Update
 - The street lights are now installed, but the controller cabinet for the lights was delayed from late January late February. On January 18th a light unit was hit by a vehicle at 3rd Ave and W Jackson St as a hit-and-run. Since the project is still under the contractor's care, it is their responsibility make the necessary repairs. We are looking at the possibility of relocating this light unit to hopefully avoid a future impact. Discussion are ongoing with the DOT.
- Downtown Riverwall project scoping
 - No new updates



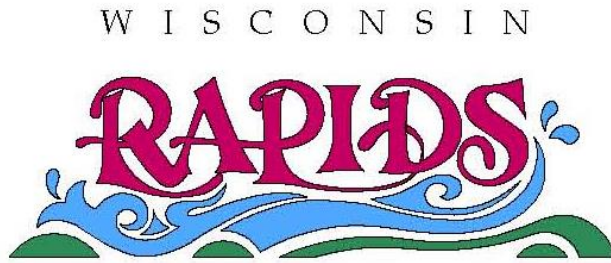
ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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- Dog Park
 - The parking lot design was finalized and construction staking occurred.
 - Fencing bids are being prepared.
- Centralia Center Roof bids will be compiled and advertised in January of 2023 on behalf of the Parks Dpt. The bid opening is set for February 6th in advance of Finance & Property Committee.



PUBLIC WORKS DEPARTMENT

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

January 2023

Refuse and Recycling

- Garbage Collection estimate 379.51 tons (2022 406.91 tons)
- Recycling Collection estimate 99.44 tons (2021 92.16 tons)

Construction

Cherry Street (Riverview Drive – 1st St North, Smith St (Railroad St – Riverview Drive)

- Project completed

Rosecrans Street (9th Ave – Dead End)

- Project completed

Lyons Park Flood Levee (1681 2nd Ave to Lyon Park)

Items to complete in spring:

- Asphalt trail tie in at river wall (North and South)
- Finish rake and seed earth berm and disturbed areas
- Asphalt trail tie in at Woodbine and 2nd Ave
- Asphalt patch between wall and back of curb

18th Ave South (Russel Street – West Grand Ave)

- Project completed

West Jackson Street (West Riverview Expressway – Wisconsin River)

- City portion of project completed

Freemont Street (14th Street – 13th Street)

- Project completed

9th Ave North (West Grand Ave – Freemont Street)

Items to complete in spring:

- Restoration of green spaces from West Grand Ave – High Street
- Entire construction of High Street – Freemont Street
- Some Concrete Carriage Walks

Freemont Street (7th Ave N – 10th Ave N)

Items to complete:

- Concrete sidewalks and curb ramps

- Asphalt patch driveways
- Backfill of curb and site restoration

17th Ave North (Rosecrans Ave – Jefferson Street)

- Project completed

Streets Maintenance

- Patched city streets with cold patch
- Parts inventory control
- Bike trail, and dead end tree and brush trimming
- Check sand barrels
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Repaired Drywall in stair well at City Hall that was damaged by leaking water
- Started off season annual training
- Christmas Tree pickup
- Removed snow from plugged Catch Basins and uncleared crosswalks
- Assisted with Kafka Construction in grinding brush from the Compost sites
- Removed snow from properties not meeting the requirements of city ordinance
- Cleared downed trees in proposed dog park for Parks Department
- Took delivery of 800 tons of salt
- Assisted Parks with tree removal throughout the city
- Worked at removing Ice Pack from city streets during warm temperatures
- Graded retention pond and parking lot of proposed dog park for Parks Department to prepare for gravel

Paint and Signs

- Installed Pedestrian Crossing Signs on Baker Street
- Repaired damaged signs due to vehicle hits
- Replaced 30” Stop signs that no longer meet the MUTCD requirements
- Removed Christmas Decorations in the Downtown
- Replace seasonal banners

Shop and Repairs

- Routine service work fleet trucks
- Annual Vehicle Inspections
- Service Police and Fire’s fleet
- Rebuilt and installed motor in 1990 John Deere Grader. Motor broke due to wear and age
- Repaired packer in Garbage Truck
- Fixed broken plows from snow event
- Took delivery of two trucks and put into service

TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
DATE: January 2023

Report:

Collections

- Televised-1,230 ft
 - Laterals inspected-3
 - Dead ends flushed- 240, approximately 72,000 ft
 - Root cut- 660 ft
 - Sewer calls- 4
-
- The collections crew also assisted in cleaning the westside Lift station Wet well and cleaned catch basins in the garage.
 - Fleet maintenance and organizing inventory was done during the cold weather days.
 - Collections also performed Troubleshooting and updating Pipetech software.

Operations/Maintenance

- Maintenance spent time replacing air compressors and an air dryer for the primary solids pumps. This required removal of the old units, re-piping the air and electrical lines to the compressors.
- Solenoids on the primary sludge pumps were rebuilt by maintenance.
- The hose reel on one of the Vac truck broke. Maintenance was able to modify this and got it working properly again.
- Dewy L.S had a valve leaking out of the boiler that was replaced.
- Operators performed Fournier press manifold washes and Rotary Drum Thickener acid washing.
- Administration spent time looking in the request of the wastewater commission to review the facility plan of the westside lift station, due to the lack of pumping capacity. Plans to upgrade the pumps have been overviewed.
- Yearly submittals to the DNR, Mercury, Sludge Characteristic reports, Land application reports have been submitted to the DNR.



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 Fire Chief
Date: February 1, 2023
RE: Monthly Summary for January 2023

WRFD meetings, events, training, and notable calls for the month of December:

- Police and Fire Commission meeting
- Hire Three Firefighter/Medics
- On boarded three new Cadets
- Common Council meeting
- Mayors Monthly Touch Base Meeting
- Training Committee Meeting
- Fire Investigation Response Team (FIRT) Meeting
- EMS Quality Assurance Meeting
- Human Resources Meeting
- Department Heads Meeting
- One member Attended North Central Regional Trauma Advisory Council (NCRTAC) meeting
- One member attended the Local Emergency Planning Committee (LEPC) meeting
- FD/PPD training
- Car seat Clinic at Station I
- North Central Fire Chiefs meeting
- Wood County Fire Chiefs Meeting
- EMS Training – Pediatric Resuscitation
- Fire Training – Calling a Mayday/Self survival skills
- Held EMR Training
- Cadet training Topic – Two minute Drills Low visibility search & Rescue
- Attended a full scale planning exercise for Hazardous materials
- Members attended an Ice Rescue Class in Pittsville
- Held a Retiree Breakfast

January Anniversaries: Joe Kubis - 27 Years, Jason Joling – 25 Years, Todd Eckes – 16 Years, Chaplain Dan DeRoche – 7 Years, Josh Russell – 7 Years, Michael Duchrow – 7 Years,

Notable Responses:

Fire - 10th Ave N

Motor Vehicle Collisions – 7

Carbon Monoxide call – 2

Spills – 1

Industrial Fire 2721 Industrial street



Wisconsin Rapids Fire Department

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WRFD Notes:

January has been a busy month for writing Grants. We are currently working on an Assistance to Firefighters Grant (AFG) to replace the Exhaust capture system at Station II and the old apparatus bay area at Station I. These carcinogen reduction measures will cost \$108,000. If awarded the grant our portion of that total would be \$5,400. The AFG grant would pay for the other 95%. We fall into that payback category of 5% due to the population of Wisconsin Rapids being less than 20,000 population. 20,000 - 1 Million would be responsible for 10%, and 15% for any municipality over 1 million. We have also been actively preparing our narrative for the Staffing Adequate Fire & Emergency Response (SAFER) grant. This grant is a 100% award and covers all wages and benefits for three firefighters for three years. This is part of the department's strategic plan for 2023 to bring staffing up to the industry standard. The AFG grant session will be closing February 13 and awards could happen through the end of the year. When the AFG grant closes, the SAFER grant window will open and be open for one month. The awards would be the same; it could be closer to the fall before we would find out.

One member attended OPK9. This class given through MSTC on the Stevens Point campus that focused on care for K-9 Officers that injured in the line of duty. State statute actually requires us to treat them as a human and transport these injured Officers to the nearest animal hospital for care. The class focused on handling these K-9's, treating them from a Basic Life support and Advance Life Support perspective. These Officers injuries may range from gunshots, knife wounds, or Trauma from a vehicle collision. Our partnership with the special response teams for the city and the county makes this a priority for us to be able to treat these Officers. The knowledge, Skills, & Abilities learned that day will be shared with the entire staff.

Lastly, for January we have offered three candidates jobs as Firefighter/Medics with all three accepting. Two of the three are finishing Medic class and the third comes to us from Mauston fire department. All three are in the process of onboarding to include a NFPA 1582 physical as well as an extensive background check, and a Psychological examination. Once completed a start date will be scheduled and all three will begin employment with the department. These three candidates will be the first to go through our newly created Recruit Academy. This 4-week long program will include orientation as well as competency exams including all the skills they need to master before they go on shift. We developed this academy to help set our newest members up for success as they begin their new career. Each day of the academy, a Field Training Officer will lead them through mastery of all the Knowledge, Skills, & Abilities necessary to complete our jobs, and meet the mission of the department, "Professional at all times, Proficient in all tasks, Polite to everyone we meet, & Compassionate to those in need".



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WRFD JANUARY 2023 MONTHLY RESPONSE REPORT

Type of Emergency	January 2023 Responses	Total # of 2023 Responses	January 2022 Responses	Total # of 2022 Responses
EMS 911	338	338	411	411
EMS IFT	0	0	7	7
COMMUNITY PARAMEDICINE	0	0	0	0
FIRE	3	3	2	2
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	4	4	2	2
SERVICE CALLS	2	2	4	4
GOOD INTENT	3	3	9	9
FALSE ALARMS/WEATHER	4	4	9	9
TOTAL CALLS FOR SERVICE	354	354	444	444

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 2023	2023 Totals	January 2022	2022 Totals
Wisconsin Rapids	271	271	335	335
Saratoga	21	21	29	29
Village Port Edwards	9	9	15	15
Village Biron	24	24	16	16
Town of Port Edwards	4	4	8	8
Nekoosa	16	16	30	30
Granmoor	1	1	2	2
Mutual Aid Given	2	2	9	9
Mutual Aid Received	6	6	0	0
TOTALS	354	354	444	444

Confined Space Stand-by	January 2023	Total # 2023	January 2022	Total # 2022
TOTALS	43	43	37	37



Wisconsin Rapids Fire Department

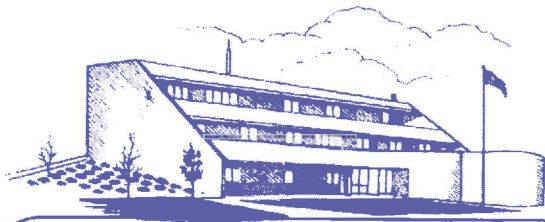
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A great successful fundraiser by the WRFD Charitable Foundation. These proceeds were raised through the Breast cancer awareness shirt sale in October of 2022. Everyone probably knows someone affected by Cancer, which makes this fundraiser so important and special to our organization.





Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: February 7, 2023

To: Mayor Shane Blaser
Wisconsin Rapids Police and Fire Commission
Wisconsin Rapids Common Council

From: Mike Potocki, Interim Chief of Police

RE: Report on the Police Department activity for January 2023

Departmental Activity/Training:

WRPD and WRFD management meeting.

Police Department Staff meeting.

Police Department Command Staff Meeting.

Common Counsel meeting.

Criminal Justice Task Force Meeting.

Portage County Sheriff's Department Juvenile Detention Visit.

New Officer testing.

Wage Study meeting.

Police recruitment meeting with Mayor, Human Resources, City Attorney.

Regional Hazmat Exercise with Wood County Emergency Management.

Department Head meeting with Mayor.

Erco World Wide full scale exercise initial planning meeting.

Officer's Greening and Mortel completed Field Training.

Officers Van Berkel and Jaye attended Glock armor recertification training.

Officer Foy attended SWAT Team Leader development training.

Sergeant Jazdzewski attended First Line Supervisor Training.

School resource Officer's Pelot and Olivares attended the Association of Wisconsin School Administrators Conference.

Year to date statistics and previous year comparison:

WRPD responded to **1420** incidents and calls for service in January 2023.

January 2022: **1338**

Total incidents and calls for service to date in 2023: **1420**

Total for 2022: **1338**

For month of December 2023 vs 2022:

- OWI - 2023: **6** 2022: **5**
- Traffic Crash Investigations - 2023: **36** 2022: **39**
- Traffic / Municipal Citations – 2023: **328** 2022: **328**
- Written Warnings – 2023: **447** 2022: **347**
- Restricted Parking Tickets – 2023: **96** 2022: **121**

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **11 arrests** for Controlled Substance offenses in January 2023. These charges include:

- Possession of Narcotic drugs.
- Possession of Methamphetamine.
- Possession of Drug Paraphernalia.
- Manufacture/Deliver THC
- Possession of illegally obtained prescription