



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

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, March 15, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 876 1443 5721.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). If a member of the public wishes to submit comments to the Council regarding an agenda item, please contact Mayor Blaser via email or phone at [mayor@wirapids.org](mailto:mayor@wirapids.org) or 715-421-8216 before the meeting.

### Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on February 15, 2022 (See Attachment #1)
5. Recognition of Wisconsin Rapids Community Media Department's Multimedia Coordinator, Joe Bachman, recipient of the Heart of Wisconsin Chamber of Commerce Chamber Champion Award
6. Presentation from Nicotine Prevention Alliance of Central Wisconsin about local nicotine data and trends, and prevention
7. Consider a Resolution Ratifying and Affirming the Alexander Field - South Wood County Airport Commission petition for state airport development aid approved February 3, 2022 (See Attachment #2)
8. Consider a Resolution for No Mow May (See Attachment #3)
9. Consider for Adoption the Actions of the Planning Commission at its meeting held on March 7, 2022:
  1. Approval of the report from the February 7, 2022, Plan Commission meeting
  2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
  3. **Plan 22-0078: Central State Landscaping Inc.** – Public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 2934 State Highway 73 North (Parcel ID 3400836)
  4. **Plan 22-0079: Central State Landscaping Inc.** – Public hearing and action on a request for a conditional use permit to operate a landscaping business at 2934 State Highway 73 North (Parcel ID 3400836)
  5. **Plan 22-0063: Nieman's Service Inc.** – Public hearing and action on a request for an amendment to Chapter 11, Zoning Code, of the City's Municipal Code, to define Towing Business and place it within zoning districts
  6. Adjourn.
10. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:
  - A. Finance and Property Committee meeting held on March 1, 2022:
    1. Call to Order
    2. Consider a request from the Fire Department to approve the new Ambulance Fee Schedule. Resolution attached.
    3. Consider a request from the Engineering Department to review easement request on parcel 34-09841 for ATC's transmission line project
    4. Consider a request from Stanley Shell, Inc., d/b/a A to Z Mini Mart, Pathan Azharuddin, agent, for a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for the premises located at 2411 8<sup>th</sup> Street South

5. Consider a request from Stanley Shell, Inc., d/b/a A to Z Fast Mini Mart, Pathan Azharuddin, agent, for a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for the premises located at 3660 8<sup>th</sup> Street South. Clerk's Note: the d/b/a has been changed to A to Z Mini Mart
6. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Cranberry Art Exhibit Opening to be held on Thursday, April 14, 2022 from 5:30 p.m. to 7:30 p.m.
7. Consider for approval Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, March 25, 2022 from 7:00 p.m. to 10:00 p.m.
8. Discuss issuance of 2022 General Obligation Promissory Notes
9. Audit of the Bills
10. Set next meeting date
11. Adjourn.

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

1. Call to order
2. Review the Snow Removal Policy
3. Review Engineering & Street Department activities report
4. Review proposed transportation utility ordinance, and review proposed changes to current special assessment ordinances in Chapters 5 and 6
5. Review 2022 Asphalt Contract bid results and consider bid award
6. Review 2022 Crushing Contract bid results and consider bid award
7. Review and consider a feasibility study to address noise and vehicle delays associated with the railroad on the west side of the City
8. Review referral list
9. Adjourn.

**C. Public Works Committee meeting held on March 14, 2022:**

1. Call to order
2. Review request by residents along Smith St and Cherry St to not reinstall sidewalk along these 2022 road projects
3. Review proposed transportation utility ordinance, and review proposed changes to current special assessment ordinances in Chapters 5 and 6. Review bid results for the 2022 Concrete Contract for
4. Reconstruction Projects & Local Road Improvement Projects and consider bid award.
5. Review referral list
6. Adjourn

**D. Human Resources Committee meeting held on March 10, 2022:**

1. Call to order
2. Discuss and consider for approval the proposed rates for Seasonal Laborers for DPW and Parks & Recreation
3. Discuss and consider for approval the appointment of a Relief Supervisor within the Parks & Recreation Department as needed determined by the Parks & Building Superintendent
4. Discuss and consider for approval modifying the Chief Operator position to Assistant Wastewater Superintendent Position within the Department of Public Works. See attached job description
5. Discuss and consider for approval modifying the Design Engineer II position to Assistant City Engineer within the Department of Public Works
6. Update on combining of hiring policies
7. Update regarding the wage study
8. Adjournment.

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

- A. Wastewater Treatment Commission held December 8, 2021, January 12, February 9, and Monthly Summary for February 2022
- B. Wisconsin Rapids Police Department Monthly Summary for January 2022 and February 2022
- C. Engineering Department Monthly Summary for February 2022
- D. Public Works Department Monthly Summary for February 2022

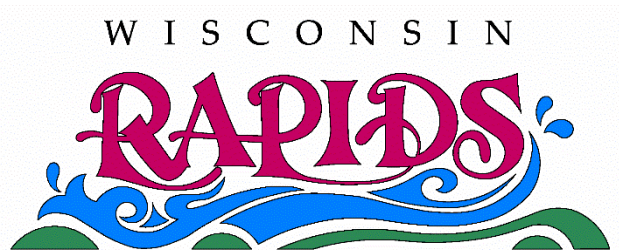
- E. Wisconsin Rapids Fire Department monthly summary for February 2022
- F. McMillan Memorial Library Personnel Committee held February 2, 2022, Finance Committee and Services Committee held February 8, 2022
- G. South Wood County Airport Commission held February 3, 2022
- H. Water Works and Lighting Commission held February 9, 2022
- I. Park and Recreation Commission held February 14, 2022
- J. Zoning Board of Appeals held February 23, 2022

**12. Referrals to Committees**

**13. Adjournment**

Jennifer M. Gossick, City Clerk

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



# Attachment #1

## MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, FEBRUARY 15, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, February 15, 2022, at 6:01 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

### 1. Call to Order

Mayor Blaser called the meeting to order at 6:01 p.m.

### 2. Roll Call

Roll call indicated that all alderpersons were present; Alderperson Evanson attended via videoconference:

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

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

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

### 4. Reading of the Minutes of the Previous Meeting held on January 18, 2022

It was moved by Veneman, seconded by Austin 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 5. Discuss and consider for confirmation Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent, as recommended by the Human Resources Committee at its meeting on February 10, 2022

It was moved by Austin, seconded by Bemke to approve and confirm Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent. 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"/>

## Attachment #1

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

6. Comments from Jim Paine, Mayor of the City of Superior, WI, regarding the responsible bidder ordinance  
Mayor Paine made comments via videoconference regarding the responsible bidder ordinance.

7. Consider the appointment of two City representatives to the reconvened Standing Committee for the Superior Creek Landfill, LLC Expansion

It was moved by Bemke, seconded by Austin to appoint Mayor Blaser and Attorney Schill as City representatives to the reconvened Standing Committee for the Superior Creek Landfill, LLC Expansion. 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

8. Consider for adoption a general ordinance amending portions of Section 340.004 of the Municipal Code, creating an all-way stop at 12<sup>th</sup> Street South and Chestnut Street.

It was moved by Veneman, seconded by Austin to adopt a general ordinance amending portions of Section 340.004 of the Municipal Code, creating an all-way stop at 12<sup>th</sup> Street South and Chestnut Street. Motion carried, 5 ayes and 3 nays. Ordinance No. MC 1311:

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

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

Date of Meeting: February 7, 2022

Reported to Council: February 15, 2022

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

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

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

Motion by Thao to approve the staff reports from the December 6, 2021 and January 3, 2022 Plan

Commission meetings; second by Goodreau. Motion carried (6 – 0)

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

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

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

Motion by Daven to approve the request for Certified Survey Map approval to combine and create four lots south of Poplar Street, between Third Street North and Fourth Street North (Parcel ID's 3405243, 3405242, 3405225, 3405226, 3405241, 3405227, 3405240, 3405228, 3405239, & 3405229); second by Austin. Motion carried (6 – 0)

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

Motion by Goodreau to approve the request for Certified Survey Map approval to combine and create two lots north of Spring Street, between Second Street North and Third Street North, which includes the dedication of right-of-way along Spring Street (Parcel ID's 3405351, 3405223, 3405222 & 3405221); second by Thao. Motion carried (6 – 0)

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

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

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

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

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

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

Second by Austin. Motion carried (6 – 0)

6. **Adjourn**

Motion by Austin to adjourn; second by Goodreau. Motion carried (6 – 0)

Meeting adjourned at 4:28 p.m.

**It was moved by Bemke, seconded by Zacher to approve and adopt the actions of the Commission. Motion carried, 6 ayes, 1 nay, and 1 abstention:**

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

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

- A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON FEBRUARY 1, 2022:

Tom Rayome, Chairperson

Jake Cattnach, Secretary

Date of Meeting: February 1, 2022

Reported to Council: February 15, 2022

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

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

## 1. Call to Order

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

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

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

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

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

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

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

It was moved by Bemke, seconded by Rayome to approve a \$7,500 proposal from McGrath Consulting Group, Inc, for assistance in the recruitment of a new Fire Chief and Budget Resolution No. 2. Motion carried (Attachment No. 2). **Resolution No. 2 (2022)**

## 5. Review 2023 Budget timeline and procedure

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

## 6. Discuss possible American Rescue Plan Act grant projects

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

## 7. Audit of the bills

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

## 8. Set next meeting date

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

## 9. Adjourn

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

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

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

# Attachment #1

## B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON FEBRUARY 3, 2022:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: February 3, 2022

Reported to Council: February 15, 2022

The Public Works Committee met on Thursday, February 3<sup>rd</sup>, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Matt Zacher, and Patrick Delaney were in attendance.

Others attending are listed below.

### 1. Call to order

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

### 2. Review the proposed mailbox replacement policy

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

Motion carried 3-0.

### 3. Review the Snow Removal Policy

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

### 4. Review January Engineering & Street Department activities report

Reports were reviewed.

### 5. Review ITS Grant proposals

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

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

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

### 0. Ordinance No. MC 1312

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

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

### 8. Review the responsible bidder model ordinance

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

Sworn statement of proper employee classification

Proper workers compensation insurance coverage for all employees

Proof of professional trade license required by local law.

Motion carried 2-1 with Delaney voting in the negative. **Ordinance No. MC 1313**

### 9. Review referral list

Remove item: 3

### 10. Adjourn

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

It was moved by Austin, seconded by Veneman to approve and adopt the actions of the Committee. Delaney requested that item #2 in the Public Works minutes be corrected to reflect Option #1 with the removal of the language that copies of receipts are required for materials and labor and removing "up to" before \$100, and to amend the motion accordingly. Zacher requested that item #7 be held out for separate vote. Mayor Blaser asked for unanimous consent to amend the motion to correct item #2 and hold out item #7. There was no objection, 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	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"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Aldersperson Evanson left the meeting at 7:21 p.m.

Regarding item #7, it was moved by Veneman, seconded by Austin to approve the item as presented. Motion

## Attachment #1

carried, 4 ayes and 3 nays:

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

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

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: February 10, 2022

Reported to Council: February 15, 2022

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Thursday, February 10, 2022, at 4:45 p.m. All Committee members were present, with Evanson attending remotely. Also present were Derek Budsberg, Mayor Shane Blaser, City Attorney Sue Schill- remotely, and Ryan Hartman

1. Call to order

2. Update on wage study.

Discussion-no action taken.

3. Discuss and consider a 2022 general wage increase for non-represented employees of the City.

Discuss- no action taken.

4. Discuss and consider for confirmation Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent.

Motion by Veneman, seconded by Evanson to confirm Mayor Blaser's appointment of Derek Budsberg to the position of Wastewater Superintendent. Motion carried 3-0.

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

a. In closed session, the Committee will discuss negotiation and bargaining strategy regarding labor negotiations with IAFF and WRPPA and may discuss tentative labor agreements with said units.

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

Motion by Veneman, seconded by Bemke to move to go into closed session. A roll call vote was taken. All members voted in the affirmative. Motion carried 3-0.

In closed session the Committee discussed negotiation and bargaining strategy regarding labor negotiations with IAFF and WRPPA.

6. Adjournment.

Motion by Veneman, seconded by Bemke to adjourn. Motion carried 3-0. Meeting adjourned in closed session at 5:42 p.m.

It was moved by Bemke, seconded by Cattanaach to approve and adopt the actions of the Committee. Motion carried, 7 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jake Cattanaach	6	Second	<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"/>

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

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

It was moved by Bemke, seconded by Veneman to place the reports on file. Motion carried, 5 ayes, 1 nay, and 1 abstention:

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

**12. Referrals to Committee**

- a. Austin made a referral the Public Works Committee for \$20,000 to fund a feasibility study of an underpass or overpass in quiet zones for the west side rail line at the intersections of High Street, West Grand Avenue, Chase Street, Gaynor Avenue and 17<sup>th</sup> Avenue.

**13. Adjournment**

It was moved by Veneman, seconded by Zacher to adjourn. Motion carried, 7 ayes and 0 nays:

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

The meeting adjourned at 7:43 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

## RESOLUTION RATIFICATION

BE IT RESOLVED, that the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, does hereby ratify and affirm the Alexander Field - South Wood County Airport Commission petition for state airport development aid approved February 3, 2022.

RESOLUTION introduced by:

\_\_\_\_\_  
Shane Blaser, Mayor

## CERTIFICATION

I, Jennifer M. Gossick, Clerk of Wisconsin Rapids, Wood County, Wisconsin, do hereby certify that the foregoing is a correct copy of a Resolution introduced at a meeting of the Common Council of the City of Wisconsin Rapids on the \_\_\_\_\_ day of \_\_\_\_\_, 2022, adopted by a majority vote, and recorded in the minutes of said meeting.

City of Wisconsin Rapids  
Wood County, Wisconsin

By \_\_\_\_\_

\_\_\_\_\_(Title)

**RESOLUTION PETITIONING  
THE SECRETARY OF TRANSPORTATION  
FOR AIRPORT IMPROVEMENT AID  
BY**

**Alexander Field – South Wood County Airport Commission  
Wood County, Wisconsin**

WHEREAS, the Alexander Field-South Wood County Airport Commission, Wood County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve Alexander Field-South Wood County Airport, Wood County, Wisconsin,

**"PETITION FOR AIRPORT PROJECT"**

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a local general aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: conduct airport master plan; crack fill and sealcoat airfield pavements; develop hangar area; construct T-Hangars; construct/expand/rehabilitate terminal building, extend taxiway "B"; land and/or easement acquisition; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

## "DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32.02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

## "AIRPORT OWNER ASSURANCES"

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE Chairman of the South Wood County Airport Commission be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY: SHANE BLASER  
Chairman

## CERTIFICATION

I, Shane Blaser, Chairman and Custodian of Records for Alexander Field – South Wood County Airport Commission, Wisconsin Rapids, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a monthly meeting of the South Wood County Airport Commission on February 3, 2022, adopted by a majority vote, and recorded in the minutes of said meeting.

Shane Blaser, Chairman

# **AGENCY AGREEMENT AND FEDERAL BLOCK GRANT OWNER ASSURANCES**

## **Department of Transportation Bureau of Aeronautics Madison, Wisconsin**

WHEREAS, the Alexander Field – South Wood County Airport Commission, Wood County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, Alexander Field – South Wood County Airport project to:

conduct airport master plan; crack fill and sealcoat airfield pavements; develop hangar area; construct T-Hangars; construct/expand/rehabilitate terminal building, extend taxiway “B”; land and/or easement acquisition; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.

WHEREAS, the sponsor adopted a resolution on February 3, 2022, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

### **“AGENCY AGREEMENT”**

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

\_\_\_\_\_  
David M. Greene, Director (Date)  
Bureau of Aeronautics

### **“FEDERAL BLOCK GRANT OWNER ASSURANCES”**

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: Alexander Field – South Wood County Airport, Wood County, Wisconsin

\_\_\_\_\_  
Shane Blaser  
Chairman, South Wood County Airport Commission

\_\_\_\_\_  
Jeremy Eichorn  
South Wood County Airport Commission

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

# No Mow May Resolution

- **Whereas**, the City of Wisconsin Rapids is participating in No Mow May to educate the community about pollinator-friendly habitats on public and private land, to encourage communities to adopt sustainable pollinator-friendly land management practices; and
- **Whereas**, the City of Wisconsin Rapids is in a unique position to increase pollinator-friendly habitat by encouraging pollinator-friendly lawn care practices and by incentivizing its citizens to take direct and meaningful action on their own properties; and
- **Whereas**, ideal pollinator-friendly habitat is comprised of mostly native wildflowers, grasses, vines, shrubs and trees blooming in succession throughout the growing season, is free or nearly free of pesticides, is comprised of undisturbed spaces including leaf and brush piles, un-mown fields or field margins, fallen trees and other dead wood for nesting and overwintering; and provides connectivity between habitat areas to support pollinator movement and resilience; and
- **Whereas**, the formative period for establishment of pollinator and other insect species, and the many songbirds and other urban wildlife species which depend upon them, occurs in late spring and early summer when they emerge from dormancy and require flowering plants as crucial foraging habitat; and these opportunities are dramatically reduced with early spring leaf-litter removal and grass-mowing;

**NOW THEREFORE BE IT RESOLVED**, that the City of Wisconsin Rapids Common Council recognizes **No Mow May**, to actively promote and educate the community about the critical period of pollinator emergence, generation of crucial pollinator-supporting habitat and early spring foraging opportunities, and;

**BE IT FURTHER RESOLVED**, that for the duration of the month of May, the City of Wisconsin Rapids hereby suspends the enforcement of Chapter 36, Sections 302.4 of our Municipal Code for properties properly registered with the City of Wisconsin Rapids No Mow May program, to voluntarily delay homeowner lawn care practices until June, allowing pollinator species to emerge and early flowering grasses to establish, which may result in groundcover exceeding established ordinance height restrictions; and that in the month of May, the City of Wisconsin Rapids shall not issue citations for excessive weed growth or tall grasses to properties properly registered with the City of Wisconsin Rapids No Mow May program.

*Dated* this \_\_\_\_\_ day of \_\_\_\_\_ in the year \_\_\_\_\_

*Signed* \_\_\_\_\_

*Title* \_\_\_\_\_

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: March 7, 2022

### Report #1

The Planning Commission met at 4:00 p.m. on March 7, 2022 in the City Hall Council Chambers and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Lee Thao, Ben Goodreau and Susan Feith. Shane Burkart and Eric Daven were absent. Also at the meeting were Carrie Edmondson, Kyle Kearns, and Todd Bloyd. Chris and Amber Neiman attended remotely.

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

1. Approval of the reports from the February 7, 2022 Plan Commission meetings.

Motion by Thao to approve the staff reports from the February 7, 2022 Plan Commission meeting; second by Feith.

Motion carried (5 – 0)

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

Community Development Director Kearns provided information on the continued status and progress of the Wisconsin Rapids Recovery and Redevelopment Plan and referenced a memo provided by Vandewalle & Associates.

3. **PLAN-22-0078; Central State Landscaping Inc.** – Public hearing and action on a request for a conditional use permit to renovate the building into mixed-use housing at 2934 State Highway 73 North (Parcel ID 3400836).

Associate Planner Carrie Edmondson provided an overview of PLAN-22-0078, recommending approval with the conditions outlined in the staff report.

Public hearing opened at 4:07 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:08 p.m.

Commissioner Feith asked Kyle Kearns about Staff condition number 5, the 1-year review requirement on the conditional use, to which Mr. Kearns responded and confirmed it is in relation to agenda item 4.

Motion by Austin, second by Goodreau to approve PLAN-22-0078, a request for a conditional use permit to renovate the building into mixed-use housing at 2934 State Highway 73 North (Parcel ID 3400836), subject to the following conditions:

1. The floor plan shall include a separate dedicated commercial land use, such as a retail or professional office.
2. Trash containers should be limited to two carts and screened from public view. If a larger refuse storage container is utilized, it shall be separately screened with an opaque fence and be placed within the rear yard.
3. Hours of operation and service deliveries for the commercial component shall occur between 7:00 a.m. and 7:00 p.m.

4. Applicable building permits though the City shall be obtained.
5. Community Development staff shall have the authority to approve minor modifications to the plans.

Motion carried (5 – 0)

4. **PLAN-22-0079; Central State Landscaping Inc.** – Public hearing and action on a request for a conditional use permit to operate a landscaping business at 2934 State Highway 73 North (Parcel ID 3400836).

Carrie Edmondson gave a synopsis of PLAN-22-0079, recommending approval with suggested conditions in the staff report.

Public hearing opened at 4:14 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:14 p.m.

Commissioner Austin asked a question in regards to the business use, to which Todd Bloyd, of Central State Landscaping, responded to Commissioner Austin's question.

Motion by Goodreau, second by Austin, to approve PLAN-22-0079, a request for a conditional use permit to operate a landscaping business at 2934 State Highway 73 North (Parcel ID 3400836, subject to the following conditions:

1. The applicant shall submit a Certified Survey Map to divide the lot into two parcels.
2. A shared driveway or access agreement/easement shall be drafted and recorded for the landscape business use during the creation of the lot.
3. All outdoor storage of vehicles and materials shall be screened from public view.
4. The applicant shall provide a landscape and lighting plan to the Community Development Department for review and approval.
5. The Conditional Use Permit shall be reviewed in one year. Any changes to the use or site may require an amendment of the conditional use permit before or after the one-year review.
6. A driveway and paved parking shall be installed prior to building occupancy.
7. Applicable building permits though the City shall be obtained.
8. Community Development staff shall have the authority to approve minor modifications to the plans.

Motion carried (5 – 0)

5. **PLAN-22-0063; Nieman's Service Inc.** – Public hearing and action on a request for an amendment to Chapter 11, Zoning Code, of the city's Municipal Code, to define Towing Business and place it within zoning districts.

Carrie Edmondson summarized the analysis of the staff report for PLAN-22-0063, recommending that 'towing' be added to the Vehicle Repair Shop definition in the Zoning Code.

Public hearing opened at 4:20 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:21 p.m.

Susan Feith inquired about whether the applicant's (Nieman's) current use of the property was grandfathered in, and if there was a requirement for Nieman's to submit their request to the Commission for the change in status for their business needs. Mr. Kearns replied to Ms. Feith's questions, as well as the applicant. Shane Blaser asked the applicant if they had any questions or concerns with regard to where they would be placed within the Zoning Code or any potential restrictions resulting from it, to which Chris and Amber Neiman indicated that they were in support of the way the proposed code was written.

Motion by Blaser to approve the request for an amendment to Chapter 11, Zoning Code, of the City's Municipal Code, to define Towing Business and place it within zoning districts; second by Feith.

Motion carried (5 – 0)

## **6. Adjourn**

Motion by Thao to adjourn; second by Austin.

Motion carried (5 – 0)

Meeting adjourned at 4:27 p.m.

Respectfully Submitted by Erika Esser, Secretary

Resolution # \_\_\_\_\_  
CITY OF WISCONSIN RAPIDS

**[CONDITIONAL USE PERMIT – 2934 STATE HIGHWAY 73 NORTH – MIXED-USE HOUSING]**

**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 2934 State Highway 73 North (Parcel ID 3400836), and is described as C-WIS RAPIDS PRT NESE SEC 11-22-5E & PRT NWSW SEC 12-22-5E NKA LOT 2 OF WCCSM #1469 2934 STATE HWY 73, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to renovate the building into mixed-use housing as proposed on the attached plans, subject to the following conditions:

1. The floor plan shall include a separate dedicated commercial land use, such as a retail or professional office.
2. Trash containers should be limited to two carts and screened from public view. If a larger refuse storage container is utilized, it shall be separately screened with an opaque fence and be placed within the rear yard.
3. Hours of operation and service deliveries for the commercial component shall occur between 7:00 a.m. and 7:00 p.m.
4. Applicable building permits through the City shall be obtained.
5. Community Development staff shall have the authority to approve minor modifications to the plans.

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

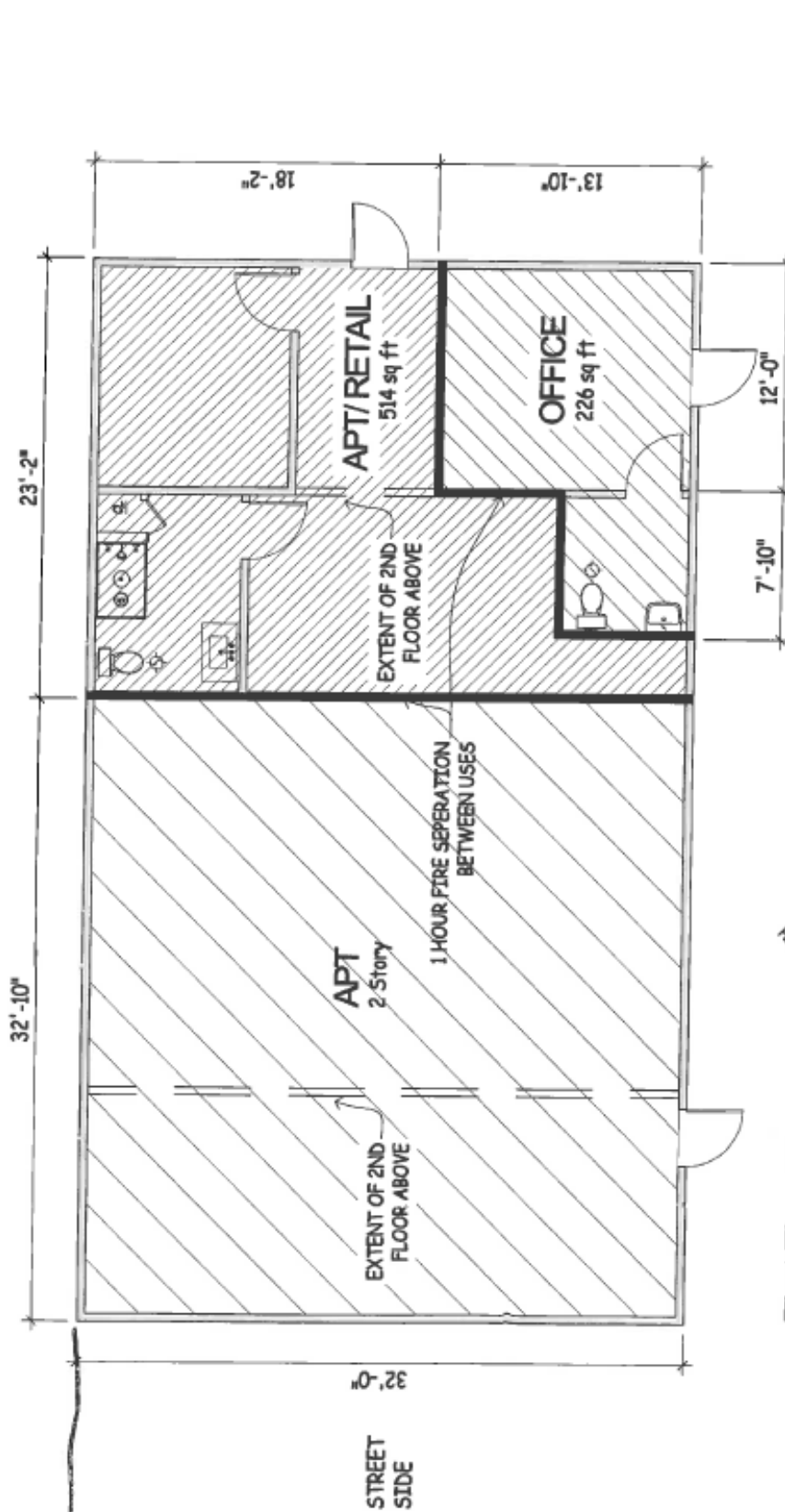
\_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:



**First Floor Plan**

SCALE: 1/8" = 1'-0"



Parcel Information  
Zoning- B2 General Commercial

Proposed Use:  
Landscape Business Office  
Mixed Use Housing

1792 sq ft Bldg Footprint  
1024 sq ft Second Floor

*Existing Parking*

ZONING REVIEW BOARD

2934 STH 73, WISCONSIN RAPIDS, WI 54495

FEBRUARY 7, 2022

Resolution # \_\_\_\_\_  
CITY OF WISCONSIN RAPIDS

**[CONDITIONAL USE PERMIT – 2934 STATE HIGHWAY 73 NORTH – LANDSCAPE BUSINESS]**

**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 2934 State Highway 73 North (Parcel ID 3400836), and is described as C-WIS RAPIDS PRT NESE SEC 11-22-5E & PRT NWSW SEC 12-22-5E NKA LOT 2 OF WCCSM #1469 2934 STATE HWY 73, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to operate a landscape business as proposed on the attached plans, subject to the following conditions:

- 1) The applicant shall submit a Certified Survey Map to divide the lot into two parcels.
- 2) A shared driveway or access agreement/easement shall be drafted and recorded for the landscape business use during the creation of the lot.
- 3) All outdoor storage of vehicles and materials shall be screened from public view.
- 4) The applicant shall provide a landscape and lighting plan to the Community Development Department for review and approval.
- 5) The Conditional Use Permit shall be reviewed in one year. Any changes to the use or site may require an amendment of the conditional use permit before or after the one-year review.
- 6) A driveway and paved parking shall be installed prior to building occupancy.
- 7) Applicable building permits though the City shall be obtained.
- 8) Community Development staff shall have the authority to approve minor modifications to the plans.

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

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Shane E. Blaser, Mayor

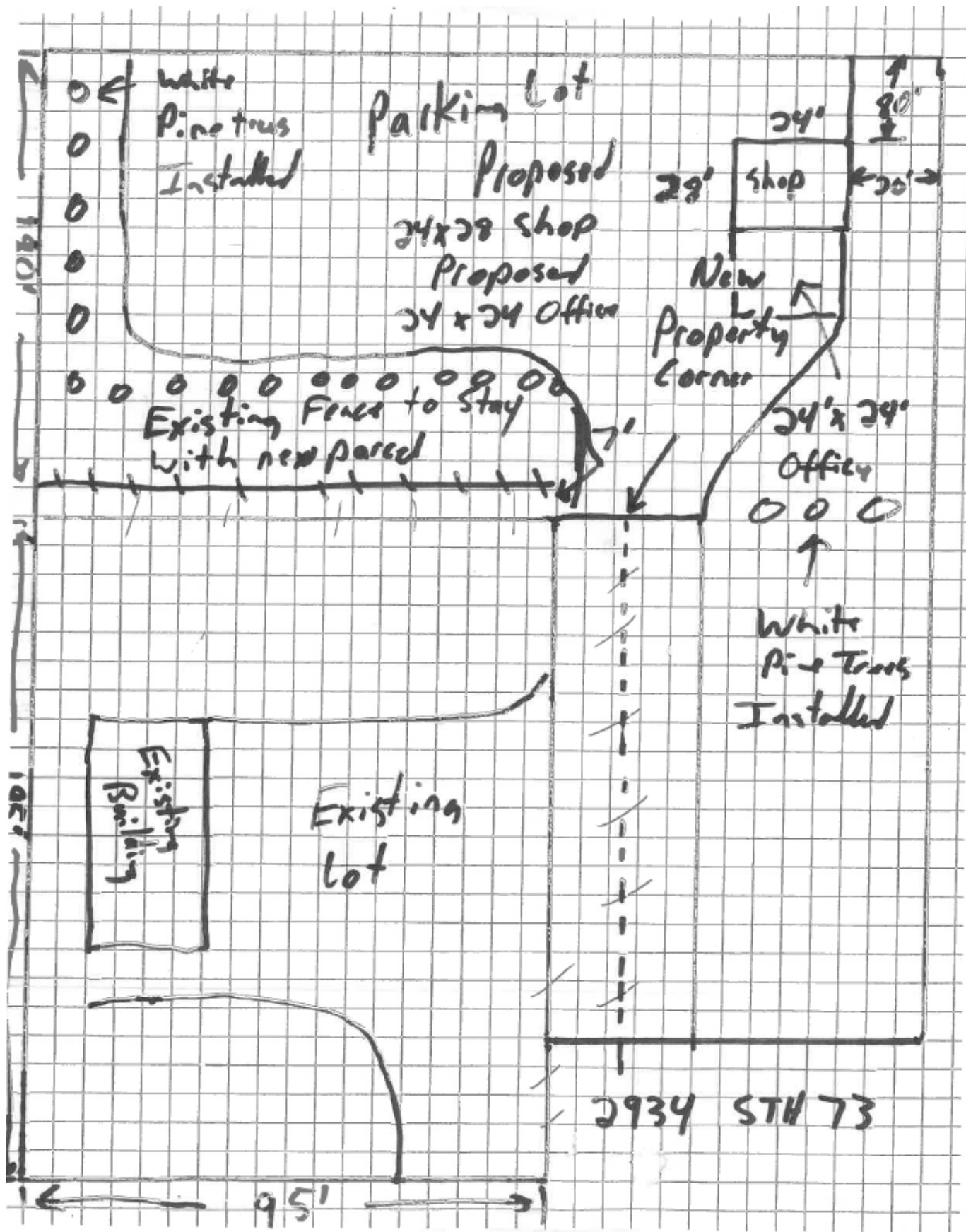
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Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

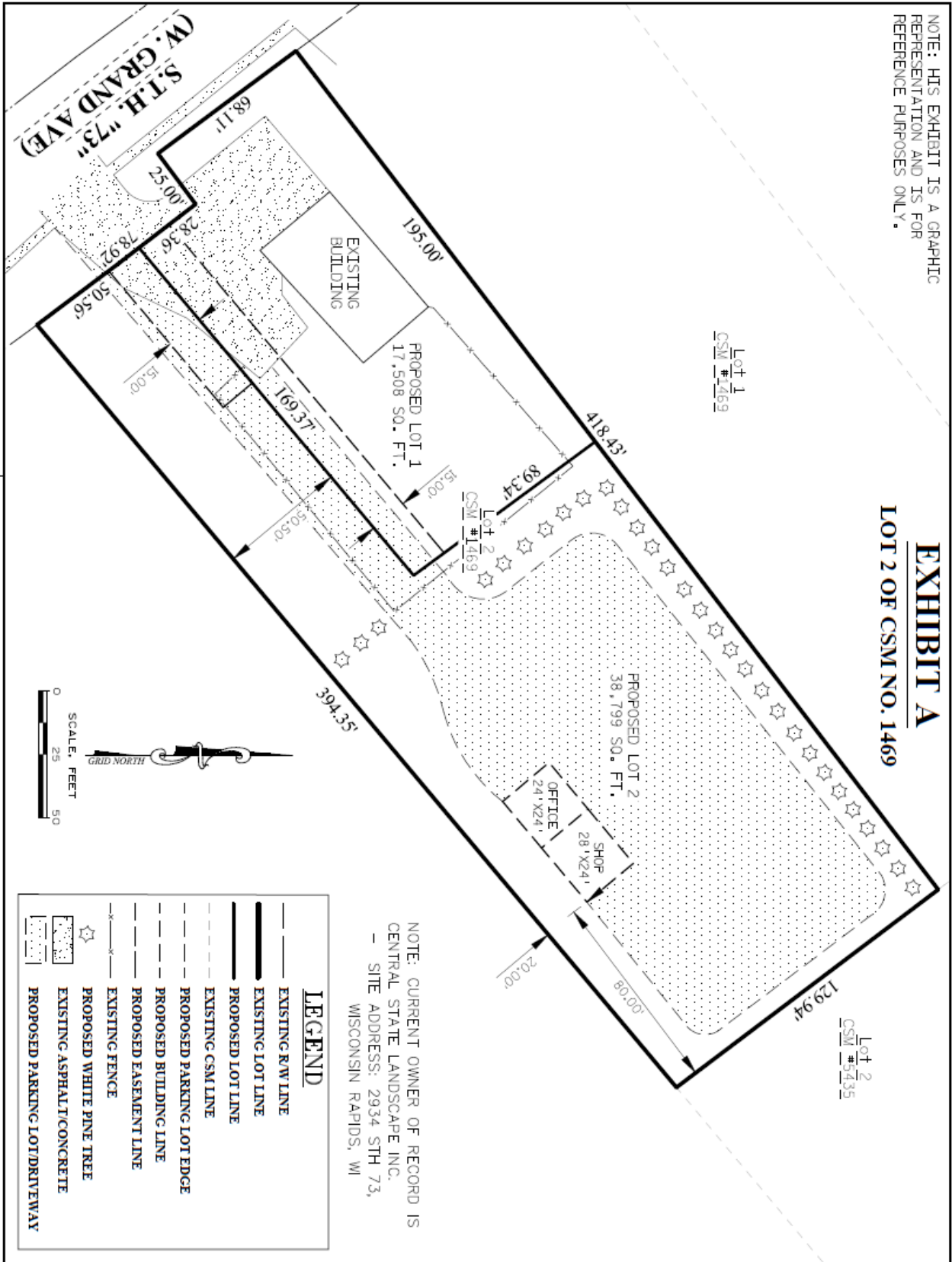
PUBLISHED:



NOTE: HIS EXHIBIT IS A GRAPHIC REPRESENTATION AND IS FOR REFERENCE PURPOSES ONLY.

# EXHIBIT A

## LOT 2 OF CSM NO. 1469



NOTE: CURRENT OWNER OF RECORD IS  
CENTRAL STATE LANDSCAPE INC.  
- SITE ADDRESS: 2934 STH 73,  
WISCONSIN RAPIDS, WI

LEGEND	
	EXISTING R/W LINE
	EXISTING LOT LINE
	PROPOSED LOT LINE
	EXISTING CSM LINE
	PROPOSED PARKING LOT EDGE
	PROPOSED BUILDING LINE
	PROPOSED EASEMENT LINE
	EXISTING FENCE
	PROPOSED WHITE PINE TREE
	EXISTING ASPHALT/CONCRETE
	PROPOSED PARKING LOT/DRIVEWAY

ORDINANCE NO. MC\_\_\_ CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 11 OF THE ZONING CODE INCLUDING TOWING WITHIN THE DEFINITION OF VEHICLE REPAIR SHOP.

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

SECTION I      Appendix B – Land Uses, Series 7, Land Use – Vehicle Rental, Sales, and Service, of Chapter 11 of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

Appendix B – Land Uses, Series 7, Land Use – Vehicle Rental, Sales, and Service, 7.04

7.04 Vehicle Repair Shop

**Description:** A place where motor vehicles, such as cars, motorcycles, and light trucks, are typically left overnight for maintenance, service, or repair. Typical services include transmission repair, body work and painting, towing, vehicle upholstery, engine repair and overhauls, and similar activities.

**Parking Requirements:** 2.5 spaces for each service bay; plus 1 for each employee on the largest work shift

**Supplemental Standards:**

**(a) Work area.** Motor vehicles shall not be serviced or repaired outside of the principal structure intended for such use, except when this use is located in an industrial zoning district, if otherwise allowed.

**(b) Vehicle storage.** When a vehicle repair shop is located in a commercial zoning district, no more than 15 motor vehicles shall be stored out-of-doors overnight. When located in an industrial zoning district, if otherwise allowed, there is no limitation on the number of motor vehicles that can be stored overnight. Storage of unlicensed vehicles is strictly prohibited.

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

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

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

**Report of the Finance and Property Committee**

Tom Rayome, Chairperson  
Jake Cattnach, Secretary  
Jay Bemke

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

The Finance and Property Committee met at 4:30 p.m. on Tuesday, March 1, 2022 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://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, Interim Fire Chief Eckes, Joe Eichsteadt, Mayor Blaser and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:30 p.m.

2. Consider a request from the Fire Department to approve the new Ambulance Fee Schedule

It was moved by Cattnach, seconded by Rayome to approve the ambulance fee schedule as presented. (Attachment No. 1). Motion carried.

3. Consider a request from the Engineering Department to review easement request on parcel 34-09841 for ATC's transmission line project

It was moved by Cattnach, seconded by Bemke to approve the easement request on parcel no. 34-09841 for ATC's transmission line project. Motion carried.

4. Consider a request from Stanley Shell, Inc., d/b/a A to Z Mini Mart, Pathan Azharuddin, agent, for a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for the premises located at 2411 8th Street South

It was moved by Bemke, seconded by Rayome to approve a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for Stanley Shell, Inc., d/b/a A to Z Mini Mart, Pathan Azharuddin, agent, for the premises located at 2411 8<sup>th</sup> Street South. Motion carried.

5. Consider a request from Stanley Shell, Inc., d/b/a A to Z Fast Mini Mart, Pathan Azharuddin, agent, for a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for the premises located at 3660 8th Street South

It was moved by Bemke, seconded by Cattnach to approve a Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor license for Stanley Shell, Inc., d/b/a A to Z Mini Mart, Pathan Azharuddin, agent, for the premises located at 3660 8th Street South. Motion carried.

6. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Cranberry Art Exhibit Opening to be held on Thursday, April 14, 2022, from 5:30 p.m. to 7:30 p.m.

It was moved by Bemke, seconded by Cattnach to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Cranberry Art Exhibit Opening to be held on Thursday, April 14, 2022, from 5:30 p.m. to 7:30 p.m. Motion carried.

7. Consider for approval Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, March 25, 2022, from 7:00 p.m. to 10:00 p.m.

It was moved by Bemke, seconded by Cattnach to approve a Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, March 25, 2022, from 7:00 p.m. to 10:00 p.m. Motion carried.

8. Discuss issuance of 2022 General Obligation Promissory Notes

It was moved by Bemke, seconded by Cattnach to proceed with issuing 2022 General Obligation Promissory Notes as approved in the 2022 Budget (Attachment No. 2). Motion carried.

9. Audit of the Bills

It was moved by Cattnach, seconded by Rayome to approve check no. 11596 to check no. 11991. Motion carried.

10. Set next meeting date

The next regularly scheduled Finance & Property Committee meeting will be Tuesday, April 5, 2022, at 4:30 p.m.

9. Adjourn

It was moved by Bemke, seconded by Cattnach to adjourn. Motion carried and meeting adjourned at 5:09 p.m.

**CITY OF WISCONSIN RAPIDS  
RESOLUTION NO. \_\_\_\_\_ (2022)**

**RESOLUTION SETTING AMBULANCE RATES**

**WHEREAS**, pursuant to Section 20.10 of the Municipal Code, the Common Council shall, by resolution, set or adjust ambulance rates for the City of Wisconsin Rapids; and

**WHEREAS**, the Fire Chief and Finance Director has reviewed ambulance rates for other EMS service providers; and

**WHEREAS**, it has been determined that an adjustment to the City's rates is necessary.

BE IT RESOLVED, by the Wisconsin Rapids Common Council, as follows:

1. Ambulance rates shall be set as follows:

CATEGORY	RATE
BLS - Resident	\$ 1,100.00
BLS - Non Resident	\$ 1,300.00
ALS - Resident	\$ 1,500.00
ALS - Non Resident	\$ 1,600.00
BLS On Scene Care	\$ 300.00
ALS On Scene Care	\$ 800.00
SCT - Resident	\$ 1,600.00
SCT - Non Resident	\$ 1,800.00
Mileage - Resident	\$ 20.00
Mileage - Non Resident	\$ 21.00
Lift Assist	\$ 250.00
Intercept	\$ 500.00

2. These ambulance rates shall be effective April 15, 2022, and a copy of said rates shall be kept on file with the City Clerk and the Fire Department.

Adopted by the Common Council of the City of Wisconsin Rapids, Wisconsin this 15th day a March 2022.

APPROVED:

\_\_\_\_\_  
Shane E. Blaser, Mayor

\_\_\_\_\_  
Jennifer M. Gossick, City Clerk

## Wisconsin Rapids Fire Department Rate Survey

Service	Baldwin Ambulance Service	Beaver Dam	Chippewa Fire Protection District	City of Eau Claire Fire and Rescue	City of Wausau Fire Department	Ellsworth Area Ambulance	Marshfield Fire and Rescue	Portage County EMS	South Area Fire District EMS	Wisconsin Rapids Fire Department	Average	Recommended Rate
Description												
BLS - Resident	\$ 1,795	\$ 700	\$ 1,395	\$ 1,150	\$ 900	\$ 1,300	\$ 1,200	\$ 1,350	\$ 900	\$ 775	\$ 1,124	\$ 1,100
BLS - Non Resident	\$ 1,795	\$ 800	\$ 1,525	\$ 1,350	\$ 1,050	\$ 1,450	\$ 1,200	\$ 1,650	\$ 1,050	\$ 925	\$ 1,291	\$ 1,100
ALS - Resident	\$ 1,828	\$ 875	\$ 1,495	\$ 1,300	\$ 1,075	\$ 1,550	\$ 1,300	\$ 1,350	\$ 1,075	\$ 900	\$ 1,234	\$ 1,300
ALS - Non Resident	\$ 1,828	\$ 975	\$ 1,625	\$ 1,500	\$ 1,225	\$ 1,700	\$ 1,300	\$ 1,650	\$ 1,225	\$ 1,050	\$ 1,408	\$ 1,300
ALS2 - Resident	\$ 2,054	\$ 1,390	\$ 1,695	\$ 1,500	\$ 1,475	\$ 1,875	\$ 1,600	\$ 1,350	\$ 1,475	\$ 975	\$ 1,534	\$ 1,500
ALS2 - Non Resident	\$ 2,054	\$ 1,490	\$ 1,825	\$ 1,700	\$ 1,625	\$ 2,025	\$ 1,600	\$ 1,650	\$ 1,625	\$ 1,125	\$ 1,704	\$ 1,500
BLS On Scene Care - Resident	\$ 332	\$ 300	\$ 300	NC	\$ 300	\$ 350	\$ 300	\$ 200	\$ 425	\$ 150	\$ 322	\$ 300
BLS On Scene Care - Non Resident	\$ 332	\$ 425	\$ 300	NC	\$ 375	\$ 400	\$ 300	\$ 200	\$ 500	\$ 150	\$ 362	\$ 300
ALS On Scene Care - Resident	\$ 1,628	\$ 700	\$ 1,340	\$ 1,275	\$ 425	\$ 1,200	\$ 1,000	\$ 200	\$ 425	\$ 150	\$ 864	\$ 800
ALS On Scene Care - Non Resident	\$ 1,628	\$ 850	\$ 1,340	\$ 1,475	\$ 500	\$ 1,350	\$ 1,000	\$ 200	\$ 500	\$ 150	\$ 961	\$ 800
Mileage - Resident	\$ 24	\$ 16	\$ 21	\$ 20	\$ 20	\$ 22	\$ 21	\$ 20	\$ 20	\$ 18	\$ 20	\$ 20
Mileage - Non Resident	\$ 24	\$ 16	\$ 21	\$ 20	\$ 20	\$ 26	\$ 21	\$ 20	\$ 20	\$ 19	\$ 21	\$ 20
Lift Assist	\$ 332	\$ 250	NC	NC	\$ 275	NC	\$ 212	NC	NC	\$ 115	\$ 267	\$ 250

NC = Service does not have this charge

Recommendations include bundled prices



<b>Non Resident:</b>		<b>EFF 5/1/19</b>
ALS ER	A0427	\$ 1,050.00
ALS 2	A0433	\$ 1,125.00
SCT	A0434	\$ 1,525.00
ALS NON ER*	A0426	\$ 1,050.00
BLS ER	A0429	\$ 925.00
BLS NON ER*	A0428	\$ 925.00
Lift Assist	A0999	\$ 115.00
Treatment, No Transport	A0998	\$ 150.00
Mileage	A0425	\$ 19.00
BLS Mileage	A0380	\$ 19.00
ALS Mileage	A0390	\$ 19.00
Flight Crew	A0999	\$ 350.00
Intercept	A0999	\$ 515.00
DOA	A0429	\$ 522.00
<b>Resident Rates</b>		
ALS ER	A0427	\$ 900.00
ALS 2	A0433	\$ 975.00
SCT	A0434	\$ 1,375.00
ALS NON ER*	A0426	\$ 900.00
BLS ER	A0429	\$ 775.00
BLS NON ER*	A0428	\$ 775.00
Lift Assist	A0999	\$ 115.00
Treatment, No Transport	A0998	\$ 150.00
Mileage	A0425	\$ 17.50
BLS Mileage	A0380	\$ 17.50
ALS Mileage	A0390	\$ 17.50
Flight Crew	A0999	\$ 350.00
Intercept	A0999	\$ 515.00
DOA	A0429	\$ 522.00

<b>Non Resident:</b>	
ALS	A0427
ALS 2	A0433
SCT	A0434
BLS	A0429
BLS On Scene Care	A0428
Lift Assist	A0999
ALS On Scene Care	A0998
Mileage	A0425
BLS Mileage	A0380
ALS Mileage	A0390
Flight Crew	A0999
Intercept	A0999
DOA	A0429
<b>Resident Rates</b>	
ALS	A0427
ALS 2	A0433
SCT	A0434
BLS	A0429
BLS On Scene Care	A0428
Lift Assist	A0999
ALS On Scene Care	A0998
Mileage	A0425
BLS Mileage	A0380
ALS Mileage	A0390
Flight Crew	A0999
Intercept	A0999
DOA	A0429

<b>EFF 4/16/22</b>
\$1,300
\$1,500
\$1,800
\$1,100
\$300
\$250
\$800
\$20
\$20
\$20
\$350
\$500
N/A
\$1,300
\$1,500
\$1,600
\$300
\$300
\$250
\$800
\$20
\$20
\$20
\$350
\$500
N/A

# Ambulance Fee Schedule



Service	Rate
Description	
BLS - Resident	\$1,100
BLS - Non Resident	\$1,300
ALS - Resident	\$1,300
ALS - Non Resident	\$1,500
ALS2 - Resident	\$1,500
ALS2 - Non Resident	\$1,700
BLS On Scene Care - Resident	\$300
BLS On Scene Care - Non Resident	\$350
ALS On Scene Care - Resident	\$800
ALS On Scene Care - Non Resident	\$900
SCT - Resident	\$1,600
SCT - Non Resident	\$1,800
Mileage - Resident	\$20
Mileage - Non Resident	\$21
Lift Assist	\$250
Intercept	\$500



## **Finance & Property Committee**

**Date of Request:** 2/10/2022

**Requestor:** ATC submitted by Joe Eichsteadt, City Engineer

**Request/Referral:** Review easement request on parcel 34-09841 for ATC's transmission line project.

**Background information:**

The proposed easement is primarily filling in a gap within existing easements.

3251.51 SF Transmission Easement (See Electric Transmission Line Easement)

Proposed ATC Compensation \$1600.00 based upon appraisal. This includes an amount for herbicide treatment. (See Compensation Summary Report)

**Options available:** The proposed easement can either be approved or denied. If denied, utilities have ability to secure rights-of-way under eminent domain law. Herbicide treatment authorization can be considered either way.

**Action you are requesting the committee take:** Given this request is simply filling a gap within existing easements I would recommend approval.

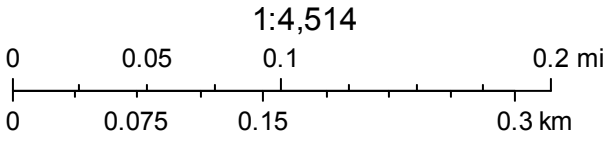
**How will the item be financed?** N/A

City Of Wisconsin Rapids GIS



2/10/2022, 8:07:31 AM

- Parcels
- City Boundary



## ELECTRIC TRANSMISSION LINE EASEMENT

Wis. Stat. Sec. 182.017(7)

**Not subject to Wis. Stat. § 77.22(1).**

Document Number

The undersigned grantor(s), City of Wisconsin Rapids, a municipal corporation, for themselves and their respective heirs, successors and assigns (hereinafter cumulatively referred to as "Landowner"), in consideration of the sum of one dollar (\$1.00) and other good and valuable consideration, receipt of which is hereby acknowledged, does hereby grant, convey and warrant unto American Transmission Company LLC, a Wisconsin limited liability company, and its manager ATC Management Inc., a Wisconsin Corporation, their successors, assigns, licensees and managers, (hereinafter jointly referred to as "Grantee"), the perpetual right and easement to construct, install, operate, maintain, repair, replace, rebuild, remove, relocate, inspect and patrol a line of structures, comprised of wood, concrete, steel or of such material as Grantee may select, and wires, including associated appurtenances for the transmission of electric current, together with communication signals and equipment restricted solely for the purpose of electric utility communication, (hereinafter referred to as the Electric Transmission Facilities), upon, in, over and across property owned by the Landowner in the City of Wisconsin Rapids, County of Wood, State of Wisconsin, described as follows:

A parcel of land being part of Lot One (1) of CSM No. 9111 as recorded in Volume 32 of Surveys on Page 11, as Document No. 2010R01538, located in part of the Northwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ , the Northeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ , the Southwest  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ , and the Southeast  $\frac{1}{4}$  of the Northeast  $\frac{1}{4}$ , Section 10, T22N-R6E, City of Wisconsin Rapids, Wood County, Wisconsin, also being part of CSM No. 1753, 1874 and 3358, also being all of CSM No. 9109.

### Recording Area

Name and Return Address  
Steigerwaldt Land Services, Inc.  
856 North 4<sup>th</sup> Street  
Tomahawk, WI 54487

Parcel Identification Number(s)  
34-09841

The legal description and location of the Perpetual Easement Strip is as shown on the Exhibit B, attached hereto and incorporated by reference in this easement document.

The perpetual easement has the following specifications:

#### PERPETUAL EASEMENT STRIP:

Length: Variable

Width: Variable

#### TRANSMISSION STRUCTURES:

Type: N/A

Number: 0

Maximum height above existing ground level: N/A feet

#### TRANSMISSION LINES:

Maximum nominal voltage: 115,000 volts

Number of circuits: 1

Number of conductors: 3

Number of static wires: 1

Minimum height above existing landscape (ground level): 25 feet

**The Grantee** is also granted the associated perpetual and necessary rights to:

- 1) Enter upon the Perpetual Easement Strip for the purposes of fully exercising and enjoying the rights conferred by this perpetual easement; and
- 2) Trim, cut down and remove any or all brush, trees and overhanging branches now or hereafter existing in, on and over the Perpetual Easement Strip; and
- 3) Cut down and remove such dead, dying, diseased, decayed, leaning trees or tree parts now or hereafter existing on the property of the Landowner located outside of said Perpetual Easement Strip that in Grantee's judgment, may interfere with Grantee's full use of the Perpetual Easement Strip for the purposes stated herein or that pose a threat to the safe and reliable operation of the Electric Transmission Facilities; together with the right, permission and authority to enter in a reasonable manner upon the property of the Landowner adjacent to said Perpetual Easement Strip for such purpose.

The Grantee shall pay a reasonable sum for all damages to property, crops, fences, livestock, lawns, roads, fields and field tile (other than brush, trees and overhanging branches trimmed or cut down and removed from the Perpetual Easement Strip), caused by the construction, installation, operation, maintenance, repair, replacement, rebuilding, relocation, inspection, patrol or removal of said Electric Transmission Facilities.

Within the Perpetual Easement Strip, and without first securing the prior written consent of the Grantee, **Landowner** agrees that they will not:  
CYN-RRN0090

- 1) Locate any dwelling or mobile home intended for residential occupancy; or
- 2) Construct, install or erect any structures or fixtures, including but not limited to swimming pools; or
- 3) Construct any non-residential type building; or
- 4) Store flammable goods or products; or
- 5) Plant trees or shrubs; or
- 6) Place water, sewer or drainage facilities; or
- 7) Change the grade more than one (1) foot.

Grantee acknowledges the existing easements for utility and gas facilities.

The parties hereto do hereby agree to the terms and conditions set forth in Exhibits "A" and "B", attached hereto and incorporated by reference herein. The term "utility" in Exhibit "A" shall mean Grantee.

This perpetual easement agreement is binding, in its entirety, upon the heirs, successors and assigns of the parties hereto, and shall run with the lands described herein.

**As provided by PSC 113, the Landowner shall have a minimum period of five days to examine materials approved or provided by the Public Service Commission of Wisconsin describing the Landowner's rights and options in the easement negotiating process. The Landowner hereby voluntarily waives the five-day review period, or acknowledges that they have had at least five (5) days to review such materials.**

Landowner warrants and represents that Landowner has good title to the property described herein, free and clear from all liens and encumbrances, except: None

**The Landowner hereby accepts a lump sum payment in consideration of the grant of this perpetual easement.**

**WITNESS** the signature(s) of the Landowner this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

#### ACKNOWLEDGEMENT

STATE OF WISCONSIN                    )  
  ) SS  
COUNTY OF \_\_\_\_\_)

Personally   came   before   me   this   \_\_\_\_\_   day   of   \_\_\_\_\_,   20\_\_\_\_,   the   above   named  
\_\_\_\_\_ and \_\_\_\_\_ as \_\_\_\_\_ and  
\_\_\_\_\_ of the City of Wisconsin Rapids, to me known to be the person(s) who executed the foregoing instrument  
and acknowledged the same.

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Printed Name

Notary Public, State of \_\_\_\_\_

My Commission expires (is) \_\_\_\_\_

This instrument drafted December 20, 2021 by Carol Ahles and checked by Debra Zimmermann on behalf of American Transmission Company, PO Box 47, Waukesha, WI 53187-0047. REV February 7, 2022

CYN-RRN0090

**EXHIBIT "A"**  
**[Wis. Stat. Sec. 182.017(7)]**

- (c) In constructing and maintaining high-voltage transmission lines on the property covered by the easement, the utility shall:
1. If excavation is necessary, ensure that the topsoil is stripped, piled and replaced upon completion of the operation.
  2. Restore to its original condition any slope, terrace, or waterway, which is disturbed by the construction or maintenance.
  3. Insofar as is practicable and when the landowner requests, schedule any construction work in an area used for agricultural production at times when the ground is frozen in order to prevent or reduce soil compaction.
  4. Clear all debris and remove all stones and rocks resulting from construction activity upon completion of construction.
  5. Satisfactorily repair to its original condition any fence damaged as a result of construction or maintenance operations. If cutting a fence is necessary, a temporary gate shall be installed. Any such gate shall be left in place at the landowner's request.
  6. Repair any drainage tile line within the easement damaged by such construction or maintenance.
  7. Pay for any crop damage caused by such construction or maintenance.
  8. Supply and install any necessary grounding of a landowner's fences, machinery or buildings.

- (d) The utility shall control weeds and brush around the transmission line facilities. No herbicidal chemicals may be used for weed and brush control without the express written consent of the landowner. If weed and brush control is undertaken by the landowner under an agreement with the utility, the landowner shall receive from the utility a reasonable amount for such services.

\_\_\_\_\_ The foregoing statement notwithstanding, the Landowner, by INITIALING IN THE SPACE AT LEFT, hereby grants its written consent for the Utility to use HERBICIDAL chemicals for weed and brush control.

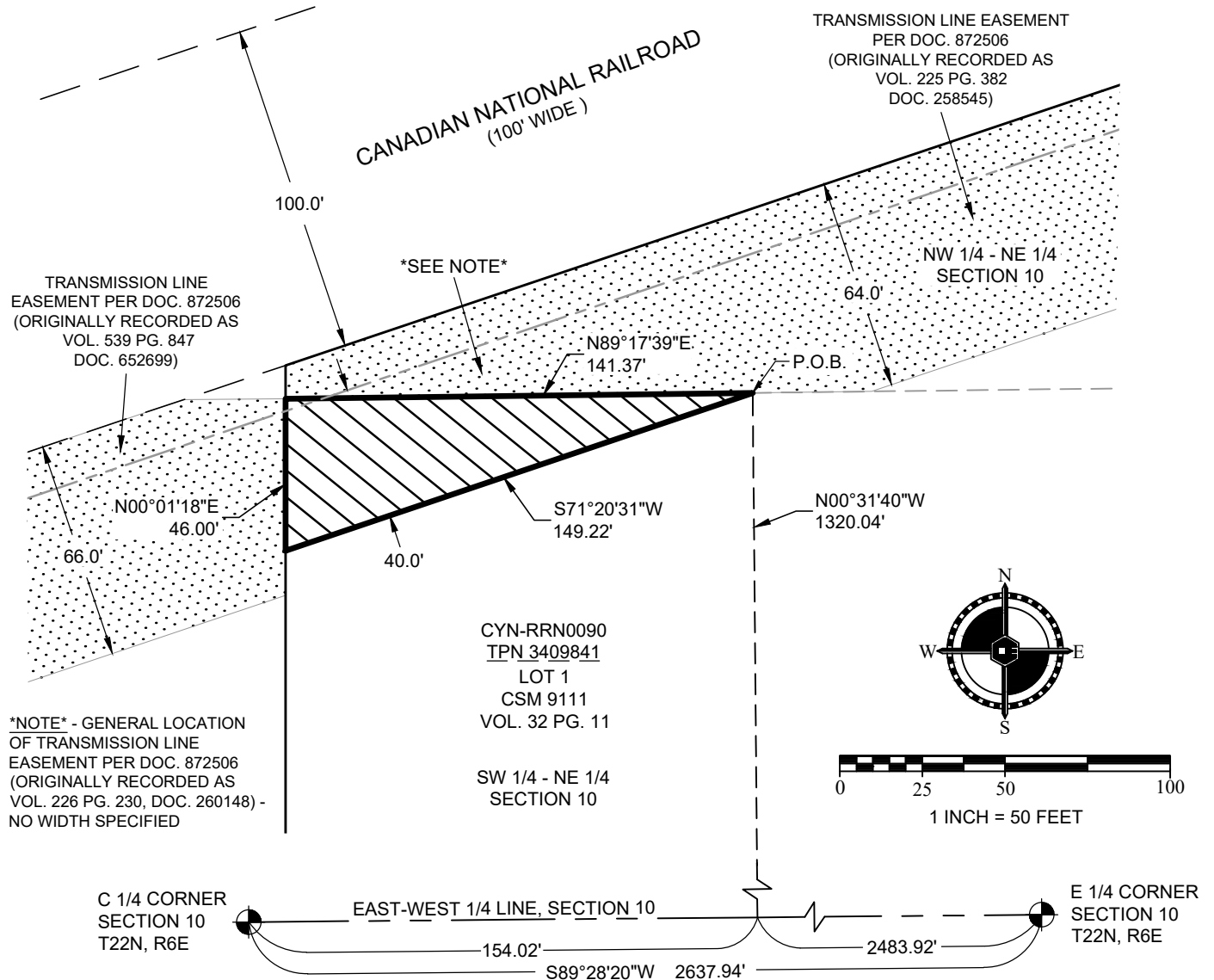
- (e) The Landowner shall be afforded a reasonable time prior to commencement of construction to harvest any trees located within the easement boundaries, and if the Landowner fails to do so, the Landowner shall nevertheless retain title to all trees cut by the utility.
- (f) The Landowner shall not be responsible for any injury to persons or property caused by the design, construction or upkeep of the high-voltage transmission lines or towers.
- (g) The utility shall employ all reasonable measures to ensure that the landowner's television and radio reception is not adversely affected by the high-voltage transmission lines.
- (h) The utility may not use any lands beyond the boundaries of the easement for any purpose, including ingress to and egress from the right-of-way, without the written consent of the landowner.

\_\_\_\_\_ The foregoing statement notwithstanding, the Landowner, BY INITIALING IN THE SPACE AT LEFT, hereby grants its written consent for the Utility to use any land beyond the boundaries of the easement for ingress and egress for personnel, equipment and vehicles during construction and maintenance activities.

# EASEMENT DESCRIPTION MAP (EXHIBIT B)

ATC ID: CYN-RRN0090

PARCEL NO. 3409841



## LEGEND

P.O.B.  
TPN



POINT OF BEGINNING  
TAX PARCEL NUMBER

PLSS CORNER

RAILROAD PROPERTY LINE

SIXTEENTH LINE

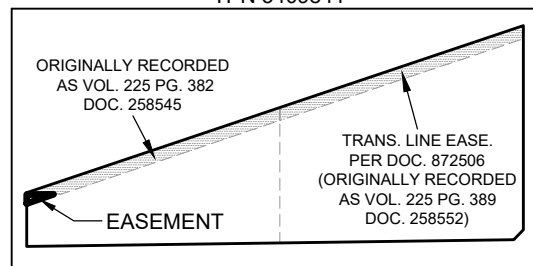
GRANTOR PARCEL LINE

TRANSMISSION REFERENCE LINE

ATC TRANSMISSION LINE EASEMENT  
3,251 SQFT / 0.075 ACRES +/-

**NOTE** - BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, US FEET, GRID DISTANCE. THIS DRAWING SHOULD BE USED ONLY AS A REPRESENTATION OF THE LOCATION OF THE EASEMENT BEING CONVEYED. THE EXACT LOCATION OF ALL STRUCTURES, LINES AND APPURTENANCES IS SUBJECT TO CHANGE WITHIN THE BOUNDARIES OF THE RIGHTS-OF-WAY HEREIN GRANTED.

LOCATION MAP:  
TPN 3409841



NOT TO SCALE



COLEMAN ENGINEERING COMPANY

IRON MOUNTAIN • IRONWOOD • NEGAUNEE • GREEN BAY  
www.coleman-engineering.com



EXHIBIT B

Page 1 of 2 | DATE: 2/1/22

SKETCH SCALE: 1" = 50'

Job # 210230

# EASEMENT DESCRIPTION MAP (EXHIBIT B)

ATC ID: CYN-RRN0090

PARCEL NO. 3409841

## EASEMENT DESCRIPTION MAP (EXHIBIT B)

A variable width easement which crosses the grantor's premises, being part of Lot 1 of Certified Survey Map Number 9111, recorded in Volume 32, on Page 11, as Document Number 2010R01538, part of the Southwest quarter of the Northeast quarter (SW 1/4 - NE 1/4) of Section 10, Township 22 North, Range 6 East, City of Wisconsin Rapids, Wood County, Wisconsin described as:

Commencing at the East quarter (E 1/4) corner of said Section 10; thence S89°28'20"W along the East-West quarter line of said Section 10, a distance of 2483.92 feet; thence N00°31'40"W, a distance of 1320.04 feet to the POINT OF BEGINNING (P.O.B.).

Thence S71°20'31"W, a distance of 149.22 feet to a point on the West property line of the Grantor parcel; thence N00°01'18"E along the West property line of the Grantor parcel, a distance of 46.00 feet; thence N89°17'39"E, a distance of 141.37 feet to the POINT OF BEGINNING (P.O.B.).

The above described easement contains 3,251 sqft / 0.075 acres more or less, and is subject to restrictions, rights-of-way and easements of record.

BEARINGS ARE BASED ON THE WISCONSIN STATE PLANE COORDINATE SYSTEM, CENTRAL ZONE, US FEET, GRID DISTANCE

Page 2 of 2



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### EXHIBIT B

Page 2 of 2 | DATE: 2/1/22

SKETCH SCALE: N/A

Job # 210230



## COMPENSATION SUMMARY

ATC File Number: CYN-RRN090 Line Designation: N92 Date: 01/11/2022

### LANDOWNER INFORMATION:

Owner: City of Wisconsin Rapids

Address: 444 West Grand Avenue, Wisconsin Rapids, WI 54495

Phone #: 715-421-8200

P&P Sheet(s): Page \_\_\_\_\_ of P&P Dated: \_\_\_\_\_ Structure(s): \_\_\_\_\_

Easement Compensation \$ 600.00

Permission to apply herbicides (Per Exhibit A) \$ 500.00

Off Right of Way (Per Exhibit A) \$ 500.00

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Total Compensation \$ 1,600.00

OR

Annual Payment (If Applicable) \$ N/A

(Easement Payment / 65 years)

(zoned or used for agricultural purposes and easement is for high voltage transmission line)

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of WISCONSIN RAPIDS

County of WOOD Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization 5

Applicant's Wisconsin Seller's Permit Number <u>456-1030445470-04</u>	
FEIN Number <u>85-2462266</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	\$

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)

STANLEY SHELL INC

An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>PATHAN</u>	(First) <u>AZHARUDDIN</u>	(Middle Name) <u>N</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5719 SANDPIPER DR STEVENS POINT WI-54482</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>PATHAN</u>	(First) <u>AZHARUDDIN</u>	(Middle Name) <u>N</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5719 SANDPIPER DR STEVENS POINT WI-54482</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name AZZ MINIMART Business Phone Number 715-712-1047

2. Address of Premises 2411 EIGHTH ST S WISCONSIN RAPIDS Post Office & Zip Code 54494

3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)

ENTIRE FIRST FLOOR


4. Legal description (omit if street address is given above): \_\_\_\_\_

5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No

(b) If yes, under what name was license issued? AZZ MINIMART 2411 EIGHTH STREET INC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 08/11/2020 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☒ Yes ☐ No  
I am not a subsidiary of any other corporation or limited liability company.
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☒ Yes ☐ No  
I own a store in Stevens Point & it is on 2733 Stanley St STEVENS POINT WI-54481 & 2411 8th Street S WISCONSIN RAPIDS WI-54494.
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>PATHAN AZHARUDDIN N</u>	Title/Member <u>OWNER</u>	Date <u>02-16-2022</u>
Signature 	Phone Number <u>904-708-0959</u>	Email Address <u>2411EIGHTHSTREET@GMAIL.COM</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>02/16/2022</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 07/01/2021 ending: 06/30/2022  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of } WISCONSIN RAPIDS  
☐ Village of }  
☒ City of }

County of WOOD Aldermanic Dist. No. \_\_\_\_\_  
(if required by ordinance)

Check one: ☐ Individual ☐ Limited Liability Company  
☐ Partnership ☒ Corporation/Nonprofit Organization

Applicant's Wisconsin Seller's Permit Number <u>456-1030445470-04</u>	
FEIN Number <u>85-2462266</u>	
TYPE OF LICENSE REQUESTED	FEE
<input checked="" type="checkbox"/> Class A beer	\$
<input type="checkbox"/> Class B beer	\$
<input type="checkbox"/> Class C wine	\$
<input checked="" type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
STANLEY SHELL INC.

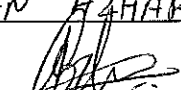
An "Auxiliary Questionnaire," Form AT-103, must be completed and attached to this application by each individual applicant, by each member of a partnership, and by each officer, director and agent of a corporation or nonprofit organization, and by each member/manager and agent of a limited liability company. List the full name and place of residence of each person.

President / Member Last Name <u>PATHAN</u>	(First) <u>AZHARUDDIN</u>	(Middle Name) <u>N</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5719 SANDPIPER DR STEVENS POINT WI 54482</u>
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Agent Last Name <u>PATHAN</u>	(First) <u>AZHARUDDIN</u>	(Middle Name) <u>N</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5719 SANDPIPER DR STEVENS POINT WI 54482</u>
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name ATDZ FAST MINI MART Business Phone Number \_\_\_\_\_
2. Address of Premises 3660 8th St S. Post Office & Zip Code WISCONSIN RAPIDS, WI 54494
3. Premises description: Describe building or buildings where alcohol beverages are to be sold and stored. The applicant must include all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. (Alcohol beverages may be sold and stored only on the premises described.)  
ENTIRE FIRST FLOOR.
4. Legal description (omit if street address is given above): \_\_\_\_\_
5. (a) Was this premises licensed for the sale of liquor or beer during the past license year? ..... ☒ Yes ☐ No
- (b) If yes, under what name was license issued? \_\_\_\_\_

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ..... ☐ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ..... ☐ Yes ☒ No  
**If yes, explain.**
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ..... ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 02/11/2022 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ..... ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No  
**If yes, explain.**  
LOWE'S STORE IN STEVENSPONT & THIS ON 2733 Stanley St STEVENSPONT WI = 54481 & 2411 8th Street S Wisconsin Rapids WI = 54494
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ..... ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ..... ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ..... ☒ Yes ☐ No

**READ CAREFULLY BEFORE SIGNING:** Under penalty provided by law, the applicant states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000. Signer agrees to operate this business according to law and that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another. (Individual applicants, or one member of a partnership applicant must sign; one corporate officer, one member/manager of Limited Liability Companies must sign.) Any lack of access to any portion of a licensed premises during inspection will be deemed a refusal to permit inspection. Such refusal is a misdemeanor and grounds for revocation of this license.

Contact Person's Name (Last, First, M.I.) <u>PATHAN AZHARUDIN N</u>	Title/Member <u>OWNER</u>	Date <u>02/16/2022</u>
Signature 	Phone Number <u>904-708-0959</u>	Email Address

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>2/16/2022</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	

# 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 \$ 3.00

Application Date: 2/16/2022

☐ Town ☐ Village ☒ City of Wisconsin Rapids

County of Wood

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 Apr 14, 2022 and ending Apr 14, 2022 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  
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Central Wis Cultural Center 561(c)(3) Non-profit

(b) Address 2651 5th St South Wisconsin Rapids WI 54494  
☐ Town ☐ Village ☒ City

(c) Date organized 1994

(d) If corporation, give date of incorporation 12/13/1994

(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 Steve Kipter 5213 Black Dan Rd Winton WI 54986

Vice President Jim Lucas 1930 1st St North Wisconsin Rapids WI 54494

Secretary Stephany Hartman 3130 45th Ct Wisconsin Rapids WI 54494

Treasurer

(g) Name and address of manager or person in charge of affair: Connie Tonski-Hauville  
441 2nd St South, Wisconsin Rapids, WI 54494

## 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 Same as above

(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 Cranberry Art Exhibit Opening

(b) Dates of event Apr 14, 2022 5:30pm - 7:30pm

## 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 Steve Kipter  
 (Signature / Date) 2/17/22

CENTRAL WI CULTURAL CENTER  
 (Name of Organization)

Date Filed with Clerk \_\_\_\_\_

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



# Application for Temporary Class "B" I "Class B" Retailer's License

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

FEE \$5.00

City of Wisconsin Rapids

County of Wood

Application Date: 2/22/2022

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. 125.81 (10), Wis. Stats.

at the premises described below during a special event beginning March 25, 2022 at 7pm and ending at 10pm 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



A Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181.1 Wis. Stats. **501(c)(3) corporation**

(a) Name      **Central Wisconsin Cultural Center**

(b) Address      **2651 8<sup>th</sup> St South, Wisconsin Rapids, WI 54494**

(c) Date organized      **1996**

(d) If corporation, give date of incorporation      **Dec 13, 1996**

(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      **Stephen Kipfer, 5213 Black Dan Rd, Winter, WI 54986**

Vice President      **Jim Lucas, 1930 1<sup>st</sup> St North, Wisconsin Rapids, WI 54494**

Secretary      **Stephany Hartman, 3130 45<sup>th</sup> Ct, Wisconsin Rapids, WI 54494**

Treasurer

(g) Name and address of manager or person in charge of affair: **Connie Tomski-Faville, 441 Second St South, Wisconsin Rapids, WI 54494**

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      **Same as above.**

(b) Lot      Block

\_\_\_\_\_

(c) Do premises occupy all or part of building? **All 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: **Open Mic 7pm-10pm**

(b) Dates of event **March 25, 2022 7-10pm**

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 \$1000.

*Erica Kipper* *2/22/2022*  
(Officer Signature / Date)

**Central Wisconsin Cultural Center** (Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

## 2022 General Obligation (G.O.) Promissory Note

### Proposed General Obligation (G.O.) Notes

9th Ave N - McKinley St to Fremont St	\$ 312,109
Cherry St - Riverview Dr to 1st St N	148,968
Fremont St - 13th Ave N to 14th Ave N	134,348
Fremont St - 7th Ave N to 10th Ave N	409,432
Smith St - Railroad St to Riverview Dr	492,346
West Jackson St - Riverview Expressway to Jackson St Bridge	807,838
<b>Total Street / Storm Sewer Construction (New Debt)</b>	<b>\$ 2,305,041</b>
Refinance 2020 Aquatic Taxable Note Anticipation Notes (NANs)	\$ 2,035,000
Transfer from Aquatics Donations	(500,000)
Transfer from General Fund Reserves	(750,000)
<b>Net Debt Issued to Refinance Taxable NANs (Existing Debt)</b>	<b>\$ 785,000</b>
Debt Issuance Costs	90,959
<b>Total General Obligation Promissory Notes</b>	<b>\$ 3,181,000</b>

### General Obligation Debt Outstanding

Total General Obligation Debt Outstanding - 12/31/2021	\$ 29,651,149
2022 General Obligation Principal Payments	(4,596,149)
2022 General Obligation Promissory Note	3,181,000
<b>General Obligation Debt Outstanding - 12/31/2022</b>	<b>\$ 28,236,000</b>

### Legal Debt Margin

2021 Equalized Value	1,215,928,800
5.0% Statutory Limit	5.0%
Legal Debt Margin	60,796,440
General Obligation Debt Outstanding - 12/31/2022	(28,236,000)
<b>Margin for New Debt</b>	<b>\$ 32,560,440</b>
<b>Percentage of Debt Capacity Utilized - 12/31/2022</b>	<b>46.4%</b>

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

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

The Public Works Committee met on Thursday, March 3<sup>rd</sup>, 2022 in the First Floor Conference Room at City Hall and via remote videoconference. Ryan Austin and Matt Zacher were in attendance. Patrick Delaney was excused. Others attending are listed below.

1. Call to order

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

2. Review the Snow Removal Policy

Motion by Zacher, second by Austin to approve the policy as presented. Motion carried 2-0.

3. Review Engineering & Street Department activities report

Reports were reviewed.

4. Review proposed transportation utility ordinance, and review proposed changes to current special assessment ordinances in Chapters 5 and 6.

John Foti, owner of Pasqualli's, asked what his fees would be. The draft transportation utility ordinance was discussed. Other discussion included the following:

- 51.11 Appeals. Modify language to waive the appeal fee if appeal is granted.
- Appeal fee is waived for a period of time from ordinance adoption for a period of 6 months.
- Add in a super majority (2/3rds) vote requirement to change target revenue budget amounts.
- Remove 51.07(g) Structures used for the storage, maintenance, and repair of transportation related operational equipment.
- Assessed Party Credits, Special Assessment forgiveness and refunds were discussed.
- 2021 & 2022 Projects and pending special assessments were discussed.
- Ch. 5 and Ch. 6 changes were reviewed. The Official Sidewalk Map will be referred and considered separate from the Transportation Utility.
- Special assessments would remain in Ch. 5 and Ch. 6 to assess for new developments, new subdivisions, annexations, etc.
- Sidewalk repair should be included as part of the transportation utility.

The Public Works Committee will further consider the Assessed Party Credits, special assessment forgiveness and refunds at a March 14<sup>th</sup>, 2022 meeting. The intent is to have a draft ordinance available for consideration at Council on March 15<sup>th</sup>, 2022.

5. Review 2022 Asphalt Contract bid results and consider bid award.

Motion by Zacher, second by Austin to accept the bids and award the project to American Asphalt of Wisconsin in the amount of \$486,986.11. Motion carried 2-0.

6. Review 2022 Crushing Contract bid results and consider bid award.

Motion by Austin, second by Zacher to accept the bids and award the project to PGA, Inc. in the amount of \$85,570.00. Motion carried 2-0.

7. Review and consider a feasibility study to address noise and vehicle delays associated with the railroad on the west side of the City.

Motion by Austin, second by Zacher to solicit proposals for a feasibility study to address railroad issues. Motion carried 2-0.

8. Review referral list

Referral to consider resident request to not reinstall sidewalk on Smith and Cherry St road projects.

9. Adjourn

Motion by Zacher, second by Austin to adjourn at 6:59 pm. Motion carried (2-0).

**Others in attendance:**

Mayor Blaser  
Dean Veneman  
Tom Rayome  
Jay Bemke  
Jake Cattanaach

John Foti – 2930 8<sup>th</sup> St S  
Paul Vollert  
Nick Dums  
Joe Eichsteadt



## Public Works Committee

**Date of Request:** 01/24/2022 & 2/24/2022

**Requestor:** Paul Vollert Public Works Superintendent

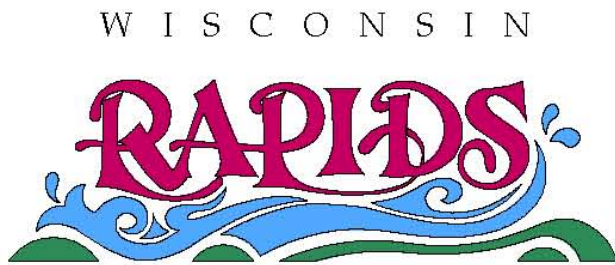
**Request/Referral:** Review and approve proposed changes to the snow removal policy

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

**Options available:** See attached

**Action you are requesting the committee take:** Approve the recommended changes to the snow removal policy.

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



## **PUBLIC WORKS DEPARTMENT**

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

### **DE-ICING AND SNOW REMOVAL POLICY**

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

It is the intent of the City of Wisconsin Rapids to provide the highest degree of service to the residents of the City but to accomplish this within the budget and framework established by the governing body, and to meet to the **requirements of Section 893.83 of the Wisconsin Statutes.**

#### **1. Weather Service and Storm Notification:**

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

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

#### **2. Snow Accumulation Depth:**

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

### **3. Snow Removal Plan:**

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

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

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

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

### **4. Streets Closed During Winter Months:**

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

### **5. De-Icing Plan:**

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

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

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

## **6. Alley Plowing:**

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

## **7. Sidewalk Plowing and Shoveling:**

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

## **8. Snow Loading Operation:**

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

### **~~Snow Loading – Main Highways:~~**

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

## **9. Cross-Walk and Intersection Clearing: Shoveling:**

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

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

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## **10. Salt Sand Locations:**

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

## **11. Borderline Street Agreement (Grand Rapids):**

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

## **12. Special Plowing Arrangements**

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

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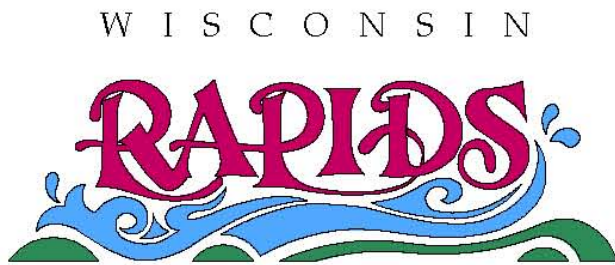
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## **PUBLIC WORKS DEPARTMENT**

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

### **DE-ICING AND SNOW REMOVAL POLICY**

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

It is the intent of the City of Wisconsin Rapids to provide the highest degree of service to the residents of the City but to accomplish this within the budget and framework established by the governing body, and to meet to the **requirements of Section 893.83 of the Wisconsin Statutes.**

#### **1. Weather Service and Storm Notification:**

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

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

#### **2. Snow Accumulation Depth:**

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

### **3. Snow Removal Plan:**

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

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

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

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

### **4. Streets Closed During Winter Months:**

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

### **5. De-Icing Plan:**

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

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

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

## **6. Alley Plowing:**

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

## **7. Sidewalk Plowing and Shoveling:**

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

## **8. Snow Loading Operation:**

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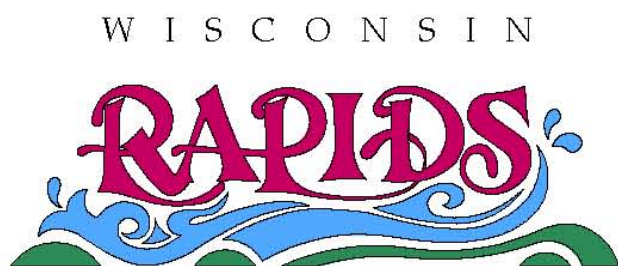
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### **February 2022**

#### ***Refuse and Recycling***

- Garbage Collection estimated at 307.52 tons (314.63 tons in 2021)
- Recycling Collection estimated at 82.02 tons (81.1 tons in 2021)

#### ***Construction***

- Reviewed 2022 construction plans and recommended changes or trees that may need to be removed
- Completed material take offs and ordered materials

#### ***Public Works Maintenance***

- Plowed highways and Arterial streets for five different snow events of less than 2 ½" of snow
- Cleared R/W in green spaces to prevent damage to new mowers
- Cleared R/W in areas that trees were hanging out into roadway and hitting garbage trucks and sweepers
- Trimmed R/W trees in Chipseal Street area
- Four employees attended Pump maintenance training in Chetek
- Nine employees attended Saltwise Smart Salting training
- Eight employees attended Trench Safety training put on by United Training
- Installed two inside drops on Sanitary manholes and rebuilt flow lines
- Completed Ladder inspection
- Assisted Library with book shelf construction
- Cut brush around storm water ponds
- Cleaned up storm damage trees in Woodlands Business Park
- Repaired broken boards on Expressway noise fence
- Trimmed trees for Police Department at shooting range
- Took delivery and built garbage cans and organized area
- Went and got 528 tons of salt from Green Bay docks
- Removed snow from the downtown business area
- Patched City Streets
- Set up OSHA 10 training, forklift training and Competent person training to be completed in March of 2022

#### ***Paint and Signs***

- Finishing up season equipment maintenance
- Removed signs damaged during snow events
- Removed winter banners and installed spring banners
- Assisted with plowing of snow
- Refacing signs for spring installation.

- Worked on Parking Ordinance sign changes and removals
- Installed Stop signs at 12<sup>th</sup> and Chestnut Street
- Constructed signs for Town of Grand Rapids
- Setup and take down of Voter directional signage

### ***Shop and Repairs***

- Multiple repairs to snow fighting equipment after an event
- Hard surface loader bucket
- Multiple big truck services
- Serviced and repaired seven dewatering pumps
- Started servicing and repaired small engine equipment
- Hard surface tractor backhoe bucket
- Patched floor and walls of Garbage Truck
- Replaced roller bearings and prepared screener for season
- Diagnosed beginning of engine failure on 2008 Volvo Loader
- Serviced Dozer for season
- Repaired Body damage to excavator
- Prepared steamer for use
- Started maintenance and preparation for season on riding lawnmowers
- Building Kangaroo fence for Zoo project

### ***Building Maintenance***

- Assisting with painting of Centralia Center lease space
- Painted Locker room floor and walls at City Garage



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

February 2022

### Transportation Utility

- Press Release 2/16/2022
- Public Comment Period (2/16/2022 to 2/24/2022) - 21 comments and inquiries
- Work has continued on final account verification with RaSmith along with ordinance review.

### Permits & Degradation

- 11 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (1), excavating (4), Street Privilege (0), storm connection (0), permit parking (0), banner (1), contractor licenses (5)
  - Major Permit Applications Include:
    - Nsight Fiber Optic ~10 mile fiber optic project
    - Marshfield Clinic Expansion
- 27 Diggers Locates for Storm Sewer & Sanitary Sewer (1/26/22 – 2/23/22)
  - 3 Emergency locates during work hours
  - 3 Emergency locates after hours
- Degradation fees - this year = \$11,288.70
  - This month =\$8,542.80

### Traffic

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests
  - 10/14/2021 - Two Mile and 1<sup>st</sup> St S – review is scheduled
  - 4/20/2021 – 12<sup>th</sup> St and Chestnut St. Study is complete. Sign approved. Signs installed 2/17/22
- ITS Standalone Signal Grant
  - Consultant is preparing contracts for signature.
- Signal complaints
  - 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.
  - 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – A new pole has been ordered and will be installed when the weather breaks.
  - Nov. 2021 - Griffith and 8<sup>th</sup> St queuing lengths. Review is ongoing.



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Project Designs/Construction underway:

### 2021 Projects

- RECC Rail Spur – Construction is substantially complete as of January 8<sup>th</sup>, 2022. A final walk-thru occurred January 31<sup>st</sup>. Subsequent punch list and close-out items have been ongoing.

### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) –RFP documents are prepared and will go out in February
- Sidewalk and Curb & Gutter Maintenance – RFP documents are prepared and will go out in February

### 2022 Reconstruction Projects

- Design for 2022 Projects
  - Fremont St – 13<sup>th</sup> to 14<sup>th</sup> Ave design - 100% complete
  - W Jackson St – Expressway to Jackson St Bridge – 100% complete
  - 9<sup>th</sup> Ave N (8<sup>th</sup> Ave N to Fremont St) – 100% complete
  - Smith St (Railroad to Riverview Dr) – 100% complete
  - Cherry St (Riverview Dr to 1<sup>st</sup> St N) – 100% complete
  - Fremont St – 7<sup>th</sup> to 10<sup>th</sup> Ave design is 99% complete
  - Rosecrans St (9<sup>th</sup> Ave N to east dead end) –90% complete
- Construction for 2022 Projects
  - DOA/Lyon Park Levee – The City is still awaiting confirmation from the DNR to issue a flood plain permit for this project. An application was made in early February for an Army Corp of Engineers and DNR Chapter 30 – waterway permit for riprap installation.
  - Temporary Easement documents have been created for all projects.
  - Letters are being mailed out 2/24/22 for Smith St and Cherry St residents with project details, easement documents and a preconstruction walk-thru date of 4/6/22.
  - W Jackson St and 9<sup>th</sup> Ave N will require hiring a hazardous material consultant, per the DNR, to be on call during excavations on these projects. A request for proposal has been mailed out to firms with a due date of March 25<sup>th</sup>.
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting is scheduled the first week of March.
  - Crushing Contract – 100% (Bid Opening 2/24/2022)
  - Asphalt Contract – 100% (Bid Opening scheduled 3/1/2022)
  - Concrete Contract – 100% (Bid Opening scheduled 3/14/2022)



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### 2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 100%
- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 10%; Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 70%; Geotech work was complete by Nov. 15<sup>th</sup>. Waiting on report.

### Storm Water Utility

- Annual MS4 Report to be submitted by March 31<sup>st</sup>.
- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.



## Public Works Committee

**Date of Request:** 2/25/2022

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review proposed transportation utility ordinance, and review proposed changes to current special assessment ordinances in Chapter 5 and 6.

**Background information:**

Transportation Utility Update

- A. ~~Model is being finalized now~~
- B. ~~Set preliminary target revenue amount~~
- C. **Public review period in February**
- D. **Reconsider ordinance in March / April**

Public Comment Period

Started February 16<sup>th</sup>. To date we have received approximately 21 comments.

Transportation Utility Implementation – see attached.

**Options available:** ordinance revisions can be considered at this meeting or a future meeting as necessary

**Action you are requesting the committee take:** Consider approving ordinance changes.

**How will the item be financed?**

As presented before Council on September 21, 2021 except as noted in red.

ORDINANCE NO. MC\_\_\_\_  
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE CREATING CHAPTER 51 OF THE WISCONSIN RAPIDS MUNICIPAL CODE  
REGARDING CREATION OF A TRANSPORTATION UTILITY

WHEREAS Wisconsin Rapids has reviewed funding options to develop a sustainable model for its transportation system funding, including a Transportation Utility, during 2020, 2021 and 2022 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues; and

WHEREAS, the City Council concluded that a Transportation Utility is the most equitable means to apportion the cost of transportation system improvements as it requires those who make the greatest use of the City's transportation system the most responsible for the cost of said system; and

WHEREAS, the Common Council has held public comment periods on the draft ordinance at its meetings;

NOW, THEREFORE, the Common Council of the City of Wisconsin Rapids does ordain as follows:

SECTION I Chapter 51 of the Wisconsin Rapids Municipal Code is hereby created to read as follows:

- 51.01 Findings And Declarations of Policy
- 51.02 Establishment
- 51.03 Authority
- 51.04 Interpretation
- 51.05 Severability Of Ordinance Provisions
- 51.06 Definitions
- 51.07 Transportation Utility Fund
- 51.08 Transportation User Fee
- 51.09 Credits And Adjustments
- 51.10 Determination Of Transportation User Fee
- 51.11 Appeal
- 51.12 Billing And Collection of Fees

#### 51.01 FINDINGS AND DECLARATIONS OF POLICY

The City of Wisconsin Rapids finds that the management of the transportation system within the City of Wisconsin Rapids is a matter that affects the health, safety and welfare of the City, its citizens and businesses, and others in the surrounding area. Timely maintenance, construction and reconstruction of the City's transportation system ensures safe and efficient travel throughout the City. A sound transportation system enhances livability, property values and economic vitality. A transportation utility provides an equitable, sustainable source of funds for the maintenance, construction, and reconstruction of transportation infrastructure under the jurisdiction of the City of Wisconsin Rapids. The Common Council has reviewed funding options to develop a sustainable model for its transportation system funding, including a Transportation Utility, during 2020 and 2021 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues. In order to protect the health, safety and welfare of the public, the City of Wisconsin Rapids is exercising its authority to establish a Transportation Utility for transportation management services. The City is acting under the authority granted by Chapters 62 and 66 of the Wisconsin Statutes, including but not limited to Sections 62.04, 62.11, 66.0101, 66.0621, 66.0627, 66.0628, 66.0809, and 66.0811.

#### 51.02 ESTABLISHMENT

There is hereby established a Transportation Utility in the City of Wisconsin Rapids. The operation of the Transportation Utility shall be under the supervision of the City Engineer.

### 51.03 AUTHORITY

- (1) The City, acting through the Transportation Utility, may acquire, construct, lease, own, operate, maintain, extend, expand, replace, repair, conduct, manage and finance such facilities, operations and activities, as are deemed by the City to be proper and reasonably necessary for a transportation system. These facilities may include, without limitation due to enumeration, roads, streets, sidewalks, and such other facilities as will support the management of a transportation system.
- (2) Street sweeping, snow removal, and stormwater management activities are hereby excluded from the financial and operational authority of the Transportation Utility.
- (3) The common council hereby designates the City Engineer to administer and enforce the provisions of this ordinance.

### 51.04 INTERPRETATION

In their interpretation and application, the provisions of this ordinance shall be interpreted liberally to secure the ends sought hereby and shall not be deemed a limitation or repeal of any other power granted to the City by Wisconsin Statutes.

### 51.05 SEVERABILITY OF ORDINANCE PROVISIONS

If any section, provision, paragraph, word, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby and shall continue in full force and effect.

### 51.06 DEFINITIONS

As used in this chapter, the following terms, phrases, words and their derivatives shall have the meaning given herein:

- (1) **ASSESSED PARTY:** Person or entity who received, prior to the date of the adoption of this Chapter, a special assessment from the City with a designated period of time wherein payment for assessments could be made and who still owns the same parcel as of the date of the adoption of this Chapter.
- (2) **CITY ENGINEER:** The person appointed by the City Common Council to oversee the City's Engineering Department, or his or her designee.
- (3) **DEVELOPED PARCEL:** A parcel or legal portion of real property, on which an improvement exists or is in the process of being constructed. Improvement on developed property includes, but is not limited to buildings, parking lots, outside storage, and other uses that impact the transportation system.
- (4) **DEVELOPED USE:** The use of a parcel based on how the owner or occupant(s) uses the improvements on the parcel.
- (5) **GROSS SQUARE FOOTAGE:** The area of all structures located on a site, measured along the exterior walls of such structures, and including but not limited to enclosed courtyards and stairwells, but not including fences and parking areas which are not enclosed within a building.

- (6) ITE MANUAL: International Traffic Engineer's Manual, **11<sup>th</sup> Edition September 2021**, published by the Institute of Transportation Engineers as may be amended from time to time.
- (7) TRIP: A single one-direction person or vehicle movement with either the origin or destination inside a study area. A trip has an origin and a destination at its respective ends.
- (8) TRIP GENERATION RATE: The number of vehicle trips on an average weekday, as determined by reference to the ITE Manual.
- (9) UNOCCUPIED: Completely empty, uninhabited and unused, including no janitorial, maintenance, or other regular activities.
- (10) UTILITY ACCOUNT CUSTOMER: The entity in whose name a water, sanitary sewer and/or stormwater account exists and who is responsible for payment of charges for said account.
- (11) UTILITY ACCOUNT: The entity to which the Transportation User Fee will be charged.
- (12) VACANT: A residential building that is not occupied by any inhabitants, or a commercial building that is completely empty, UNOCCUPIED and/or unused continuously for at least 3 months.
- (13) UNDEVELOPED PROPERTY: An unimproved property, having no assessed improvements or built infrastructure.

#### 51.07 TRANSPORTATION UTILITY FUND.

- (1) Revenue generated by the Transportation Utility shall be used only for the following:
  - (a) Transportation related administration costs
  - (b) Street pavement preservation activities (grind/inlay, slurry seal, crack seal, chip seal, or other generally accepted means of maintenance)
  - (c) Street construction and/or reconstruction activities on City streets
  - (d) Sidewalk construction, or reconstruction of sidewalks identified on the official street map
  - (e) Street lighting and appurtenances
  - (f) Traffic control and signalization maintenance, construction or reconstruction
  - (g) Structures used for the storage, maintenance, and repair of transportation related operational equipment.

All fees collected pursuant to this Chapter shall be deposited in the City's Transportation Utility Fund. The City Engineer shall prepare an annual budget, which is to include costs related to the operation of the Utility. The budget is subject to approval by the Common Council.

#### 51.08 TRANSPORTATION USER FEE

- (1) Every owner of developed property shall pay a Transportation User Fee
- (2) The fee shall be based on the developed property's direct and indirect uses of, or benefits derived from the use of the transportation system.

- (3) The fee imposed under this chapter shall become due and payable from and after the effective date of this chapter, and for property developed after the effective date of this chapter, from and after the date the property becomes developed.
- (4) The Transportation User Fee imposed under subsection (1) of this section may be paid by the owner, occupant, business or anyone designated by the owner; however, if the Transportation User Fee is not paid promptly, when due, the City shall proceed to collect such charges from the utility account customer in any manner provided by law, including a levy on the property as a special charge pursuant to Wis. Stats. Section 66.0627. The mailing of a bill for such charges to the owner will serve as notice to the owner that failure to pay the charges when due may result in them being charged pursuant to authority of Wis. Stats. Section 66.0627, which may result in the unpaid charges to be placed on the tax roll of the benefitted property.
- (5) The fee imposed under this Chapter shall begin with utility bills issued on or after the effective date of the adoption of this ordinance.

#### 51.09 DETERMINATION OF TRANSPORTATION USER FEE

- (1) The Transportation User Fee shall be comprised of a base fee and a trip fee as identified in Table A:
  - (a) Base Fee — a fee that is equal for all utility accounts that recognizes that each utility account is receiving a uniform benefit of access to the transportation system and includes administrative costs and those fixed capital, operating and maintenance costs of the transportation system that are not recoverable by the usage fee or other confirmed revenue source. The base fee is determined by dividing the total amount of fixed base costs by the total number of utility accounts.
  - (b) Trip Fee — a fee on each utility account that is determined by multiplying the number of trips assigned to the utility account by the per-trip rate. The per-trip rate is determined by dividing the total utility budget as identified in Table A (not including the fixed base costs budget) by the total number of trips generated by all utility accounts. The number of trips assigned to each utility account is calculated using land use trip generation rates from the ITE Manual as amended multiplied by a scale factor (i.e., square foot, etc.) and adjusted where appropriate by a deduction factor (i.e., seasonal land uses, K-12 school year, seasonal park properties, direct State or County road access and partial State or County road access).
- (2) The base fee and per-trip rate shall be in an amount set forth from time to time by resolution of the City Common Council and is described in Table A. Staff shall present the City Common Council with a draft resolution proposing an adjustment based on the proposed transportation system improvements budget for the projected improvement

program time frame. Any adjustment of the charge shall be effective on the date determined in the resolution.

- (3) For each utility account, the City Engineer shall determine the category of use from the ITE Manual that shall apply to each developed utility account within the City. In the absence of a specific use category from within the ITE Manual for a particular developed use, the City Engineer shall determine the appropriate category by interpreting the ITE Manual and assigning the category that most accurately reflects the traffic generated by the particular developed use. After determining the appropriate use category for a developed parcel, the City Engineer shall use the trip generation figures for the assigned use category from the ITE Manual to calculate the usage fee using the per-trip rate in the most current resolution. The City Engineer may require and consider the results of a traffic study, provided that such study shall be conducted by a registered professional engineer in conformance with the methodology outlined in the WisDOT Bureau of Traffic Operations Traffic Impact Analysis Guidelines, latest edition, Chapter 3, part B titled "Traffic Volumes." The determination of a use category shall not be considered a land use decision for land use planning.
- (4) If the use of a property changes such that its use category either increases or decreases trips, the person responsible for the property must notify the City Engineer within 30 days to obtain a new determination regarding the Transportation User Fee for that property. The request shall be made on forms provided by the City that the property owner will need to complete and submit with information pertinent to the request. The new fee will be applied with the next City services billing. If the utility account customer neglects to notify the City, and the change would result in a lower monthly Transportation User Fee, no refund will be made for the time between when the change was made and when the City became aware of the change. If the change would result in a higher monthly Transportation User Fee, the City will calculate the amount owed back to the time the change was made and apply that to the next City services billing.
- (5) The model shall be reviewed periodically as determined by the Common Council and if there is any significant change in the ITE Manual.

#### 51.10 EXCEPTIONS, CREDITS AND WAIVERS

- (1) Exceptions to Fee. The following shall not be subject to the Transportation User Fee:
  - (a) Parking lots which are not associated with any services or uses other than public parking.
  - (b) Undeveloped publicly owned parkland, open spaces, and greenways, unless public off-street parking designed to accommodate the use of such areas is provided.
  - (c) Undeveloped properties.

(2) VACANCY FEE CREDIT

- (a) When any property within the City becomes vacant, a credit in the amount of the trip fee may be granted if the utility account customer notifies the City Engineer in writing 30 days prior to the anticipated date of vacancy, and continues said notification every month thereafter of vacancy, and shall sign an affidavit each month affirming said vacancy for that month. All outstanding water, sanitary sewer, stormwater and Transportation User Fee charges must be paid before a credit will be granted. The minimum vacancy to qualify for a trip fee credit shall be three (3) months. No credit will be granted for the base fee.
- (b) Fees shall be credited in accordance with this section only while the property remains vacant. Providing the City has been notified and the customer has so affirmed, after 3 consecutive months of vacancy, a trip fee credit shall be granted and made retroactive to the first day of vacancy. The customer shall continually notify and affirm continued vacancy to the City Engineer each month. The person responsible shall notify the City Engineer within 5 days of the premises being re-occupied, partially occupied or used, regardless of whether water service is restored. The person responsible shall reimburse the City for any fees credited during a period of non-vacancy.
- (c) Payment of the administrative fee as indicated in Table A shall accompany the written notice.

(3) ASSESSED PARTY FEE CREDIT

- (a) Within 30 days of the commencement of the Transportation Utility, each Assessed Party will be issued a credit towards their Transportation Utility account in a sum equal to:  
The Transportation Utility Fee as calculated for said property as of the date the credit is given, as extrapolated and accrued to the date the Assessed Party's assessment payments would have ended had the Assessed Party (or if the Assessed Party) deferred payments and paid installments as allowed in the original notice of assessment.
- (b) Assessed Party Fee Credits shall be limited to no more than the amount of the Assessed Party's total special assessment for the street portion of the project.
- (c) Notwithstanding the credit above, the Assessed Party will be charged the Transportation Utility Fees as outlined in this Chapter

51.11 APPEAL

- (1) Any utility account customer may appeal their category of use determination by filing a written appeal to the City Engineer and submitting the appeal administrative fee as described in Table A. All outstanding water, sanitary sewer, stormwater and Transportation User Fee charges must be paid before an appeal can be made. The written appeal shall specify the grounds for challenge to category of use and shall state the category of use that the appellant considers to be appropriate.

- (2) The appeal shall be made in writing and be filed with the City Engineer within 30 days of the date on the utility bill. The appeal submittal must be complete and all fees paid in order for it to be reviewed.
- (3) The appeal must specify the basis for the appeal and may include a traffic study prepared as noted in Section 51.09(3) above, and shall be limited to the facts related to the developed property improvements, trip generation rates, category of use and other factors material to the calculation of the usage fee. An appeal must be based on actual use, and not categorized directly from a land use zoning category of use.
- (4) The City Engineer shall review the petition and make a determination if there is an error in any order, decision or determination made pertaining to the category of use of the property or calculation of the usage fee. If the trip generation rate is within 10% of the rate used to generate the usage fee, no adjustments in the usage fee shall be made because this is within the expected margin for day-to-day variations. Once a determination has been made on a category of use, change of category of use and/or fee, no additional request may be filed for the same parcel unless there has been a significant material change from the prior determination. The decision of the City Engineer shall be provided in writing to the applicant.
- (5) A utility account customer may appeal the decision of the City Engineer to the Public Works Committee. The appeal must be filed in writing to the City Engineer within 30 calendar days from the date that the decision of the City Engineer was mailed to the utility account customer.
- (6) The Public Works Committee shall hear and decide appeals made on the basis of an alleged error in the determination of the category of use of the property or calculation of the Transportation User Fee. The Public Works Committee shall determine whether the category of use of the property is fair and reasonable in accordance with the terms of this ordinance and, in the event the appeal is granted, whether or not a refund is due the appellant and the amount of the refund. The Public Works Committee shall conduct a hearing and provide notice to the appellant at least five business days prior to the hearing. The Public Works Committee shall obtain sufficient facts upon which to make a determination, and the decision shall be based upon the evidence presented. The Public Works Committee shall inform the customer of its decision by certified mail and shall notify the Common Council. The decision of the Public Works Committee shall be final.

#### 51.12 BILLING AND COLLECTION OF FEES

- (1) The Transportation User Fee shall be billed and collected monthly with and as part of the combined City utility billing which includes electric, water, wastewater, and stormwater fees through the city's Water Works and Lighting utility. The property owner shall ultimately be responsible for payment of the Transportation Utility fee.
- (2) In the event payments received from the City's billings, described in subsection (1) of this section, are inadequate to satisfy in full all of the electric, water, sanitary sewer,

stormwater, and Transportation User Fees, credit shall be given first to penalty fees and interest, and then divided evenly between the funds.

- (3) Failure to pay the charges within 20 days of the billing date will be subject to a late payment charge of three (3) percent of the most recent past due charge.
- (4) If the Transportation User Fee is not paid when due, the City shall proceed to collect such charges in any manner provided by law, or seek imposition of the charges in the property tax bill for the benefitted property.

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

SECTION III The several sections of this ordinance shall be considered severable. If any section shall be considered by a court of competent jurisdiction to be invalid, such decision shall not affect the validity of the other portions of the ordinance.

SECTION IV This ordinance shall take effect on June 1, 2022.

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

ADOPTED:  
APPROVED:  
PUBLISHED:

**Table A:**

Year: 2022

Utility Budget:

Public Works Construction: \$**350,000**

Pavement Replacement Program: \$**150,000**

Total Utility Budget: \$**500,000**

Costs Allocated to Base Fee (10%)=\$**50,000**

Number of **accounts: 9,775**

**Base Fee (10% of total): \$5.12/year = \$0.43/month**

Costs Allocated to Trip Fee (90%)=\$**450,000**

Number of trips: **304,000/day**

**Trip Rate (90% of total):\$1.48/trip annually = \$0.0041/trip**

**Appeal Administrative Fee: \$150**

# Transportation Utility Implementation

## Transportation Utility Ordinance

Table A – update with a target revenue of \$500,000

### 51.10 (3) Assessed Party Fee Credit

1. Assessed Parties paying on special assessments would be credited the transportation utility fee until such time that their assessments are paid. (This also applies to parties that paid off their bill, but would still be paying if they were on an installment plan.)
2. The credit would be limited to no more than the amount of the Assessed Party's total special assessment for the street portion.
3. Example 1 – Residential Property has 2 years of installment payments left. They would be credited the amount of the utility fee for 2 years.
4. Example 2 – Commercial property paid their \$15,000 special assessment invoice in full at the time it was invoiced. Assessments over \$5,000 can go on a 15-year installment plan. This property has a proposed \$2000 transportation utility fee. This property would be credited the \$2000 utility fee for 7.5 years.

Other options for special assessment fees paid, currently being paid, or proposed to be paid in the future.

#### 1. Future special assessment invoices

2021 projects and pending assessment hearing and final resolution. The assessment hearings will need to be done per statutes and final resolutions will need be decided upon at some point. The final resolutions can be approved without levying special assessment charges.

#### 2. Forgiveness of special assessments remaining to be paid

This includes assessed parties currently paying special assessments. This accounts for parties that are currently on an installment plan. This does not benefit those that paid in full, but would otherwise still be on an installment plan.

Forgiveness of debt may be a taxable event for homeowners.

There are questions on the legality of debt forgiveness / refund.

***Finance Dpt will be providing some basic information on number of properties paying special assessments and those that would still be paying installments had they not paid it in full.***

### **Special Assessments**

1. Special assessments for *road reconstruction projects* would no longer be applicable. The transportation utility would collect funds in lieu of special assessments for the pavement, curb & gutter and sidewalk related costs.
2. Sanitary Lateral replacement costs as part of road reconstruction projects would be assumed by the Wastewater Utility. Associated costs are already figured into the current rates. Same goes for WWLC.
3. Special Assessments would (or could) still apply for new developments and annexations. New developments would be new subdivisions with newly platted right-of-way with new utility extensions.

### **Sidewalk**

#### **Ch. 6.04 (2) Sidewalk Repair**

Sidewalk maintenance work is conducted every year. Currently, property owners adjacent to the sidewalk are responsible for keeping the sidewalk clear and in the good condition. Property owners are also responsible for 100% of the sidewalk cost. Ch. 6.04 (2) Sidewalk Repair authorizes that sidewalk shall be repaired for the benefit and use of the public and that upon notice a property has 20 days to remedy the issues; otherwise, this ordinance authorizes the city to cause the work to be done at the owner's expense.

These are technically not special assessments, but this work is inspected, noticed and invoiced in a very similar manner, and any sums not paid can be placed on the tax roll.

The transportation utility would pay for sidewalk on a reconstruction project, but if this ordinance is not modified sidewalk maintenance would still be charged to adjacent property owners.

Curb maintenance in 6.03. This was modified a few years ago to remove the special assessment requirement for curb maintenance.

Recommendation: modify sidewalk repair ordinance to be included in the transportation utility and be the responsibility of the utility.

#### Ch. 6.04 (1) Sidewalk shall be installed

If sidewalk is not being assessed and being encompassed in the transportation utility, this a proposed consideration for determining when and where sidewalk should be installed.

Current ordinance prescribes language on when and where new sidewalk shall be installed. The intent of the written provisions of the ordinance is to build out the sidewalk network with a broad brush. From experience we have noticed that there are many scenarios and circumstances that fall within the gray area or that perhaps don't make much sense as written.

The proposed change would be to include a mapping component on the City's Official Map that shows where sidewalk is and where sidewalk should be based upon, not only the provisions of the ordinance, but also attempting to be very intentional on the need and benefit of sidewalk between say, point A and point B as well as a planned sidewalk system.

This Official Map could be modified from time-to-time through a public hearing and action of the Council.

With this proposal, sidewalk would be installed or removed in conjunction with street reconstruction projects based upon the Official Map.



## Public Works Committee

**Date of Request:** 2/24/2022

**Requestor:** Joe Eichsteadt, PE City Engineer

**Request/Referral:** Review the bid results from the 2022 Asphalt Contract bid letting and consider bid award.

**Background information:**

Bid opening is scheduled for Tuesday, March 1<sup>st</sup> at 12:00pm. Bid results will be available thereafter and presented at the Public Works Committee meeting.

Item Description	UofM	Quantity
Mobilization	LS	1
Asphaltic Concrete Pavement, WMA FREMONT ST. 13TH - 14TH	TON	368
Asphaltic Concrete Pavement, WMA FREMONT ST. 7TH - 10TH	TON	1086.13
Asphaltic Concrete Pavement, WMA 9TH AVE. WEST GRAND AVE - FREMONT ST	TON	976.39
Asphaltic Concrete Pavement, WMA SMITH ST. RAILROAD ST - RIVERVIEW DR	TON	1199.08
Asphaltic Concrete Pavement, WMA CHERRY ST. RIVERVIEW DR - 1ST ST N	TON	300.96
Asphaltic Concrete Pavement, WMA ROSECRANS ST.	TON	139.94
Asphaltic Concrete Pavement, WMA KUHN AVE. - MILL & OVERLAY	TON	265.14
Asphaltic Concrete Pavement, WMA 14TH AVE. - MILL & OVERLAY	TON	535
Asphaltic Concrete Pavement, WMA LYONS PARK	TON	50
Miscellaneous Patches City Wide 2022-02	TON	200
Asphalt Removal, all thicknesses	SY	100
Misc. Saw Cut, Asphalt	LF	700

Engineer's Estimate = \$435,000

**Options available:** bid results can be either awarded to a contractor or denied. If awarded, they need to be awarded to the qualified, low bidder.

**Action you are requesting the committee take:** consider the recommendations as presented at the meeting based upon the qualified, apparent low bidder.

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



## Public Works Committee

**Date of Request:** 2/24/2022

**Requestor:** Joe Eichsteadt, PE City Engineer

**Request/Referral:** Review the bid results from the 2022 Crushing Contract bid letting and consider bid award.

**Background information:** Bids were opened at noon on February 24<sup>th</sup>, 2022.

Line Item	Item Description	UofM	Quantity
1	Mobilization	LS	1
2	1 1/4" Dense Graded Base	CY	18,000

### Results

- PGA, Inc. = \$85,570.00
- Earth, Inc. = \$100,320.00
- AW Oakes & Son, Inc = \$128,050.00
- A-1 Excavating = \$174,400.00
- Engineer's Estimate = \$112,000

**Options available:** Bid results can be either awarded to a contractor or denied. If awarded, they need to be awarded to the qualified, low bidder.

**Action you are requesting the committee take:** Accept the bid results and award the 2022 Crushing Contract to PGA, Inc in the amount of \$85,570.00.

**How will the item be financed?** Budgeted through the City Pit account.



## Public Works Committee

**Date of Request:** 2/24/2022

**Requestor:** Alderperson Ryan Austin (submitted by Joe Eichsteadt, PE City Engineer)

**Request/Referral:** Review and consider a feasibility study to address noise and vehicle delays associated with the railroad on the west side of the City.

**Background information:**

Consider soliciting a consultant to perform a feasibility study to address noise and vehicle delays associated with the railroad on the west side of the City specifically targeting the crossings at Gaynor Ave through High St.

Feasibility would consider quiet zones, rail relocation, grade separation and associated costs of all options along with funding opportunities. This information would provide the City with some foundational answers to project planning and scoping.

\$20,000 was previously budgeted a few years ago to study the rail situation and provide some alternatives and anticipated costs.

**Options available:**

1. Motion to approve as presented.
2. Modify purpose, goal and outcomes of the feasibility study prior to approval.
3. Do nothing

**Action you are requesting the committee take:** Approve the feasibility study.

**How will the item be financed?** This is an eligible project for the Downtown TIF.

## PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. Request by Alderperson Cattnach to reconsider the City's overnight parking ordinance (2021)
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8<sup>th</sup> 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 12<sup>th</sup> 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.

The minutes of the Public Works Committee meeting held on March 14, 2022 will be distributed at the Common Council meeting on March 15, 2022.



## Public Works Committee

**Date of Request: 3/4/2022**

**Requestor: Joe Eichsteadt, PE City Engineer**

**Request/Referral:** Review request by residents along Smith St and Cherry St to not reinstall sidewalk along these 2022 road projects.

**Background information:** Attached is the letter and signatures submitted by the residents.

Cherry St (Riverview to 1<sup>st</sup> St N) and Smith St (Cherry St to Riverview) already have nearly 100% sidewalk installed.

### Ch. 6.04(1)

(a) - At the time when adjacent street has curb and gutter installed, if the street has existing curb and gutter, sidewalk shall be installed when the street is reconstructed, rehabilitated, or overlaid if any of the following conditions are met **and** if it is approved by the common council:

(5) - On any block of a street which has 50 percent of the sidewalk in that block existing.

The project was designed with sidewalk being reinstalled; however, there was speculation that the sidewalk could be questioned and a change approved by the Council. Because of this speculation Engineering invested additional time to design the project with and without sidewalk.

Smith and Cherry are proposed to begin construction in early April.

There is very little traffic in this neighborhood and the streets are local streets only.

Note – the intent of the ordinance is to build-out sidewalk throughout the City. Every year 1 or 2 of the 4 or 5 projects have sidewalk related questions and they are brought before the committee. Some of them are approved in accordance with the ordinance and some are not.

### **Options available:**

Perhaps the committee would like to consider other ordinance language or the addition of a sidewalk plan in the Official Map to better account for areas that need sidewalk and areas that don't, especially in light of potential modifications to sidewalk assessments.

### **Action you are requesting the committee take:**

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

Dear City Engineering, Public Works, and/or Common Council,

We the residents of Spring, Cherry, and Smith Streets in Wisconsin Rapids have questions and concerns regarding the street project set for 2022. Many of us do not want the additional cost of sidewalks added to the project to replace the existing sidewalks on both sides of our street. If you were to look at all the streets within many blocks of Smith you will find that none of these streets, with the exception of 1<sup>st</sup> Street, have any sidewalks whatsoever. We are questioning why sidewalks and the cost to redo them are necessary for our small 2 ½ block long street if they are not required on or exist on any other street. We are requesting that you review the project and determine why they are needed when no other Streets have them and it is our preference that you do not add them back.

The attached list is to provide individual opinions of those homeowners who wish to sign whether they want sidewalks for our stretch of Street and is their opinion only.

Thank you,  
Homeowners

Address	Name	Signature
1511 Smith		Currently no sidewalk, DON'T WANT
1530 Smith		Currently no sidewalk, DON'T WANT
- 84 Spring		NOT HOME
90 Spring		NOT HOME - STOPPED 2 TIMES
1610 Smith		NOT HOME - STOPPED 3 TIMES
1611 Smith		NOT HOME - STOPPED 5 TIMES
- 1620 Smith	Jeff McMiller Jeff McMiller	
- 1621 Smith		NOT HOME
- 1630 Smith		NOT HOME
1631 Smith	Larry Hammer	
90 Cherry		RENTAL HOUSE - CANT SIGN
85 Cherry	DON RYSZKA	Donald Lee Ryska
- 1720 Smith		Rental House - CANT SIGN
1730 Smith	Brett Gerlach	Brett Gerlach
1741 Smith	Brenda Huber	Brenda Huber
1750 Smith	Steven + Barbara DeMunck	Steven DeMunck
1751 Smith		
1760 Smith	Amy Pond Amy Pond	Amy Pond
1761 Smith	JERAN GOODWIN/MICHELLE	Jeran Goodwin
1770 Smith	Vanessa VanderHeiden	Vanessa VanderHeiden
1771 Smith	CAROL SCHIFF	Carol Schiff
1780 Smith	Dave & Melissa Judnik	Dave Judnik
1781 Smith	Rob & Tricia Palot	Robert Palot / Tricia Palot
1781 Smith	Adam Pessinau + Katie Pessinau	Adam Pessinau
1793 Smith	Anthony Addis	Anthony Addis
1810 Smith	Paul L. Stue	Paul L. Stue
1820 Smith	Phil Stue	Phil Stue
1830 Smith	V.L. Parnment	V.L. Parnment
83 CHERRY	MIKE FLICK	Mike Flick



## Public Works Committee

**Date of Request: 3/3/2022**

**Requestor: Joe Eichsteadt, PE City Engineer**

**Request/Referral:** Review the bid results from the 2022 Concrete Contract bid letting and consider bid award.

**Background information:**

Bid opening is scheduled for Tuesday, March 14th at 12:00pm. Bid results will be available thereafter and presented at the Public Works Committee meeting.

**LRIP Smith St – Railroad St to Riverview Dr**

**LRIP Cherry St – Riverview Dr to 1<sup>st</sup> St N**

4,566 LF 30" Curb & Gutter Type D

6,044 SF 4" Sidewalk

6,534 SF 6" Sidewalk & Driveway Approach

**All Other Street Reconstruction Projects**

6,891 LF 30" Curb & Gutter Type D

300 LF 30" Curb & Gutter Type A

100 LF 18" Curb & Gutter Type A

700 SY 9" Concrete Pavement Removal & Replacement

11,712 SF 4" Sidewalk

10,965 SF 6" Sidewalk & Driveway Approach

Engineer's Estimate ~ \$617,000

**Options available:** bid results can be either awarded to a contractor or denied. If awarded, they need to be awarded to the qualified, low bidder.

**Action you are requesting the committee take:** consider the recommendations as presented at the meeting based upon the qualified, apparent low bidder.

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



## Human Resources Committee Meeting Minutes March 10, 2022

### Human Resources Committee

Jay Bemke, Chairperson  
Dean Veneman, Secretary  
Sheri Evanson

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Thursday, March 10, 2022, at 4:45 p.m. All Committee members were present. Also present were, Mayor Shane Blaser, City Attorney Sue Schill- remotely, Ryan Hartman, Paul Vollert, Derek Budsberg, Jake Klingforth, and Kelly Warrington.

### Agenda

1. Call to order

Meeting was called to order by Chairperson Bemke at 4:50 p.m.

2. Discuss and consider for approval the proposed rates for Seasonal Laborers for DPW and Parks & Recreation. See attached.

Motion by Evanson, seconded by Veneman to approve the proposed rates for Seasonal Laborers for DPW and Parks & Recreation. Motion carried 3-0.

3. Discuss and consider for approval the appointment of a Relief Supervisor within the Parks & Recreation Department as needed determined by the Parks & Building Superintendent.

Motion by Veneman, seconded by Bemke to approve the appointment of a Relief Supervisor within the Parks & Recreation Department as needed determined by the Parks & Building Superintendent.

Motion carried 3-0.

4. Discuss and consider for approval modifying the Chief Operator position to Assistant Wastewater Superintendent position within the Department of Public Works. See attached job description.

Motion by Bemke, seconded by Evanson to approve the modifications of the Chief Operator position to Assistant Wastewater Superintendent position within the Department of Public Works. Motion carried 3-0.

5. Discuss and consider for approval modifying the Design Engineer II position to Assistant City Engineer within the Department of Public Works. See attached job description.

Motion by Bemke, seconded by Evanson to approve the modifications of the Design Engineer II position to Assistant City Engineer within the Department of Public Works. Motion carried 3-0.

6. Update on combining of hiring policies.

Discussion- no action taken.

7. Update regarding the wage study.

Discussion- no action taken.

8. Adjournment.

Motion by Veneman, seconded by Bemke to adjourn. Motion carried 3-0. Meeting adjourned at 5:21 p.m.

### Current Rates

Budget \$12.18/hr	Hours 500	\$ 6,090.00	4 Seasonal @ \$12.00	\$	24,360.00
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### Proposed

\$	14.50	500	\$ 7,250.00		
		480	\$ 6,960.00		
		400	\$ 5,800.00		
\$	15.00	500	\$ 7,500.00		
		480	\$ 7,200.00		
		400	\$ 6,000.00		
\$	16.00	500	\$ 8,000.00	4 Seasonal @ \$16.00 @ 450 hr.	\$ 28,800.00
		480	\$ 7,680.00		
		400	\$ 6,400.00		
1 LTE @\$20.00 (CDL)			\$20,000.00		
1 LTE @\$16.00			\$16,000.00		
		\$60,360.00	\$ 64,800.00	Increase of \$4560.00	

Avg. HR. in 2021  
447

## The City of Wisconsin Rapids Position Description

<b>Name:</b>		<b>Department:</b>	Wastewater	
<b>Position Title:</b>	WWTF Assistant Superintendent	<b>Pay Rate:</b>	\$30.90	<b>FLSA:</b> Exempt
<b>Date:</b>	February 21, 2022	<b>Reports To:</b>	Wastewater Superintendent	

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### Purpose of Position

Performs a variety of skilled duties in directing and coordinating the collection and treatment of wastewater. Responsible for assessing the effectiveness of the process and making any process changes required for an effective and efficient treatment process. Troubleshoots various mechanical and automated systems and consults with the City Engineer and Wastewater Superintendent, as needed, to make decisions on corrective actions including the repair or replacement of the system or component parts. Responsible for ensuring that the plant meets State of Wisconsin DNR license and permit requirements, especially in effluent discharge. Meets with DNR personnel on compliance matters and follows up on specific concerns. Coordinates activity between shifts, operators, and crews as required. Assume the role of superintendent during his/her absence.

Work is performed in accordance with established department policy and within license and permit requirements. The individual in this position exercises considerable judgment in adjusting the process or making operational decisions within the specified guidelines.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Serves as Lead in the laboratory, performs laboratory tests and trains laboratory workers to determine if adjustments are needed in process. Performs quality control tests and determines control limits for permitted tests. Makes any necessary changes to meet DNR discharge limits and quality control standards. Assists superintendent with DNR personnel on compliance matters and follows up on specific concerns. Maintains and updates laboratory quality manual for approval by Superintendent. Reviews and verifies lab data. Reviews and updates standard operating procedures in the laboratory for approval of Superintendent.

Operates and maintains chemical feed systems. Operates wastewater SCADA system. Maintains operation and repair records and prepares reports, including DNR reports, for submittal after Superintendent has reviewed and approved. Assists with scheduling and trains Operators. Collects samples for lab testing. Performs biosolids operations, including biosolids sampling, public distribution, and communication with landowners/public. Assists with plant and lift station operations

Generates monthly hauler billing statements. Assists in DNR reporting that includes; Air emissions, Quarterly sludge characteristics, and electronic discharge monitoring reports. Assists with industrial billing, accounts payable, and future project planning.

Performs various other duties as assigned.

### Minimum Training and Experience Required to Perform Essential Job Functions

Thorough knowledge of Wastewater Treatment facilities, equipment, and operating principles and practices; knowledge of repair of pumps, motors, electrical equipment, instrumentation, building maintenance and repairs. Considerable knowledge of biosolids land application practices and Class A biosolids certification is required. Considerable knowledge of occupational hazards and safe work practices. Considerable knowledge of computers and SCADA systems and

experience using web-based computer programs and GIS. Five (5) or more years of experience in a wastewater treatment plant and collection system; valid Wisconsin Advanced Wastewater Operator Certification with subclasses including; biological solids/sludge handling, Processing and reuse, Biological treatment: Suspended growth, Disinfection, Laboratory, Nutrient removal, and Solids separation. A wastewater-related college degree, or equivalent experience is required. Valid Wisconsin Class B Commercial driver's license is required or have the ability to obtain within 1 year.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to analyze and categorize data and information using established criteria in order to determine consequences and to identify and select alternatives. Ability to compare, count, differentiate, measure, copy, record and transcribe data and information. Ability to classify, compute, tabulate, and categorize data. Ability to decide time, place, and sequence of operations within organizational framework.

Ability to counsel, mediate and/or provide first-line supervision. Ability to effectively communicate instructions to and mentor operators. Ability to persuade, convince, and train others in all aspects of plant operations. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a wide variety of descriptive data and information, such as plant operation reports, flow charts, maintenance records, compliance reports, engineering drawings and reports, safety regulations, blueprints, work orders, billing invoices, personnel policies, correspondence and general operating manuals.

Ability to communicate orally and in writing with department personnel, engineers, City officials, utility company representatives, engineering technicians and the general public.

### **Mathematical Ability**

Ability to calculate percentages, fractions, decimals, volumes, ratios and spatial relationships. Ability to interpret basic descriptive statistical reports. Ability to make accurate observations and recordings of plant operations.

### **Judgment and Situational Reasoning Ability**

Ability to use functional reasoning in performing influence functions, such as supervising, managing, leading, teaching, directing and controlling.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory and/or judgmental criteria, as opposed to criteria that are clearly measurable. Ability to delegate responsibilities when necessary.

Ability to maintain records and prepare accurate reports.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring complex and rapid adjustments and simple but continuous adjustments, such as vehicles, forklift, loader, process equipment, common hand/power tools, in-situ meters, ladders, and office supplies.

Ability to exert moderate, but not constant, physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.

Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Some tasks may risk exposure to temperature extremes, disease, odor, toxic agents, noise, machinery, smoke, wetness, humidity, dust, explosives and electrical currents.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

\_\_\_\_\_  
Employee's Signature

\_\_\_\_\_  
Supervisor's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

## The City of Wisconsin Rapids Position Description

<b>Name:</b>		<b>Department:</b>	Public Works
<b>Position Title:</b>	Design Engineer II	<b>Pay Grade:</b>	13 <b>FLSA:</b> Exempt
<b>Date:</b>	April 1998 Revised 7/2007 Revised 12/2010	<b>Reports To:</b>	City Engineer

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### Purpose of Position

The purpose of this position is to direct public works projects, supervise and review engineering designs, supervise and direct inspection personnel, administer public works utility projects, and waste water utility ~~and solid waste disposal~~ programs. The work is performed under the direction of the City Engineer.

### Essential Duties and Responsibilities

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

Assists in supervising subordinate engineering design and construction inspection personnel. Assigns and reviews work including designs, cost estimates, survey information, specifications, cost studies, etc. Advises employees.

Assists in administering schedules and directs major sewer construction projects including extension and reconstruction projects. Consults with contractors, engineers, public officials and consultants to resolve problems. Reviews and approves payment requests.

Assists in reviewing and overseeing construction for conformance with approved plans and specifications. Advises contractor regarding variances and approved plan changes, or refers to higher authorities for approval.

Reviews and approves consultants' work.

Prepares more complex design plans, cost estimates, specifications ~~and contracts~~ and permit applications for public works projects.

Supervises and directs material testing program.

Assists in directing grant application preparation and administers grant funds. Conducts grant reviews, supervises cost accounting and contractor compliance.

Assists in directing and supervising preparation of public hearing data for sewer and special assessment projects. ~~Supervises special assessment calculation and billing.~~

Assists in developing and preparing sewer extension and sewer reconstruction program and budget. Assists with other budget and capital project plan preparation and presentation. Conducts technical review of projects. Monitors project revenues and expenditures.

Responsible for project design, cost estimates and material specifications.

Assists the City Engineer with the administration of contrtacts.

Attends and participates in public meetings as needed. Prepares and delivers staff reports and recommendations. ~~Provides staff assistance to Public Works Committee, Wastewater Commission and Recycling Board. Provides technical advice to the City Attorney regarding public works resolutions and ordinances.~~

Receives, resolves or refers complaints, questions and concerns from the public.

Directs and coordinates surveys and right-of-way acquisition for projects under the position jurisdiction.

Prepares ~~and negotiates~~ agreements related to ~~for solid waste disposal and~~ public works improvements.

~~Administers the city sewer use ordinance.~~

~~Administers city recycling program.~~

~~Assists in reviewing wastewater treatment plant budget and recommends sewer use rate changes. Administers the industrial monitoring program. Directs wastewater utility construction projects, reviews consultants' work. Directs annual sewer service billings.~~

~~Assists in directing and supervising the I&I program.~~

## **Additional Tasks and Responsibilities**

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

Performs duties of subordinates in their absence as needed.

## **Minimum Training and Experience Required to Perform Essential Job Functions**

Registered Professional Engineer in State of Wisconsin or the ability to obtain within one (1) year.

Bachelor's degree in Civil Engineering, five years of progressively responsible engineering design and project management experience. Previous supervisory experience preferred, or any combination of education and experience that provides equivalent knowledge, skills and abilities. A valid Wisconsin driver's license required.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

Ability to decide the time, place and sequence of operations within an organizational framework, and to oversee their execution. Ability to analyze and categorize data and information using established criteria, to determine consequences and identify and select alternatives.

Ability to counsel, mediate and/or provide first line supervision. Ability to persuade, convince, and train others. Ability to advise and provide interpretation regarding the application of policies, procedures and standards to specific situations.

Ability to utilize a variety of advisory and design data and information such as billing statements, budget reports, invoices, time sheets, purchase orders, contracts, specifications, technical study reports, flow charts, architectural drawings, diagrams, lab reports, personnel policies, performance evaluations, computer software operating

manuals, accounting methods, engineering manuals, grant applications, DOT manuals, ordinances, statutes, non-routine correspondence, guidelines and procedures.

Ability to communicate orally and in writing with consultants, utility company representatives, city department heads, city officials, department personnel, vendor representatives and the general public.

### **Mathematical Ability**

Ability to apply algebraic and trigonometric formulas. Ability to perform and to interpret statistical calculations which include frequency distributions, reliability and validity of tests, regression and correlation techniques, and factor analysis.

### **Judgment and Situational Reasoning Ability**

Ability to apply functional reasoning in synthesizing information and functions, and ability to influence others in activities such as leading, controlling, managing, supervising and teaching.

Ability to exercise the judgment, decisiveness and creativity required in situations involving the direction, control and planning of an entire program or multiple programs.

### **Physical Requirements**

Ability to operate, maneuver and/or steer equipment and machinery requiring simple but continuous adjustments such as motor vehicle, computer terminal, photocopier, telephone, fax machine, sewer monitor, drafting instruments and land survey equipment.

Ability to coordinate eyes, hands, feet and limbs in performing movements requiring moderate skill, such as typing.

Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.

Ability to recognize and identify individual characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.

### **Environmental Adaptability**

Some tasks may risk exposure to temperature extremes, toxic agents, noise, dusts, machinery, disease and traffic hazards.

The City of Wisconsin Rapids is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date



## **Wastewater Facility**

**2540 First Street South**

**Wisconsin Rapids, WI 54494-5798**

Phone (715) 421-8237 Fax (715) 421-8292

Ryan Giefer – Wastewater Superintendent

Email - rgiefer@wirapids.org

The Wastewater Treatment Commission met at 1:32 p.m. on December 8, 2021 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, David Yonkovich, Joe Terry, Tammy Steward, Jim Neitzel, Peter Jennings, Tom Rayome (1:40 pm) and Ryan Austin.

- 1. Minutes of the October 13, 2021 meeting:** A motion was made by Ryan Austin and seconded by Jim Neitzel to approve the minutes of the December 8, 2021 Commission meeting as written. **Motion Carried.**
- 2. Recognize passing of Wastewater Superintendent Ryan Giefer:** A moment of silence was held in honor of Ryan Giefer's passing. Joe Terry shared a short presentation with commissioners outlining Ryan Giefer's accomplishments during his time as superintendent.
- 3. Inflow and Infiltration project update:** Derek Budsberg presented commissioners with project updates.
- 4. Update on Biron service agreement:** No forward movement has been made on a new Biron service agreement.
- 5. Supervisory Report:**
  - a. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
- 6. Bills and Revenues:** A motion was made by Jim Neitzel and seconded by Peter Jennings to accept the bills and revenues for November 2021. **Motion Carried.**
- 7. Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
- 8. Adjourn:** A motion was made by David Yonkovich and seconded by Tammy Steward to adjourn at 2:06 p.m. **Motion Carried.**



## **Wastewater Facility**

**2540 First Street South**

**Wisconsin Rapids, WI 54494-5798**

Phone (715) 421-8237 Fax (715) 421-8292

Ryan Giefer – Wastewater Superintendent

Email - rgiefer@wirapids.org

The Wastewater Treatment Commission met at 1:41 p.m. on January 12, 2022 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, David Yonkovich, Joe Eichsteadt, Tammy Steward, Tom Rayome, and Ryan Austin.

- 1. Minutes of the December 8, 2021 meeting:** A motion was made by Ryan Austin and seconded by David Yonkovich to approve the minutes of the December 8, 2021 Commission meeting as written. **Motion Carried.**
- 2. Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report on televising and flushing activity, lateral investigations, and maintenance activity within the plant. A motion was made by David Yonkovich and seconded by David Laspa to place the administrative report on file. **Motion Carried.**
  - b. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
- 3. Bills and Revenues:** A motion was made by David Yonkovich and seconded by Tammy Steward to accept the bills for December 2021. A revenue report for December 2021 was not generated. **Motion Carried.**
- 4. Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
- 5. Adjourn:** A motion was made by Ryan Austin and seconded by David Yonkovich to adjourn at 1:59 p.m. **Motion Carried.**



## **Wastewater Facility**

**2540 First Street South**

**Wisconsin Rapids, WI 54494-5798**

Phone (715) 421-8237 Fax (715) 421-8292

Derek Budsberg – Wastewater Chief Operator

Email – [dbudsberg@wirapids.org](mailto:dbudsberg@wirapids.org)

The Wastewater Treatment Commission met at 1:30 p.m. on February 9, 2022 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, David Yonkovich, Joe Eichsteadt, Tammy Steward, Peter Jennings, and Ryan Austin, Jim Neitzel.

- 1. Minutes of the January 12, 2022 meeting:** A motion was made by David Yonkovich and seconded by Ryan Austin to approve the minutes of the January 12, 2022 Commission meeting as written. **Motion Carried.**
- 2. Discuss Westside interceptor lining project plans:** Derek Budsberg presented commissioners with estimated cost to complete upgrades from 1<sup>st</sup> Ave S to lift station.
- 3. Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing 5700 ft of televising activity, 150 flushed dead ends, and 3 lateral investigations for January 2022. Plant operations included maintenance repairs, building cleaning, and DNR permit renewals.
  - b. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
- 4. Bills and Revenues:** A motion was made by Ryan Austin and seconded by Jim Neitzel to accept the bills for January 2022. A revenue report for January 2022 was not generated. **Motion Carried.**
- 5. Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
- 6. Adjourn:** A motion was made by Jim Neitzel and seconded by David Yonkovich to adjourn at 1:48 p.m. **Motion Carried.**

TO: Mayor Shane Blaser  
FROM: Derek Budsberg  
SUBJECT: Monthly Supervisory Report  
DATE: February 2022

Report:

#### Collections

- In February, collections system staff televised 3500 ft. of sanitary sewer, 700 ft. of storm sewer, root cut 2300 ft., and flushed 110 dead ends and high points, to insure proper conveyance of the sanitary system. Collections also responded to 2 sewer calls.
- Collections staff continued to work on cleaning and televising the Westside interceptor by intermittently plugging sections off to do so.
- Collections staff spent time preparing the Televising van to accommodate the new lateral launch camera. They custom made a rack for the cameras and the van is currently in Minnesota getting the new equipment installed.
- Staff spent time going over capital improvement projects with the superintendent.

#### Operations/Maintenance

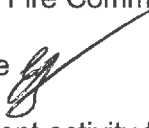
- All effluent parameters averaged single digits in February.
- Effluent total Phosphorus concentrations currently are averaging 0.18 mg/l, well below the proposed 0.36mg/l limit.
- Maintenance spent time making sure our boilers were in proper compliance after a certified boiler inspection marked down a few issues.
- Maintenance replaced a main hot water recirculation pump in building 150.
- Maintenance and collections staff cleaned the Westside lift station wet well.
- Exceptional Quality Class A biosolids are available for local residents and companies to come and take for their use as state certified commercial fertilizer. The drying pad is filling up over the winter and is ready to be distributed.



## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

**ERMAN BLEVINS, CHIEF**  
(715) 423-4444

Date: 10 February 2022  
To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
From: Erman Blevins, Chief of Police   
RE: Report on the Police Department activity for January 2022

### **Year to date statistics and previous year comparison:**

WRPD responded to **1339** incidents and calls for service in January 2022.

January 2021: **1490**.

Total incidents and calls for service to date in 2022: **1339**

Total for 2021: **1490**

### **For month of January 2022:**

- OWI- **8** 2021- **8** Traffic Crash Investigations: **39** 2021: **26**

### **Chronic Nuisance/Blighted Property enforcement activity:**

These citations are from a list of ordinances provided to WRPD by code enforcement. Typical citations are for such violations as:

Vehicle parked on grass, Inoperable/Junk car, Junk and Refuse in yard.

Citations written on the request of Code Enforcement in January 2022: **2**

Restricted Parking citations: **121**

### **Chronic Nuisance Program letters:**

**0** properties were added in January; properties being added following 3 enforcement actions.

## Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **13 arrests** for Controlled Substance offenses in January 2022. These charges include:

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

## Notable investigations and arrests:

### Investigations:

- On 1/12/22, officers responded to 8<sup>th</sup> St. Auto for a report of motor vehicle theft and criminal damage to property. Shortly after the call for service, Detectives responded to begin processing the scene. Video surveillance obtained from numerous businesses throughout central Wisconsin, and a suspect vehicle was identified. All vehicles stolen from the lot were seen entering Illinois through a tollway. One vehicle recovered in Indianapolis, Indiana. There is a suspect identified and is believed to be the suspect involved in multiple car thefts throughout the Midwest including several states. Many warrants have been written and Detectives Daven and Bailey continue to work the case.
- On 01/05/22, officers responded to a Wisconsin Rapids address for a report of hearing shots fired. Officers located the source of the gunshots and placed a suspect into custody. Detective Daven was called in to write/execute a search warrant and collect all evidence. Charges were requested by patrol and the subject is in custody at a mental health facility.

### Patrol/Special Operations :

- On January 6, 2022 Officer Burger conducted a traffic stop on a vehicle and making contact with the driver, Officer Burger requested Sgt. Fleisner and K9 Lex come to his location. K9 Lex indicated on the vehicle, and a search of the vehicle was conducted. Sgt. Fleisner searched the center console and located a large chunk of an off-white material believed to be cocaine. The weight of the cocaine and packaging would have been **26.08 grams**. Also located during the traffic stop was 1.32 grams of marijuana, \$1100 cash, and drug paraphernalia. The following is a list of charges sent to the District Attorney's office.
  1. Subject One: Possession of Cocaine w/Intent to Deliver and Misdemeanor Bail Jumping.
  2. Subject Two: Possession of Cocaine w/Intent to Deliver and Possession of THC-1<sup>st</sup> offense.
  3. Citations Issued:
  4. Subject One: Possession of drug paraphernalia, Operating while suspended and Operating without a seatbelt.
  5. Subject Two: Possession of drug paraphernalia.

- Ofc. Pongratz and other officers were dispatched to 641 10<sup>th</sup> St N. Apt. B for a report of a possible overdose. Upon arrival the subject was not breathing. Officers Pongratz and Contreras began CPR and administered Narcan. Ofc. Mocadlo aided with CPR and officers administered another dose of Narcan. EMS arrived on scene and the subject began to come to. The subject refused further medical treatment and was issued a paraphernalia citation for items located in the residence. The officer's quick action saved the subjects life.

Special Operations will resume in March 2022



## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

**ERMAN BLEVINS, CHIEF**  
(715) 423-4444

Date: 10 March 2022  
To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
From: Erman Blevins, Chief of Police  
RE: Report on the Police Department activity for February 2022

### **Departmental Activity:**

Officers Khang and Krier complete PBT certification training.

Officers Guse and Burger attended the Wisconsin Traffic Safety Officer's Association Conference.

Officer Burger was recertified as a Drug Recognition Expert.

Lt. Lubeck attended a 15-hour open records training.

On 2/9/22, SRO Pelot and SRO Olivares gave a presentation to new WRPS staff about crime trends within the school and their duties as SROs.

On 2/5/22, Detective Daven and SRO Olivares participated in the Polar Plunge event in Wisconsin Rapids.

SRO Pelot and Olivares attended crisis/de-escalation training with the school district.

Detective Wetterau gave a presentation to Auxiliary about the detective bureau and drug information.

### **Year to date statistics and previous year comparison:**

WRPD responded to **1236** incidents and calls for service in February 2022.

February 2021: **1330**.

Total incidents and calls for service to date in 2022: **2575**

Total for 2021: **2820**

### **For month of February 2022:**

- OWI- 11 2021- 5 Traffic Crash Investigations: **39** 2021: **44**

### **Chronic Nuisance/Blighted Property enforcement activity:**

These citations are from a list of ordinances provided to WRPD by code enforcement. Typical citations are for such violations as:

Vehicle parked on grass, Inoperable/Junk car, Junk and Refuse in yard.

Citations written on the request of Code Enforcement in February 2022: **2**

Restricted Parking citations: **110**

### **Chronic Nuisance Program letters:**

**0** properties were added in February; properties being added following 3 enforcement actions.

### **Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made **11 arrests** for Controlled Substance offenses in February 2022. These charges include:

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

### **Notable investigations and arrests:**

#### **Investigations:**

- Detective Daven has been utilizing the new LEADS online program purchased with 2022 budget funds and has located a stolen gun our agency had reported in 2014. Detective Daven has also located a suspect in a 2019 theft complaint.
- Detective Bailey wrapped up a month long investigation into an inappropriate sexual relationship between a student and staff member at Lincoln High School. Detective Bailey worked thoroughly examining many documents/conversations and conducted many interviews. As a result, the former staff member was charged with two felonies for sexual assault of a minor/student by a school staff member.
- Detectives Daven and Bailey were called in to investigate a disturbance complaint where shots were fired at a Wisconsin Rapids home. Detectives Bailey and Daven were briefed by patrol and wrote a search warrant for the suspect's residence. After obtaining the search warrant, Detectives searched the home and located the firearm and other incriminating evidence. Warrants were also obtained for several social media apps/accounts and the suspect was taken into custody where he remains in jail on a \$50,000 cash bond.

**Special Operations:** Will resume in March 2022



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

February 2022

### Transportation Utility

- Press Release 2/16/2022
- Public Comment Period (2/16/2022 to 2/24/2022) - 21 comments and inquiries
- Work has continued on final account verification with RaSmith along with ordinance review.

### Permits & Degradation

- 11 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (0), storm water (1), excavating (4), Street Privilege (0), storm connection (0), permit parking (0), banner (1), contractor licenses (5)
  - Major Permit Applications Include:
    - Nsight Fiber Optic ~10 mile fiber optic project
    - Marshfield Clinic Expansion
- 27 Diggers Locates for Storm Sewer & Sanitary Sewer (1/26/22 – 2/23/22)
  - 3 Emergency locates during work hours
  - 3 Emergency locates after hours
- Degradation fees - this year = \$11,288.70
  - This month =\$8,542.80

### Traffic

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests
  - 10/14/2021 - Two Mile and 1<sup>st</sup> St S – review is scheduled
  - 4/20/2021 – 12<sup>th</sup> St and Chestnut St. Study is complete. Sign approved. Signs installed 2/17/22
- ITS Standalone Signal Grant
  - Consultant is preparing contracts for signature.
- Signal complaints
  - 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.
  - 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – A new pole has been ordered and will be installed when the weather breaks.
  - Nov. 2021 - Griffith and 8<sup>th</sup> St queuing lengths. Review is ongoing.



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

Project Designs/Construction underway:

### 2021 Projects

- RECC Rail Spur – Construction is substantially complete as of January 8<sup>th</sup>, 2022. A final walk-thru occurred January 31<sup>st</sup>. Subsequent punch list and close-out items have been ongoing.

### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) –RFP documents are prepared and will go out in February
- Sidewalk and Curb & Gutter Maintenance – RFP documents are prepared and will go out in February

### 2022 Reconstruction Projects

- Design for 2022 Projects
  - Fremont St – 13<sup>th</sup> to 14<sup>th</sup> Ave design - 100% complete
  - W Jackson St – Expressway to Jackson St Bridge – 100% complete
  - 9<sup>th</sup> Ave N (8<sup>th</sup> Ave N to Fremont St) – 100% complete
  - Smith St (Railroad to Riverview Dr) – 100% complete
  - Cherry St (Riverview Dr to 1<sup>st</sup> St N) – 100% complete
  - Fremont St – 7<sup>th</sup> to 10<sup>th</sup> Ave design is 99% complete
  - Rosecrans St (9<sup>th</sup> Ave N to east dead end) –90% complete
- Construction for 2022 Projects
  - DOA/Lyon Park Levee – The City is still awaiting confirmation from the DNR to issue a flood plain permit for this project. An application was made in early February for an Army Corp of Engineers and DNR Chapter 30 – waterway permit for riprap installation.
  - Temporary Easement documents have been created for all projects.
  - Letters are being mailed out 2/24/22 for Smith St and Cherry St residents with project details, easement documents and a preconstruction walk-thru date of 4/6/22.
  - W Jackson St and 9<sup>th</sup> Ave N will require hiring a hazardous material consultant, per the DNR, to be on call during excavations on these projects. A request for proposal has been mailed out to firms with a due date of March 25<sup>th</sup>.
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting is scheduled the first week of March.
  - Crushing Contract – 100% (Bid Opening 2/24/2022)
  - Asphalt Contract – 100% (Bid Opening scheduled 3/1/2022)
  - Concrete Contract – 100% (Bid Opening scheduled 3/14/2022)



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### 2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 100%
- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 10%; Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 70%; Geotech work was complete by Nov. 15<sup>th</sup>. Waiting on report.

### Storm Water Utility

- Annual MS4 Report to be submitted by March 31<sup>st</sup>.
- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.

TO: Mayor Shane Blaser  
FROM: Derek Budsberg  
SUBJECT: Monthly Supervisory Report  
DATE: February 2022

Report:

#### Collections

- In February, collections system staff televised 3500 ft. of sanitary sewer, 700 ft. of storm sewer, root cut 2300 ft., and flushed 110 dead ends and high points, to insure proper conveyance of the sanitary system. Collections also responded to 2 sewer calls.
- Collections staff continued to work on cleaning and televising the Westside interceptor by intermittently plugging sections off to do so.
- Collections staff spent time preparing the Televising van to accommodate the new lateral launch camera. They custom made a rack for the cameras and the van is currently in Minnesota getting the new equipment installed.
- Staff spent time going over capital improvement projects with the superintendent.

#### Operations/Maintenance

- All effluent parameters averaged single digits in February.
- Effluent total Phosphorus concentrations currently are averaging 0.18 mg/l, well below the proposed 0.36mg/l limit.
- Maintenance spent time making sure our boilers were in proper compliance after a certified boiler inspection marked down a few issues.
- Maintenance replaced a main hot water recirculation pump in building 150.
- Maintenance and collections staff cleaned the Westside lift station wet well.
- Exceptional Quality Class A biosolids are available for local residents and companies to come and take for their use as state certified commercial fertilizer. The drying pad is filling up over the winter and is ready to be distributed.



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



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

From: Todd Eckes, WRFD Interim Fire Chief

Date: March 3, 2022

RE: Monthly Summary for February 2022

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

- Police and Fire Commission meeting
- Finance and Property meeting
- Common Council meeting
- Officers meeting
- 2 Members attended State Fire Chiefs Winter In Service Session
- Attended the MABAS 116 Regional Meeting
- EMS Quality Assurance meeting
- EMS Committee meeting
- Health & Safety Meeting
- Cadet Training (Personal Protective Equipment)
- North Central Fire Chiefs meeting
- All three crews completed Behavioral Health Training given by Department Chaplain Dan DeRoche
- Attended both Bi-weekly Building addition meetings
- DNR Wildland Training with all three crews
- EMS Training - Cardiac Pathophysiology
- Entire staff are in the middle of annual Haz-Mat Physicals
- A few members attended a Pediatric Instructors Course at MSTC
- Annual SCBA Testing
- State Ambulance Inspections
- Charitable Foundation Ice Golf Fund Raiser

February Anniversaries: Joel Fetterer 16 YRS, Ashlyn Wagner 4 YRS,

WRFD Notes:

February was very welcomed with a decrease in call volume. Although historically February tends to have a decrease in calls probably due to weather and people staying indoors through the typically cold months. February also saw the start of our required annual Haz-Mat Physicals as per State Statute. As the regional and County Haz-Mat team, we need to ensure that all members on the team are physically fit to perform their job as a Haz-Mat Technician.



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



Annual State Inspections of all our ambulances was completed and given a pass. This is the State entity that inspects all ambulance ensuring that each are carrying the proper equipment, maintenance schedules are followed, they pass DOT inspections, and they are mechanically fit to be on the road.

At our request, Life Quest did an analysis or average Ambulance rates of similar services from across the State that matched our type of service, average run volume, and size of area served as well as level of service. That analysis was given to us with a recommended rate. It was reviewed by the Finance Director, and presented to Finance & Property for approval.

A couple of projects this month included our annual training with the DNR in the wildland firefighting category. This training is required because we are a Cooperative partner with them. The city historically does not have many wildland fires, but have incorporated the DNR in the past for fires on the fringes of wildland and residential areas. This year's training incorporated the use of their plat books, Safety, Chain saw safety, and some lessons learned in the past years. Due to light snow and rainfall, they are predicting a possible drought like year so this training is strategic to those predictions.

In the month of February, Governor Evers announced his plan to address the stabilization of EMS services across the State. With his Bill an additional \$8 million dollars will be available for the Funding Assistance Plan from \$2.2 million to \$10.2 Million. This plan would also subsidize the write offs of Medicaid every service deals with. His plan would help as outlined below.

- The Wisconsin Medicaid program reimburses private and municipal ambulance providers for emergency medical transportation. Despite recent rate increases, Medicaid rates are still below Medicare and commercial rates, contributing to an erosion of EMS provider stability as they also experience increased staffing and operating costs amid a global pandemic.
- This is in addition to the Jan. 1, 2022, rate increase that was included in the 2021-23 budget that provided nearly \$5.6 million in 2021-22 and more than \$11.1 million in 2022-23 to increase Medicaid reimbursement rates for selected ambulance services to 80% of the 2021 Medicare urban rates applicable in Wisconsin

To close out, the Addition/Renovation project continues to move forward with a finalization of Phase I, move into the new portion, scheduled for early to mid-April. They will then enter the existing station to begin Phase II of the project, remodel that existing portion, with a completion date of Mid July.

I highly encourage all the Leaders of the City to visit the station and spend some time there so you can experience the day-to-day operations of your Fire Department, take a look at the new addition, and ask the Firefighters any questions you may have about our operations.



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



## WRFD FEBRUARY 2022 MONTHLY RESPONSE REPORT

Type of Emergency	February 2022 Responses	Total # of 2022 Responses	February 2021 Responses	Total # of 2021 Responses
EMS 911	295	706	275	268
EMS IFT	4	11	10	19
COMMUNITY PARAMEDICINE	0	7	2	1
FIRE	3	5	9	2
EXPLOSION (No Fire)	0	0	NA	NA
HAZARDOUS CONDITION	2	4	3	3
SERVICE CALLS	2	6	8	6
GOOD INTENT	2	11	NA	NA
FALSE ALARMS/WEATHER	7	16	6	8
TOTAL CALLS FOR SERVICE	315	759	313	307

### Notes:

- Fire 100 Series: Fire (s *tructure, 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	February 2022	2022 Totals	February 2021	2021 Totals
Wisconsin Rapids	237	572	270	271
Saratoga	22	51	18	19
Village Port Edwards	9	24	13	8
Village Biron	9	25	5	6
Town of Port Edwards	11	19	NA	NA
Nekoosa	22	52	NA	NA
Cranmoor	0	2	NA	NA
Mutual Aid Given	3	12	4	2
Mutual Aid Received	2	2	3	1
<b>TOTALS</b>	315	759	313	307

Confined Space Stand-by	February 2022	Total # 2022	February 2021	Total # 2021
<b>TOTALS</b>	50	87	39	39



# Wisconsin Rapids Fire Department

Fire - EMS - Haz Mat - Rescue - Education - Prevention

*"Commitment to Excellence"*



**MINUTES**  
McMillan Memorial Library  
Personnel Committee  
February 2, 2022

**DRAFT**

Subject to  
Approval

Scott Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:05 p.m.

Mr. Kellogg established that this was a public meeting and appropriate public notice was given.

**ROLL CALL ATTENDANCE:**

Committee Members Present: Scott Kellogg, Craig Broeren, Ryan Austin, Karen Schill, Susan Feith, and Andrea Galvan.

Other Board Members Present: William Clendenning, Douglas Machon, Elizabeth St. Myers, Eric Montag, and Kim Heniadis.

Administration: Andrew Barnett and Vicki Steiner

Others in attendance: Shane Blaser and Nikkilas Wix

A motion to approve the Minutes of the January 5, 2022 Personnel Committee meeting was made by Ms. Feith, second by Mr. Broeren. Motion carried.

**Old Business**

Wage Compensation and Classification Study. Some information has been received. South Central Library System is also gathering some information. Further discussion will take place at a future meeting.

**New Business**

Mr. Kellogg opened discussion on the Library Director Search Process. President Galvan noted the Board members who are interested in serving on the search committee.

The process for the director search was discussed.

Mr. Kellogg opened discussion of the Library Director Job Description. Samples from other libraries were also provided.

All library employee job descriptions have been reformatted. Mr. Montag shared a job description format example. Discussion followed. The committee requests that the Director and Administrative Services Manager job descriptions be revised.

The timeline for the hiring of the director and administrative services manager was discussed. The job ad was discussed and revised. A possible posting date of Feb 21, 2022 was discussed.

Items for next agenda: Wage Compensation and Classification – Mr. Barnett will forward what he has received by Friday.

**A motion to adjourn was made by Mr. Broeren, second by Ms. Schill. Motion carried and the meeting adjourned at 6:25p.m.**

Respectfully submitted,  
Vicki Steiner, Secretary

**MINUTES**  
McMillan Memorial Library  
Finance Committee  
February 8, 2022

**DRAFT**

Subject to  
Approval

Committee Chair Susan Feith called the meeting of the McMillan Memorial Library Finance Committee to order at 5:35 p.m. She established that this was a public meeting and appropriate public notice was given.

**ROLL CALL ATTENDANCE:**

Committee Members Present: Susan Feith, Andrea Galvan, Craig Broeren, William Clendenning, Elizabeth St. Myers, and Kim Heniadis

Other Board Members Attending: Eric Montag, Scott Kellogg and Doug Machon  
Administration: Andrew Barnett and Vicki Steiner

**MINUTES: A motion to approve the Minutes of the January 4, 2022 Finance Committee meeting was made by Mr. Broeren, seconded by Ms. Heniadis. Motion carried.**

**OLD BUSINESS:** Ms. Feith reported that Attorney Nick Flanagan will present information about endowment fund options to the Board at the March meeting.

**NEW BUSINESS:** Ms. Feith directed attention to a spreadsheet of information about comparable libraries to McMillan, prepared by consultants at the South Central Library System (copy attached to original Minutes.) Review of the salary data comparables on the spreadsheet followed. Salary and wage rates at McMillan were also discussed. The committee agreed on various elements of information to recommend for the ad to be posted for the Library Director's position: Salary – \$92,255; and application submittal to the Board in care of the City of Wisconsin Rapids Human Resources Department. Ms. Feith will contact the City HR Department for specifics. **A motion to recommend these adjustments to the ad was made by Ms. Heniadis, seconded by Mr. Broeren, and passed unanimously.**

It was determined that review and modification of the position description covering specific tasks will take place within the personnel committee, since this was not immediately necessary to posting the job.

**ITEMS FOR NEXT AGENDA:**

Review of cash handling procedures and policy discussion.  
Full accounting report for Learning Futures Project revenue.  
Discussion regarding creation of a reserve account policy.

**A motion to adjourn was made by Mr. Broeren. The meeting was adjourned at 6:43 p.m.**

The next meeting of the McMillan Memorial Library Finance Committee will be held on March 10, 2022, at 5:00 p.m.

**MINUTES**  
McMillan Memorial Library  
Services Committee  
February 8, 2022

**DRAFT**

Subject to  
Approval

Eric Montag called the meeting of the McMillan Memorial Library Services Committee to order at 5:00 p.m.

Mr. Montag established that this was a public meeting and appropriate public notice was given.

**ROLL CALL ATTENDANCE:**

Committee Members Present: Eric Montag, Andrea Galvan, Karen Schill, Doug Machon, Elizabeth St. Myers, and Kim Heniadis

Other Board Members Present: William Clendenning, Scott Kellogg, and Susan Feith  
Administration: Andrew Barnett and Vicki Steiner

**MINUTES: A motion to approve the Minutes of the December 14, 2022 Services Committee meeting was made by Ms. Heniadis, second by Ms. Schill. Motion carried.**

Mr. Montag opened discussion of the Meeting and Study Room Use Policy

**A motion to send the policy to the full Board was made by Ms. Heniadis, second by Mr.**

**Montag.** The policy was reviewed and amended. Discussion followed.

**A motion to approve changes as outlined and recommend presentation to the full Board was made by Ms. Heniadis, second by Mr. Montag. Motion carried**

Discussion of the Rules of Conduct and library programming will be added to a future meeting agenda.

**NEW BUSINESS:** There were no items of New Business

**ITEMS FOR NEXT AGENDA:** Ms. Heniadis will share a proposed format for a programming spreadsheet

**A motion to adjourn was made by Ms. Heniadis, second by Ms. Schill. Motion carried and the meeting adjourned at 5:32 p.m.**

The next meeting of the McMillan Memorial Library Services Committee will be held on March 8, 2022 at 5:00 p.m.

Respectfully submitted,  
Vicki Steiner, Secretary

**ALEXANDER FIELD**  
**SOUTH WOOD COUNTY AIRPORT**  
MUNICIPALLY OWNED

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

Shane Blaser, Mayor  
Jeremy Eichorn, Chairman  
Joseph Zurfluh, President  
Brad Hamilton, Alderman

**MUNICIPALITIES:**

City of Wisconsin Rapids  
Town of Grand Rapids  
Village of Port Edwards  
City of Nekoosa

2/3/22

The South Wood County Airport Commission met on Thursday February 3, 2022 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichstad, Brad Hamilton, and Joe Zurfluh. Also in attendance were Arne Nystrom, Dennis Polach, Merry Mackenzie, Randy Gustafson, Paul Tranel, Ryan Falch, and Tom Davis.

**1. Call to order:** Chairman Blaser called the meeting to order at 8:00 AM.

**2. Approval of previous month's minutes (12-9-21):**

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the minutes as presented. Motion carried.

**3. Airport Manager's Report:**

Ryan Falch from MSA Professional Services updated the Commission on the status of the upcoming projects. MSA anticipates easement conversations and negotiation to commence in spring of 2022. Easements will be approximately six months after. Construction of the new fuel system is also anticipated to remain on schedule in the spring of 2022, likely in early April. Supply acquisition delays might play a role in the timeline of construction. There will be a one week outage of fuel availability during the project. Sickler reported that the activity in January was above historical averages. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Discuss and consider action regarding a contractor guideline policy: Sickler provided a draft policy for discussion. Commissioners commented on the content and provided insight for future modifications. Penalties and enforcement will need to be addressed with legal counsel. No action taken

b. Discuss and consider action regarding Hillcrest Family Farms payment in arrears: Sickler provided comments from legal counsel. Due to the type of bankruptcy settlement reached by Hillcrest, the Commission will not be able to collect the debt. Motion by Commissioner Hamilton, second by Commissioner Zurfluh to drop the pursuit of this payment. Motion passed.

**5. New Business**

a. Public hearing regarding petition for State and Federal aid: Chairman Blaser called the public hearing to order at 8:27 AM. Arne Nystrom commented in favor of the petition and Ryan Falch commented that the listed projects meet the foreseeable needs of the Airport. No comments against the petition were made. Sickler noted the only change to the Petition was the addition of the Master

Plan. This is a lengthy, costly document which will be necessary for future FAA grant money. Typically a Master Plan for comparable airports cost \$250,000 to \$400,000 and take two to three years to complete. The public hearing closed at 8:29 AM. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the petition resolution. Motion carried.

b. Discuss and consider action regarding purchase of a plow for the Airport Truck: Sickler presented quotes on two styles of plow from two providers. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the purchase of the V-plow as quoted by Truxcessorize for \$7000. Motion carried.

c. Discuss and consider action regarding hosting a Chamber of Commerce Off the Clock event in November of 2022: Previously the Commission has hosted the event every other year. No monetary request was made at this meeting. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the hosting the event and proceed with planning. Motion carried.

d. Discuss and consider action regarding an Airport survey: A previously developed survey was presented. This survey had been used to collect thoughts from transient pilots primarily in the summer months. Chairman Blaser proposed creation of a survey to collect input from the based tenants and community. Sickler was advised to work with the Mayor's office to draft the survey. No action taken.

## **6. Review of Financial Statements**

Financial statements were presented and reviewed. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the financial statements as presented. Motion carried.

## **7. Future agenda items:**

Contractor Guideline Policy, Off the Clock event, Airport survey, solar farm inquiry

## **8. Pubic Comment**

Bill Menzel mentioned ambulance inabilities to get through the gate. Several others joined the discussion regarding possible solutions. Arne Nystrom commented on the Master Plan including the 100 foot width of the primary runway, 2023 Senior PGA event in Stevens Point, and possible use of ARPA money for solar receiver equipment. Tom Davis mentioned a pancake breakfast in June.

## **9. Correspondence received:** None

## **10. Set next meeting date:**

Thursday March 3 at 8:00 AM.

## **11. Adjourn:** Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Eichstad to adjourn at 9:18. Motion carried.

*Minutes prepared by Jeremy Sickler, Respectfully reviewed and submitted, Chairman Blaser*

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, February 9, 2022

**There were present:**

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

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Jeff Kuhn, Josh Elliott, Dale Scheunemann, Matt Stormoen, Tyler Sneen, Shawn Reimer, Lynn Schroer and Sean Wall

**1. Call to Order**

Chairman Tom Nowak called the meeting to order at 1:00 PM.

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

**2.1 Regular Commission Meeting held January 12, 2021**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on January 12, 2021, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1 Well #2 Cleaning and Redevelopment**

Dale Scheunemann explained that we have seen a decrease in the pumping capacity at Well #2. We sent out requests to bid this project and received bids from 4 companies. Water Well Solutions, from Oconomowoc, came in with the lowest bid and is the same company that we used for the rehab of Well #5. Their bid comes in at \$135,000 and is under the 2022 budgeted amount of \$150,000.

After a lengthy discussion, and based upon staff recommendation, there was a motion made by John Bergin, seconded by Jay Bemke, and carried to award the bid to Water Well Solutions in the amount of \$135,000.00. There were no nay votes recorded.

## **4.0 Department updates**

### **4.1 Safety Committee Report**

The commissioners reviewed the safety committee minutes and safety coordinator's monthly report. Sean Wall stated that all safety programs/procedures are reviewed annually and last month the committee reviewed the Emergency Action Plan.

### **4.2 Line Superintendent's Report**

This report was reviewed and Josh Elliott answered questions regarding the January after hour call-ins.

### **4.3 Water Department Operations Report**

This report was reviewed and January water projects were discussed. Dale Scheunemann answered questions regarding frozen residential water services.

### **4.4 Customer Support Supervisor's Report**

This report was reviewed and water disconnections were discussed. Lynn Schroer answered questions regarding the Energy Assistance payments we received in January. WW&LC customers usually receive more in benefits than are paid in. In 2021, ratepayers contributed \$139,026 to low-income programs and our customers received \$545,015 in electric benefits.

### **4.5 Director of Finance's Report**

This report was reviewed and cyber security liability insurance was discussed.

### **4.6 Information System's Administrator's Report**

This report was reviewed and Matt Stormoen answered questions regarding January projects. Matt hopes to finish up the cyber security multi-factor authentication project this week.

### **4.7 Conservation Manager's Report**

This report was reviewed and Shawn Reimer answered questions regarding the various types of conservation assistance WW&LC provides to both commercial and residential customers.

#### **4.8 Electrical Engineer's Report**

This report was reviewed. Tyler Sneen stated that we noticed a problem with the VFR (variable frequency drive) for the backwash motor in the filter plant and outlined the process that was used to determine the cause and to resolve this issue.

#### **4.9 Director of Engineering & Electric Operations**

This report was reviewed and Todd Weiler also touched on the corrosion issues that were found on the electrical equipment in the filter plant.

#### **4.10 General Manager's Report**

This report was reviewed and the potential residential development was discussed.

### **5. Review of accounts payables**

A listing of all invoices and checks covering January was provided to the commission for review.

### **6. Adjourn**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to adjourn at 1:36 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

CITY OF WISCONSIN RAPIDS  
*PARKS / RECREATION / BUILDINGS*  
444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780, (715) 421-8240

**Parks & Recreation Commission Minutes \*REVISED\***

February 14, 2022

A regular meeting of the Wisconsin Rapids Parks & Recreation Commission was held via remote videoconferencing on Monday, February 14, 2022, at 4 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Veneman called meeting to order at 4:02 p.m.

Commissioners present in the City Hall Council Chambers were Tom Ekelin, Tom Rayome, Lee Thao, and Dean Veneman. Kris Barteck, Craig Broeren, and Carolynn Martin appeared via videoconference. Mayor Blaser and Patrick Gatterman were excused. Staff present in the Council Chambers were Dawn Desorcy, Jake Klingforth, and Tyler Mickelson. Attending via videoconference was Alderperson Jake Cattanaach.

2. Approve January 10, 2022, meeting minutes.

A motion was made by Commissioner Ekelin, seconded by Commissioner Thao, to approve the minutes of January 10, 2022. Motion carried.

3. Determine day pass rates for the Aquatics Center.

There was discussion about day pass rates. This item will be discussed at the next meeting.

4. Discuss development of subcommittee to determine use for Teske grant money.

There is \$311,000 remaining in the Teske grant. Information will be provided regarding what the grant may be used for as well as a list of items already completed. Kris Barteck would like to lead this subcommittee and will set a date to meet. Tom Rayome, Dean Veneman, and Jake Klingforth will participate as well. Craig Broeren will communicate with interested WRPS students for their feedback once there is direction on possible use for this money.

5. Update on kangaroo enclosure project.

There is \$23,000 in zoo feed money that we plan to use for this exhibit; we would not be using any of the Teske money for this enclosure. A motion was made by Commissioner Thao, seconded by Commissioner Ekelin, to move forward with kangaroo enclosure project. Motion carried.

6. Update on prioritizing park projects per CORP plan.

Priority would be safety issues, a dog park, and ADA accessibility. Tom Ekelin would be interested in setting a threshold and the commission would approve anything over that amount. The commission would like to look at safety issues first and then consider improvements one park at a time. Staff will provide a list of safety issues at each park and baseball diamond usage.

7. Bills.

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

**Parks & Recreation Commission Minutes**

February 14, 2022

Page 2

8. Staff reports.

Jake shared Mary's recreation report, and provided his Parks Maintenance report.

9. Adjourn.

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

Dawn Desorcy, Recording Secretary



**Community Development  
Department**

City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495  
Ph: (715) 421-8228

**REPORT OF THE ZONING BOARD OF APPEALS**

February 23, 2022

The Zoning Board of Appeals met at 1:00 p.m. on February 23, 2022 in the Council Chambers at City Hall. There was no one present via Zoom. Attending Board members were: Chairperson Dave Laspa, Mike Hittner, Dennis Polach, Jerry Feith, and Peggy Montag (1<sup>st</sup> alternate). Absent was Lee Gossick. Others in attendance included Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Chad Wirl, Tom Rayome, City Attorney Sue Schill and Shane Blaser.

The meeting was called to order at 1:05 p.m.

1. Approval of the report from the December 15, 2021 Zoning Board of Appeals meeting.

Motion by Hittner to approve the reports from the December 15, 2021 Zoning Board of Appeals meeting; second by Polach.

Motion carried (5 – 0)

2. **VARI-22-0031; Chad Wirl** – Public hearing and action on a request for a variance to reduce the front, rear, and side yard setbacks to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550).

Associate Planner Carrie Edmondson provided background on the property located at 850 Rosecrans Street and summarized the findings in the Staff report. Denial of the variance was recommended due to standards of review not being met.

Chairperson Laspa asked about lot lines, specifically about construction easements and stormwater runoff, to which the applicant (Chad Wirl) responded by indicating permission does not exist from the neighboring railroad. He then clarified that the proposed building may be set back greater than 1 foot but wants leeway in the setback. Mr. Wirl also provided details on the cul-de-sac right-of-way and stormwater features. Member Montag further inquired about lot lines and Mr. Wirl stated that he was told that no one really knew the legal lot line to the east and talked about other historic issues regarding the property.

Mr. Hittner compared the desire for the intensity for residential properties versus commercial, stating that a dichotomy existed between the two types of properties and the differing densities, to which Associate Planner Edmondson responded about recent trends in housing and development.

Mr. Wirl continued to discuss the history, characteristics, future development, and his reasons for wanting to expand his business at its current location. He included a summary of the recent improvements to the concrete driveway on the property and in the right-of-way, as well as the proposed City improvements to the right-of-way slated in Spring of 2022. Mr. Wirl continued, noting that none of the previous requests to the Zoning Board of Appeals met the standards, and his request is cut and dry. The applicant presented six letters to the Board from neighbors in the area, who were all in favor of the proposed project. Mr. Kearns asked Mr. Wirl to submit the letters to Staff to become part of the record.

Chairperson Laspa asked Mr. Wirl if he had obtained permission from the neighbor to the north to be on their property, to which the applicant said yes.

Public hearing opened at 1:33 p.m.

Speaking in favor: Shane Blaser – 2830 12<sup>th</sup> St. S

Speaking against: none

Public hearing closed at 1:35 p.m.

Mr. Feith stated that the impact to the neighbors is low and acknowledged the fact that he is in favor of the expansion. Feith also indicated that the Zoning Board of Appeals panel and other panels in the City give great weight to the desires of people wanting to make investments in the City and there is no reason not to grant the variance, although the setbacks are a technicality.

Motion by Hittner to grant **VARI-22-0031**, a request for a variance to reduce the front, rear, and side yard setbacks to 1 foot in order to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550); second by Feith.

Director Kearns asked the Board to indicate their reasoning for the motion being made as it relates to the standards of review.

Member Hittner stated that the variance should be granted due to the circumstances of the lot, the neighbors most affected by the project are not opposed, and the ability for the project to affect the neighboring properties is limited. Mr. Polach agreed with Mr. Hittner and felt that the proposal was nothing but a plus to the City. Member Feith said that there is already equipment which is allowed to be parked on the Expressway side and the addition would improve the appearance of the area.

Motion carried (4 – 1; Board member Laspa voting against)

### 3. Adjourn

Motion by Hittner to Adjourn; second by Feith.

Motion carried (5 – 0)

Meeting adjourned at 1:38 p.m.

Respectfully submitted by Erika Esser, Secretary