



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

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, March 21, 2023 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org). It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

**Agenda**

- 1. Call to Order**
- 2. Roll Call**
- 3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation**
- 4. Officer of the Year Presentation by the Wisconsin Rapids Police Department**
- 5. Reading of the Minutes of the Previous Meeting held on February 21, 2023 (See Attachment #1)**
- 6. Consider for adoption a Resolution Authorizing the City of Wisconsin Rapids to File Objections Concerning Verso Corporation d/b/a Verso Minnesota Wisconsin, LLC Manufacturing Real Property Assessment (See Attachment #2)**
- 7. Consider for adoption a Resolution for No Mow May (See Attachment #3)**
- 8. Discuss and set April business and reorganizational Council meetings**
- 9. Consider for Adoption the Actions of the Planning Commission at its meeting held on March 6, 2023:**
  1. Approval of the report from the February 6, 2023, Plan Commission meeting
  2. PLAN-22-000177; James Gannigan – request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366).
  3. 23-000081; The Hannah Center, Inc. – public hearing and action on a request for a conditional use permit to operate a temporary residential shelter at 1320 Pepper Avenue (Parcel ID 3412666)
  4. 23-000100; TWAS Properties, LLC. – request for a site plan and architectural review to construct a car wash at 1110 East Riverview Expressway (Parcel ID 341176A)
  5. 23-000083; City of Wisconsin Rapids – public hearing and action on a request to permanently zone four recently annexed parcels located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) to B-5 Mixed Use Commercial district
  6. 23-000095; City of Wisconsin Rapids – request for site plan review to establish a dog park at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) and Parcel ID Numbers 3410668 and 3410669
- 7. 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 7, 2023:**
    1. Call to Order
    2. Consider a request from the Wisconsin Rapids Fire Department to approve the funding for the Station II Remodel

3. Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave
4. Review and consider for approval the 2023 Humane Society contract
5. Audit of the bills
6. Set next meeting date
7. Adjournment.

**B. Finance and Property Committee meeting held on March 9, 2023:**

1. Call to order
2. Review dog park fence bid results and consider bid award
3. Adjournment.

**C. Public Works Committee meeting held on March 7, 2023:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review the 2023 Asphalt Paving Contract bid results and consider awarding the contract to the low, qualified bidder.
4. Review the 2023 Concrete Contract for Reconstruction Projects and consider awarding the contract to the low, qualified bidder.
5. Review the 2023 Crushing Contract and consider awarding the contract to the low, qualified bidder.
6. Review and consider installing sidewalk on the east side of 16<sup>th</sup> St S between E Riverview Expressway and 1,075 feet south.
7. Review the Wisconsin Rapids Rail Feasibility Study.
8. Review the concept drawings for Lincoln Street between E Riverview Expressway and E Grand Ave proposed for reconstruction in 2024.
9. Review referral list
10. Set Next Meeting Date
11. Adjourn

**D. Human Resources Committee meeting held on March 9, 2023:**

1. Call to order
2. Update on City Hall hours
3. Update on Wage Study
4. HR Update
  - a. Seasonal Positions
5. Adjournment

**E. Committee of the Whole meeting held on March 9, 2023:**

1. Call to order
2. Review and discuss the Wisconsin Rapids Rail Feasibility Study
3. Adjourn.

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

1. McMillan Memorial Library Board of Trustees held January 18; Building and Grounds Committee held February 8; Finance Committee held February 8, 2023
2. South Wood County Airport Commission held February 2, 2023
3. Police and Fire Commission held February 8, 2023
4. Wastewater Treatment Commission held February 8 and March 8, 2023
5. Water Works and Lighting Commission held February 8, 2023

Department Reports for February 2023:

6. Engineering Department
7. Public Works Department
8. South Wood County Airport Commission
9. Wastewater Treatment Plant
10. Wisconsin Rapids Fire Department
11. Wisconsin Rapids Police Department

12. Referrals to Committees

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

- a. In closed session, the Council may discuss negotiations and strategy regarding a new wastewater services agreement with the Village of Biron and also litigation strategy regarding litigation with the Village of Biron.

The Council will return to open session

14. Consider and take action on the issuance of an order to the Village of Biron under Section 8.18(4) of the Municipal Code for a violation of the Sewage Regulations for nonpayment of sewer use fees

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

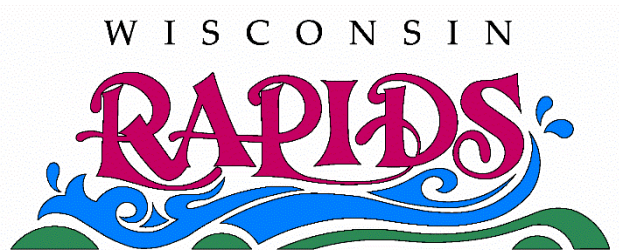
- a. In closed session, the Council may discuss negotiations and strategy and may consider a settlement agreement regarding Wood County Circuit Court Case No. 19-CV-190, Ronald Bohn vs. City of Wisconsin Rapids, et al.

The Council may return to open session, or may adjourn in closed session. If the Council returns to open session, the Council may take action on approving a settlement agreement regarding the aforementioned litigation.

16. 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 21, 2023

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, February 21, 2023, at 6:04 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

#### 1. Call to Order

Mayor Blaser called the meeting to order at 6:04 p.m.

#### 2. Roll Call

Roll call indicated that all alderpersons were present, except Alderperson Delaney, who was excused:

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

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

Mayor Blaser invited all present to stand for the Pledge of Allegiance and a moment of silent prayer in lieu of an invocation.

#### 4. Reading of the Minutes of the Previous Meeting held on January 17, 2023

It was moved by Bemke, seconded by Veneman to dispense with a reading and accept the minutes of the previous meeting. Motion carried, 7 ayes and 0 nays:

<u>Alderperson</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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

#### 5. Consider for approval a special ordinance annexing city-owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5)

It was moved by Evanson, seconded by Zacher to approve a Special Ordinance annexing city-owned territory, including right-of-way, totaling 3.975 acres in size from the Town of Grand Rapids, located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279,



0700279B, 0700279A, and 0700278), and to temporarily zone the parcels Mixed Use Commercial district (B-5).  
 Motion carried, 7 ayes and 0 nays. Ordinance No. 1335:

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

6. Presentation by the Community Development Department on the Public Art and Creative Placemaking Plan  
 Carrie Edmonson from the Community Development Department gave a presentation on the Public Art and Creative Placemaking Plan. No action was taken on this item.

7. Public hearing and action on a request from Immanuel Church and School for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24<sup>th</sup> Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24<sup>th</sup> Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification.

**This item was withdrawn. No action was taken.**

8. Consider for Adoption the Actions of the Planning Commission at its meeting held on February 6, 2023:

Date of Meeting: February 6, 2023

Reported to Council: February 21, 2023

The Planning Commission met at 4:00 p.m. on February 6, 2023 in the Council Chambers at City Hall.

Members present included Chairperson Shane Blaser, Lee Thao, Eric Daven, Ryan Austin, Susan Feith and Ben Goodreau; Thad Kubisiak was absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderspersons Dennis Polach and Jay Bemke, Tom Richards as well as several other attendees as listed on the sign-in sheet.

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

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

Motion by Austin to approve the report from the January 9, 2023 Plan Commission meeting; second by Feith.  
 Motion carried (5 – 0)

Ben Goodreau joined the meeting.

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

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

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

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

1. Proper signage shall be installed identifying vehicle directions.
2. A permanent parking agreement detailing the off-site parking and the shared parking must be submitted to the City Attorney for approval.
3. A copy of the approved parking agreement must be submitted and recorded in the Wood County register of deeds and a copy must be filed with the Community Development Director.
4. An easement shall be recorded for Parcel No. 3411868 permitting pedestrian ingress and egress for travel between Parcel No. 3411869 and Parcel No. 3411865 and filed with the Community Development Director.
5. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 footcandles at the neighboring residential property line.

6. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.
7. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
8. All applicable permits through the City shall be obtained.
9. Community Development Department staff shall have the authority to approve minor modifications to the plans.

Second by Austin. Motion carried (6 – 0)

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

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

Public hearing opened at 4:23 p.m.

Speaking in favor:

-Tom Richards, Cool Investment LLC

-Bruce King, 1111 20<sup>th</sup> Place

Speaking against: none

Public hearing closed at 4:27 p.m.

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

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

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

Second by Daven. Motion carried (6 – 0) **Resolution No. 3 (2023)**

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

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

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

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

Second by Austin. Motion carried (6 – 0)

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

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

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

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

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

Second by Thao. Motion carried (6 – 0)

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

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

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

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

Second by Austin. Motion carried (6 – 0)

7. Immanuel Lutheran Church and School – 23-000032: action on a request for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24<sup>th</sup> Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24<sup>th</sup> Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification

*Item withdrawn; no action taken.*

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

*Item withdrawn; no action taken.*

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

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

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

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

Second by Daven. Motion carried (6 – 0)

10. Adjourn

Motion by Thao to adjourn; second by Daven. Motion carried (6 – 0). Meeting adjourned at 5:09 p.m.

**It was moved by Austin, seconded by Zacher to approve and adopt the actions of the Commission. Motion carried, 7 ayes and 0 nays:**

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

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

## A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON FEBRUARY 7, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: February 7, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, February 7, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](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.

## 1. Call to Order

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

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

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

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

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

## 4. Audit of the bills

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

## 5. Set next meeting date

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

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

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

It was moved by Veneman, seconded by Zacher to go into closed session. Roll call vote was taken. All members voted in the affirmative. Motion carried, 3-0, and the Committee went into closed session. In closed session, the Committee discussed a request from the Buckley Baldwin VFW Post 2534 to consider the sale of a vacant City-owned parcel located at an unaddressed parcel at the northeast corner of West Riverview Expressway and 5<sup>th</sup> Avenue North (Parcel ID 3400452)

## 7. The Committee will return to open session

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

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

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

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

Motion carried, 3-0.

## Attachment #1

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

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

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

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

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

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

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

12. Adjournment

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

**It was moved by Bemke, seconded by Veneman to approve and adopt the actions of the Committee. Rayome requested that item #8 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #8 out for separate vote. No objection was made, and the motion was so amended.**

**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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Regarding item #8, it was moved by Veneman, seconded by Bemke to approve this item as presented. Motion carried, 6 ayes and 1 nay:

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

**B. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON FEBRUARY 14, 2023:**

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: February 14, 2023

## Attachment #1

Reported to Council: February 21, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, February 14, 2023 in the first-floor conference room at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](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 Rayome, Alderperson Polach, Jake Klingforth, Joe Eichsteadt and Tim Desorcy.

1. Call to Order

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

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

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

3. Adjourn

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

**It was moved by Veneman, seconded by Evanson to approve and adopt the actions of the Committee.**

**Motion carried, 7 ayes and 0 nays:**

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

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON FEBRUARY 6, 2023:

Ryan Austin, Chairperson

Sheri Evanson, Vice-Chairperson

Dennis Polach

Date of Meeting: February 6, 2023

Reported to Council: February 21, 2023

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

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

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

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

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

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

**Ordinance No. MC 1336**

5. Review the Wisconsin Rapids Rail Feasibility Study.

Because the Rail Feasibility Study was not submitted to the City until just prior to Public Works Committee Meeting, staff had no opportunity to review and present on the report. City staff proposed to discuss the report at the next Public Works Committee Meeting in March. To allow for a more in-depth discussion of the report, however, it has been proposed to hold a Committee of the Whole meeting to further discuss

## Attachment #1

the Rail Feasibility Study. No date/time has yet been set. The proposed meeting will fall after next month's Public Works Committee Meeting and before next month's City Council Meeting.

6. Review referral list.

The referral list was reviewed and updated.

7. Set next meeting date.

Next meeting was set for Thursday, March 2<sup>nd</sup>, 2023 at 5pm.

8. Adjourn

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

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

### D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON FEBRUARY 7, 2023:

Jay Bemke, Chairperson

Patrick J. Delaney, Vice-Chairperson

Tom Rayome

Date of Meeting: February 7, 2023

Reported to Council: February 21, 2023

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

1. Call to order

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

2. Update on City Hall Hours.

Discussion took place, no action taken.

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

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

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

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

4. Adjournment.

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

**It was moved by Bemke, seconded by Rayome 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

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

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

Department Reports for January 2023:

7. Engineering Department
8. Public Works Department
9. Wastewater Treatment Plant
10. Wisconsin Rapids Fire Department
11. Wisconsin Rapids Police Department

It was moved by Evanson, seconded by Zacher to place the reports on file. 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	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## 11. Referrals to Committee

No referrals were received.

## 12. Adjournment

It was moved by Rayome, seconded by Zacher to adjourn. Motion carried, 7 ayes and 0 nays, and the meeting adjourned at 6:51 p.m.:

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

Respectfully submitted,

Jennifer M. Gossick, City Clerk

RESOLUTION NO. \_\_\_\_\_ (2023)

**CITY COUNCIL RESOLUTION  
AUTHORIZING THE CITY OF WISCONSIN RAPIDS  
TO FILE OBJECTIONS CONCERNING  
VERSO CORPORATION d/b/a VERSO MINNESOTA WISCONSIN, LLC  
MANUFACTURING REAL PROPERTY ASSESSMENT**

**WHEREAS**, Verso Corporation owns multiple industrial properties within the City of Wisconsin Rapids ("the Subject Properties") classified as Manufacturing Property and were assessed for the 2022 assessment year by the Wisconsin Department of Revenue, Manufacturing Division; and

**WHEREAS**, the Wisconsin Department of Revenue State Board of Assessors has recently denied the request by Verso to decrease the 2022 real property assessments of its industrial properties located in the City and it is expected that Verso will appeal that denial to the Wisconsin Tax Appeals Commission; and

**WHEREAS**, the City seeks to protect the interest of all taxpayers in its jurisdiction to ensure that the Subject Properties are assessed correctly and fairly and equitably in proper relationship to other taxable properties in the City for each tax year;

**NOW THEREFORE BE IT RESOLVED** that the City shall file appeals with the Wisconsin Tax Appeals Commission ("TAC") as an intervenor for all prior tax years currently pending before the TAC and as an appellant for the 2022 tax year relative to the Manufacturing Real Estate Assessments at issue for the Subject Properties.

**BE IT FURTHER RESOLVED** that this resolution shall also pertain to future year assessments of the subject properties that are appealed before the Wisconsin Department of Revenue and/or the TAC if it is determined that any such appeals should be filed on the City's behalf; and

**BE IT FURTHER RESOLVED** that the City's legal counsel, Amy R. Seibel of Seibel Law Offices, LLC, is hereby appointed and designated as agent and attorney for the City of Wisconsin Rapids to complete, sign, and file such appeals and/or cross appeals or motions to intervene with the Wisconsin Tax Appeals Commission on behalf of the City of Wisconsin Rapids relative to any open or pending tax appeals of the Subject Properties and to take such other action, at the request of the City, pertaining to subsequent tax year assessments.

***Considered and adopted this \_\_\_\_ day of March, 2023.***

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

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

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

**CITY OF WISCONSIN RAPIDS**  
**RESOLUTION No. \_\_\_\_\_ (2023)**

**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 in the City of Wisconsin Rapids in consideration of the No Mow May program, to voluntarily delay homeowner lawn care practices until June 7, 2023, 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 in the City of Wisconsin Rapids in consideration of the No Mow May program.

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

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

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

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: March 6, 2023

### Report #1

The Planning Commission met at 4:00 p.m. on March 6, 2023 in the Council Chambers at City Hall. Members present included Ryan Austin, Lee Thao, Eric Daven, Susan Feith, Ben Goodreau and Thad Kubisiak; Ryan Austin served as Chairperson. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson as well as several other attendees as listed on the sign-in sheet. Rick Katz attended via Zoom. The meeting was called to order at 4:00 p.m.

**1. Approval of the report from the February 6, 2023, Plan Commission meeting**

Motion by Goodreau to approve the report from the February 6, 2023, Plan Commission meeting; second by Daven.

Motion carried (6 – 0)

**2. PLAN-22-000177; James Gannigan – request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366).**

Carrie Edmondson provided a brief synopsis of the request. Approval was recommended with the conditions outlined in the staff report. One person called the Community Development Department stating that they were in support of the project.

Susan Feith inquired about the building location and Eric Daven asked about fencing requirements, to which Ms. Edmondson replied.

Motion by Goodreau to approve PLAN-22-000117, request for a site plan review to construct a Hawaiian Tanning Studio at 620 Airport Avenue (Parcel ID 3413366), subject to the following conditions:

- a. A stormwater management plan that details swales and/or depression locations must be submitted to the Engineering Department prior to obtaining building permits.
- b. Sidewalk shall be installed along the length of Airport Avenue to the specification of the Engineering Department.
- c. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines and 0.1 foot-candles at neighboring residential property lines.
- d. Development has not been permitted in the nearby floodplain and any improvements shall meet floodplain standards within the Zoning Ordinance.
- e. Applicable permits through the City shall be obtained.
- f. Community development department shall have the authority to approve minor modifications to the plans.
- g. A privacy fence shall be installed along the west property line the length of the residential property located directly adjacent to the west.

Second by Daven

Motion carried (6 – 0)

Jane Przychocki representing the applicant presented the Commission with documents referring to Constitutional rights.

3. **23-000081; The Hannah Center, Inc.** – public hearing and action on a request for a conditional use permit to operate a temporary residential shelter at 1320 Pepper Avenue (Parcel ID 3412666).

Kyle Kearns provided background information and a review of the request. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 4:14 p.m.

Speaking in favor:

-Brian Spranger, 1730 Bobolink Ct, Town of Grand Rapids

-Christy Nievinski, 3930 Cliff St, Wisconsin Rapids

Speaking against: none

Kyle Kearns noted that Dan Kositzke of 1211 Pepper Avenue called the office to state that he was neither against or in favor of the request at this time but is wary of future expansion.

Public hearing closed at 4:20 p.m.

Susan Feith asked about the hours and staffing of the facility to which Christy Nievinski responded.

Motion by Goodreau to approve the request for a conditional use permit to operate a temporary residential shelter at 1320 Pepper Avenue (Parcel ID 3412666), subject to the following conditions:

- a. Approval of the conditional use permit shall include the marking of ten on-site parking spaces and one ADA-approved parking space.
- b. Any proposed parking lot reconstruction shall include appropriate surfacing, marking, drainage, and landscaping, and stormwater management to be reviewed and approved by the Community Development Department.
- c. The number of residents shall not exceed 15 at one time.
- d. Any trash containers located outside shall be concealed or suitably screened from public view, to be reviewed and approved by the Community Development Department.
- e. Applicable building permits though the City shall be obtained.
- f. Community Development staff shall have the authority to approve minor modifications to the plans.

second by Kubisiak.

Motion carried (6 – 0)

4. **23-000100; TWAS Properties, LLC.** – request for a site plan and architectural review to construct a car wash at 1110 East Riverview Expressway (Parcel ID 341176A).

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

Mr. Kubisiak asked staff about the exit location for the facility and members Feith and Daven inquired about signage; Carrie Edmondson, Kyle Kearns and the applicant replied. Member Kubisiak also inquired about water laterals to which Mr. Kearns responded.

Motion by Goodreau to approve the request for a site plan and architectural review to construct a car wash at 1110 East Riverview Expressway (Parcel ID 341176A), subject to the following conditions:

- a. Directional signage must be installed to identify one-way and two-way drive aisles.
- b. The accessory building and refuse enclosure shall match the design and colors of the primary building.
- c. A final landscaping plan, meeting all applicable requirements, shall be submitted for review and approval by the Community Development Department.
- d. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines.
- e. Applicable permits through the City shall be obtained.
- f. Community development department shall have the authority to approve minor modifications to the plans.

Second by Austin

Motion carried (6 – 0)

5. **23-000083; City of Wisconsin Rapids** – public hearing and action on a request to permanently zone four recently annexed parcels located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) to B-5 Mixed Use Commercial district.

Mr. Kearns provided a review of the request. Approval was recommended by staff.

Public hearing opened at 4:35 p.m.

Speaking in favor: Bruce King of 1111 20<sup>th</sup> Place, Wisconsin Rapids

Mr. Kearns indicated that an e-mail was received from Ken and Sara Reeves, 2331 Saratoga Street indicating that they were in favor of the request.

Speaking against: none

Public hearing closed at 4:37 p.m.

Motion by Austin to approve the request to permanently zone four recently annexed parcels located at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) to B-5 Mixed Use Commercial district; second by Daven.

Motion carried (6 – 0)

6. **23-000095; City of Wisconsin Rapids** – request for site plan review to establish a dog park at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) and Parcel ID Numbers 3410668 and 3410669.

Kyle Kearns summarized item 23-000095; staff supports the use and recommended approval.

Commissioners inquired about refuse, park maintenance, fencing, budget, asphalt, and curb and gutter to which Mr. Kearns responded. Bruce King asked about park hours and lighting and Kyle Kearns replied.

Motion by Goodreau to approve the request for site plan review to establish a dog park at 2420 Saratoga Street, 2440 Saratoga Street, 2540 Saratoga Street, and 2620 Saratoga Street (Town Parcel ID Numbers 0700279, 0700279B, 0700279A, and 0700278) and Parcel ID Numbers 3410668 and 3410669; second by Feith.

Motion carried (6 – 0)

**7. Adjourn**

Motion by Kubisiak to adjourn; second by Thao.

Meeting adjourned at 4:46 p.m.

Respectfully Submitted by Erika Esser, Secretary



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

**[CONDITIONAL USE PERMIT – 1320 PEPPER AVENUE (PARCEL ID 3412666) – TEMPORARY RESIDENTIAL SHELTER]**

**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 1320 Pepper Avenue (Parcel ID 3412666), and described as C-WIS RAPIDS THE E 300' OF W 630' OF S 270' OF N 300' OF NESE SEC 20-22-6E, EXC N 5' FOR ST. AND THE S 135' OF N 165' OF E 300' OF W 330' OF NESE; EXC WCCSM 1769 & EXC N 5' FOR ST, NKA LOT 2 WCCSM 8628, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to operate a temporary residential shelter, subject to the attached plans and the following conditions:

1. Approval of the conditional use permit shall include the marking of ten on-site parking spaces and one ADA-approved parking space.
2. Any proposed parking lot reconstruction shall include appropriate surfacing, marking, drainage, and landscaping, and stormwater management to be reviewed and approved by the Community Development Department.
3. The number of residents shall not exceed 15 at one time.
4. Any trash containers located outside shall be concealed or suitably screened from public view, to be reviewed and approved by the Community Development Department.
5. Applicable building permits though the City shall be obtained.
6. 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

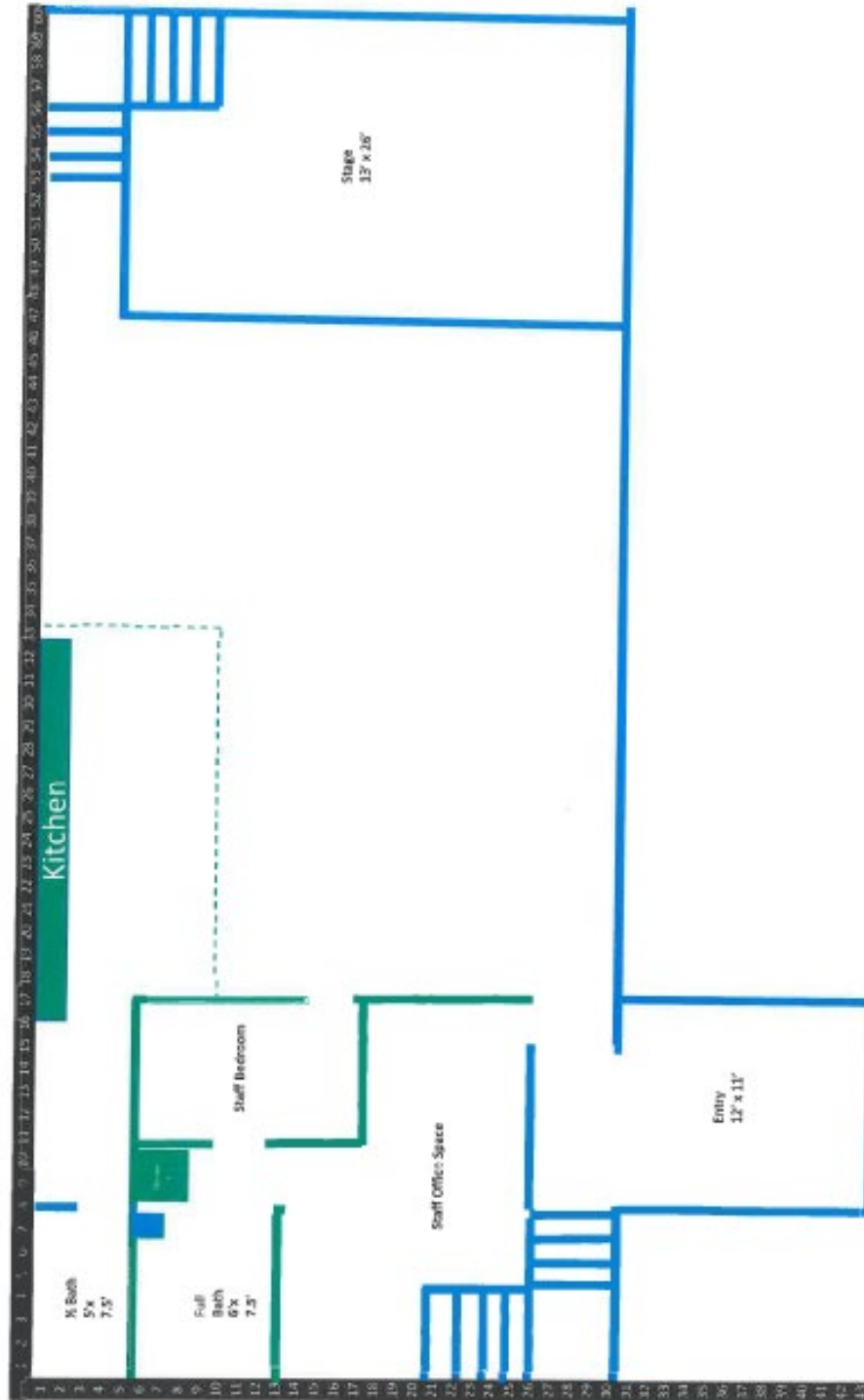
\_\_\_\_\_  
Jennifer M. Gossick, City Clerk

ADOPTED:

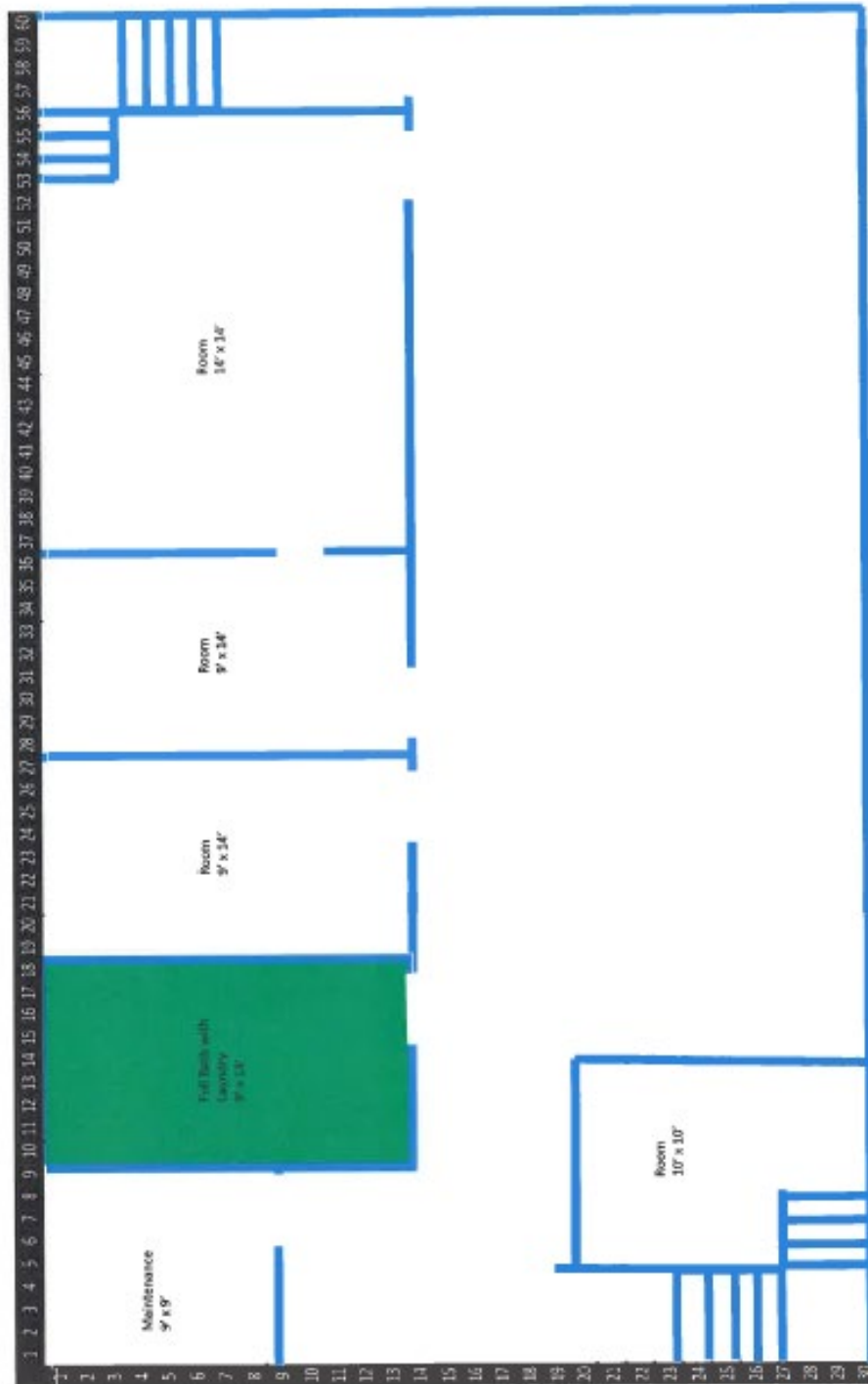
APPROVED:

PUBLISHED:

## Phase 1 Proposed - Main Floor



# Phase 1 Proposed – Lower Level





**Report of the Finance and Property Committee**

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

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

The Finance and Property Committee met at 4:02 p.m. on Tuesday, March 7, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](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.

1. Call to Order

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

2. Consider a request from the Wisconsin Rapids Fire Department to approve the funding for the Station II Remodel

**It was moved by Bemke, seconded by Veneman to approve funding for the Station II Remodel. Motion carried, 3-0.**

3. Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave

**It was moved by Zacher, seconded by Veneman to approve a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8th St S & Wood Ave. Motion carried, 3-0.**

4. Review and consider for approval the 2023 Humane Society contract

**It was moved by Veneman, seconded by Bemke to approve the 2023 Humane Society contract in the amount of \$76,500. Motion carried, 3-0.**

5. Audit of the bills

**This item will be considered at the April Finance and Property Committee meeting. No action was taken.**

6. Set next meeting date

**The next regular Committee meeting is set for Tuesday, April 11, 2023 at 4:00 p.m.**

7. Adjournment

**It was moved by Bemke, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:25 p.m.**

Respectfully submitted,

Jennifer M. Gossick, City Clerk



## Finance & Property Committee

**Date of Request:** 2/23/23

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review and consider a Highway Safety Improvement Program grant request for pedestrian crossing enhancements at 8<sup>th</sup> St S & Wood Ave.

**Background information:** In accordance with the City of Wisconsin Rapids Grant Management Policy, grants with >\$25,000 amounts need to be approved by the Finance & Property Committee.

The Public Works Committee approved proceeding with a grant application in December of 2022.

**Options available:** The application process does not commit the City to pursue the project to completion. If the project is approved the City would then propose a budget to support the local match as part of the normal budget process.

**Staff recommendation:** Staff recommend proceeding with the grant application process.

**Action you are requesting the committee take:** Approve the grant request for pedestrian crossing enhancements at 8<sup>th</sup> St S & Wood Ave.

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



(EXIST.) SIDEWALK

12" STOP LINE

(EXIST.) 12" MOUNTABLE CURB

53+00

.00

 $\infty$ 

51+00

12" STOP LINE

(EXIST.) DRIVEWAY

18" TYPE A CURB

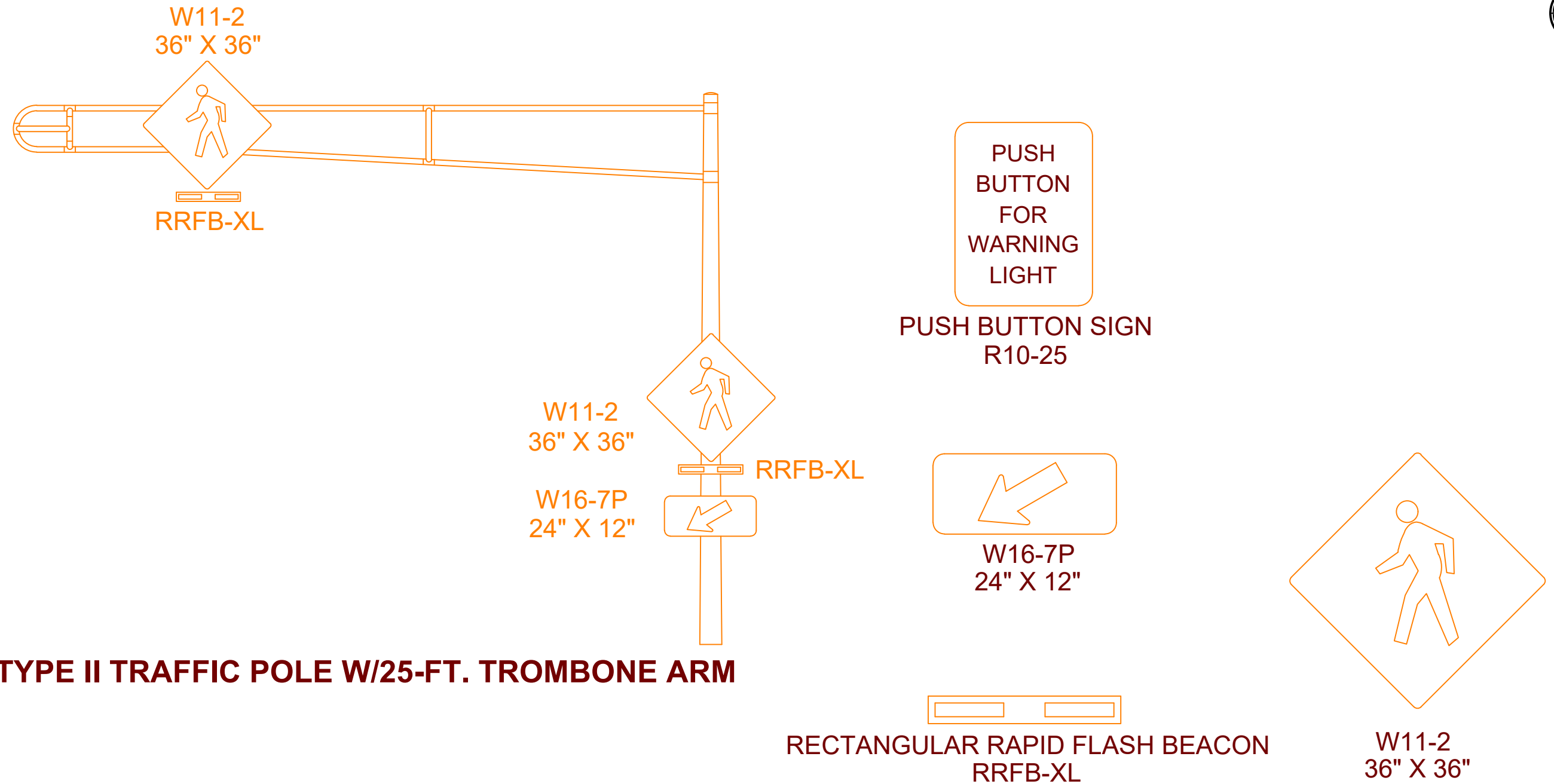
– CURB RAMP TYPE 5 W/DETECTABLE WARNING FIELD

(EXIST.) DRIVEWAY

(EXIST.) SIDEWALK

— CURB RAMP TYPE 7B W/DETECTABLE  
WARNING FIELD  
30" TYPE A CURB

DRAWING FILE - S:\Engineering\Traffic\8th and Wood Crosswalk\8th St & Wood.dwg



**TYPE II TRAFFIC POLE W/25-FT. TROMBONE ARM**

PROJECT: HSIP Pedestrian Crossing Application 2022

LOCATION: 8th St S (CTH 13) and Wood Ave

ENGINEERING DEPARTMENT  
444 WEST GRAND AVENUE  
WISCONSIN RAPIDS, WI 54495  
PHONE 715-421-8205 / FAX 715-421-8291



DRAWN BY: APK

PLOT DATE: 11/28/22

SCALE: 1" = 20FT.

SHEET 02 OF 02



W I S C O N S I N



# 2023 City of Wisconsin Rapids Grant Request Form

Upon the Department completing the grant application assessment as outlined in the Grant Management Policy, the Department will prepare the grant application according to the grantor's guidelines and requirements and complete this Grant Request Form. The completed documents will be delivered to the Finance Director and the appropriate approval process will be determined. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in the Grant Management Policy.

Date	
Department	
Department Grant Project Manager	

Grant Program Name		Application Deadline	
Granting Agency Name		Grant Amount	
Agency Contact		Agency Phone No.	

Source of Funds					
Federal	State (Federal Pass-thru)	State	Other	Local Match	Total Grant Project Budget
If source of funds is either Federal or State (Federal Pass-thru), please provide the appropriate Federal Grant Catalog of Federal Domestic Assistance (CFDA) number					CFDA#
If local match is required, are funds available in the department budget?	Yes	No	If yes, identify budget line item	Name	
				Account No.	

Please provide a concise description of the grant and potential sources of local match if funds are not available in department budget

Grant Accounting (Completed by Finance Department)			
Grant Revenue Account No.		Grant Expenditure Account No.	
Budget Resolution Required?	Yes	No	If a budget resolution is required please attach
			Date Approved

Grant Request Approvals (Level of approval governed by the Grant Management Policy)			
Department Head - * reference signature guarantee below	Name	Signature	Date
Finance Director	Name Timothy J. Desorcy	Signature	Date
Mayor	Name Shane Blaser	Signature	Date
Finance Committee Approval (Attach minutes)	Date	Common Council Approval	Date

\* **Department Head Signature Guarantee** - By signing the City of Wisconsin Rapids Grant Request Form you guarantee to abide by all elements of the attached City's Grant Management Policy dated 01/16/2018 and the terms and conditions of the grant identified above.



# Finance Department

## City of Wisconsin Rapids Grant Management Policy

### Purpose

It shall be the policy of the City of Wisconsin Rapids to identify and apply for grants that provide additional financial resources to the City in carrying out its core services, along with specific initiatives identified by the City Council. Grants applied for must adhere to this policy, be financially feasible to the City's operation, and should not create a financial burden by virtue of funding match requirements. Because grant funding allows the City to leverage local public funds in order to extend and enhance the services it offers to the community, the impact of grant funding upon the City is significant, with the process of grants administration and management a critical and important function.

The purpose of this Policy is to establish internal controls and guidelines for the application, financial and reporting administration for all, regardless of the amount, grants awarded to the City of Wisconsin Rapids and to assist in providing accurate and complete disclosure of the program reporting and financial results of each grant.

This policy applies to all grant applications or requests for funds for which the City of Wisconsin Rapids is the applicant or for which the City is required to act as the sponsor. This is a city-wide policy affecting all persons and departments that research, apply for, and/or manage grants. When the City applies for and receives a grant, it agrees to administer the funding according to the granting agency's (grantor) terms and conditions. Reporting and accounting properly for grant expenditures and providing program documentation and evaluation is critical to the City's success in receiving and maintaining grant awards.

### Grant Application Procedures

The department considering an application for a grant is responsible for performing a grant application assessment, in which the following factors shall be evaluated. The assessment shall be done well in advance of grant submission due dates to avoid last minute delays or problems that could cause the grant deadline to be missed.

Grant Application Assessment:

#### (1) Financial

- i. Total anticipated project cost
- ii. Matching requirements (both financial and in-kind) and sources
- iii. Program income considerations
- iv. Staffing requirements
- v. Verify and document the source of the grant funds – Federal (direct), Federal (pass-thru), State, and local.
- vi. Federal Funds – Obtain the applicable Catalog for Federal Domestic Assistance (CFDA) number
- vii. Documentation of a clear continuation plan. It is required that departments develop continuation plans (plans for sustaining grant funded programs if funding is reduced or terminated) prior to applying for grants, which reflect the potential loss of funding and the subsequent loss of grant funded positions or program components. Departments must plan responsibly for either termination or reduction of the program or seek to secure alternative sources of funding.

#### (2) Programmatic

- i. Alignment with City's and/or department's strategic goals and priorities
- ii. Provision or expansion of services to address critical needs
- iii. Department's capacity to administer the financial and administrative aspects of the grant

Upon the Department completing the grant application assessment, the Department will prepare the grant application as outlined by the grantor's requirements and complete the Grant Request Form. The completed documents will be delivered to the Finance Director and the appropriate approval process will be determined. No grant applications shall be submitted to the funding agency or organization without the prior approvals defined in this policy.

Departments shall adhere to the following grant application approval requirements.

<b>Grant Application Scenario</b>	<b>Department Head</b>	<b>Finance Director</b>	<b>Mayor</b>	<b>Finance and Property Committee</b>
<b>Grants \$5,000 or less</b>				
No local match is required	X	X		
Local match can be found within the Department's adopted budget	X	X	X	
The Department cannot identify funds within its adopted budget to offset 100% of the local match	X	X	X	X
There is no continuing commitment of local funds beyond the grant period	X	X	X	
A continuing commitment of local funds beyond the grant period	X	X	X	X
<b>Grants more than \$5,000 but less than \$25,000</b>				
No local match is required	X	X	X	
Local match can be found within the Department's adopted budget	X	X	X	X
The Department cannot identify funds within its adopted budget to offset 100% of the local match	X	X	X	X
There is no continuing commitment of local funds beyond the grant period	X	X	X	X
A continuing commitment of local funds beyond the grant period	X	X	X	X
<b>Grants \$25,000 or more</b>	X	X	X	X

## Post-Award Procedures

Department heads are accountable for all grants within their departmental jurisdiction. In cases where more than one department is responsible for the grant, a lead department shall be designated for accountability. Each department that applies for and/or receives grant funding shall:

- (1) Designate a grant project manager for every grant awarded to the department
- (2) Implement awarded grant projects according to the terms and conditions of each grant award.
- (3) Ensure invoices and/or personnel costs are for legitimate expenditures and allowable costs per the terms of the grant agreement. As part of the expenditure approval, the grant project manager shall note on the invoice that item purchased or service performed is a grant eligible expenditure.
- (4) Ensure that all project managers know how to designate project expenditure account numbers to ensure accuracy and submit regular grant drawdown requests to the funding agency in coordination with the Finance Director.
- (5) Ensure that project reporting requirements and deadlines for submission are met.
- (6) Maintain a grant project file that contains all required support documentation to meet reporting/audit requirements. The grant project file shall consist of, at a minimum, the following documents:
  - i. Completed Grant Request Form
  - ii. Completed and properly approved grant application
  - iii. Authorized and executed grant agreement and/or contract

- iv. Authorized and executed grant agreement and/or contract amendments
- v. Grant reimbursement/drawdown requests to the funding agency. All documentation supporting eligible grant expenditures will be attached to the request including the appropriate procurement documentation.
- vi. Documentation of any required in-kind match requirements
- vii. Documentation of the achievement of grant goals and objectives (i.e. job creation, performance objectives, etc.)
- viii. Applicable Davis-Bacon documentation
- ix. Any required periodic grant reports to the funding agency and/or organization
- x. Any required grant close-out reports
- xi. Any correspondence with the funding agency and/or organization

All grant agreements and/or contracts will be executed by the City of Wisconsin Rapids Mayor and a copy of the executed contract will be delivered to the Finance Director. In addition, the Finance Director will review all grant drawdown requests before they are submitted to the funding agency and/or organization.

## Procurement Policies and Procedures

Departments should follow the grantor's policies and procedures for all practices including procurement for the selection of contractors and vendors. If grant applications have special conditions regarding procurement it should be noted on the Grant Request Form. Absent of any specific procurement requirements dictated by the grant agreement or if federal, state and/or grantor's procurement requirements are less restrictive; the following thresholds should be adhered to:

Supplies and Services	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 - \$150,000
Bid Specifications	Not required for purchases under \$150,000				
Solicitation of Bids, Proposals and Quotes	Encouraged	2 or more written quotes			
	Public bid is required for purchases over \$150,000				
Advertising and Notice	Not required				
Approval / Award - Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director
Purchase Order (Obtained from the Finance Department) -	Not required				Required

Public Construction	Under \$2,999	\$3,000 - \$4,999	\$5,000 - \$9,999	\$10,000 - \$24,999	\$25,000 and Over
Bid Specifications	Not required		Written specifications required		
Solicitation of Bids, Proposals and Quotes	Encouraged	2 or more verbal or written quotes		3 or more written quotes	Public Bid
Advertising and Notice	Not Required		Class 1 notice before contract is executed		Class 2 notice
Approval / Award – Unless a contract is approved by the Common Council	Department Head				Mayor or Finance Director
Purchase Order (Obtained from the Finance Department)	Not required				Required

**Sole-Source Procurement** – Sole-source procurements are only permissible when a reasonable investigation shows that there is only one practicable source for the required supply or service. The determination that only one practicable source exists must be documented in grant project file.

**Public Construction Public Bid Process** – For public construction projects over \$25,000, a class 2 notice will be published and all contractors will be required to complete the City of Wisconsin Rapids Bid Packet (see attachment). The submitted bid packets will be reviewed by the Engineering Department and the City Engineer and/or the Public Works Director will approve the contractor as a qualified bidder. At the bid opening, the contract award will be based on lowest qualified bidder and approved by the Common Council.

**Procurement of Professional Services** - The general project scope is developed by the City and invitations to submit proposals are sent to consulting firms the City believes may be qualified to do the work and/or a general request for proposals is published. Having at least two proposals has been the minimum required for review and efforts are always made to have more than two.

Proposals are reviewed by the Director of Public Works, City Engineer, staff delegates, and/or ad-hoc committee appointed by the Mayor or City Council that has an understanding of the project and is capable of performing an evaluation. In order of importance, the following is evaluated:

1. The scope proposed by the consulting service provider is identified, complete, and consistent with the scope requested.
2. The qualifications of the consulting service provider are evaluated to insure they are capable of performing the work defined in the project scope. Qualification evaluation includes the project staff's education, training, experience, past-performance, capabilities, personnel, and workloads.
3. The cost of the proposal is evaluated to determine the value of the services proposed is representative of the scope of work to be performed.

The evaluation process is documented in the grant project file and a recommendation is then presented to the City Council for review and approval.

## **Grant Accounting**

### **Finance Department Responsibilities**

- (1) Upon review and approval of the grant application, the Finance Department will assign and set-up in the City's financial accounting system a revenue and expenditure account number that will be unique to that grant. These financial account numbers will be noted on the Grant Request Form.
- (2) The Finance Department will open any specific bank account that is required by the grant agreement and/or contract.
- (3) The Finance Director will review all grant drawdown requests before they are submitted to the grantor and verify that any grant expenditures that are being reimbursed are recorded in the appropriate expenditure account.
- (4) All grant proceeds received will be promptly deposited in the applicable bank account and recorded in the appropriate grant revenue financial account.
- (5) Issue regular reports on the status of grant-funded projects to departments and special reports when requested.
- (6) Maintain a "Schedule of Expenditures of Federal and State Awards"

## **Grant Closeout**

Upon completion of the grant term of each grant award, the grant project manager will review the grant project file to ensure that it contains all the necessary documentation that is required by both the grantor and this policy. The Finance Director will be notified that the grant project has been completed and is now considered closed and the grant project file will be delivered to the Finance Department placed in the City's official grant storage file.

## **Conflict of Interest**

Grant audit findings due to conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest and be just as damaging to the City's reputation and credibility as an actual conflict.

The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by and official or employee of the City.

No officer or employee of the City shall have any interest, financial or otherwise, direct or indirect, or have any arrangement concerning prospective employment that will, or may be reasonably expected to, bias the design, conduct, or reporting of a grant funded project on which a City official or employee is working.

It shall be the responsibility of the Grant Project Manager for each particular grant funded project to ensure that in the use of project funds, officials or employees of the City and nongovernmental recipients or sub-recipients shall avoid any action that might result in, or create the appearance of:

1. Using his or her official position for private gain
2. Giving preferential treatment to any person or organization
3. Losing complete independence of impartiality
4. Making an official decision outside official channels
5. Affecting adversely public confidence in the grant funded program in particular and the City in general

## **Audits**

The City of Wisconsin Rapids is subject to the Single Audit Act. A Single Audit encompasses the review of compliance with program requirements and the proper expenditure of funds by an independent Certified Public Accountant according to the standards of OMB Title 2 U.S. Code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

All findings are reported directly from the independent Certified Public Accountant to the City in the form of the Federal Awards and State Financial Assistance Report. If the Audit includes findings, the City will complete and submit to the independent Certified Public Accountant a corrective Action Plan.

*Adopted: 11/15/2016 Revised: 01/16/18*

**2023**  
**AGREEMENT FOR HUMANE SOCIETY SERVICES**  
**BETWEEN**  
**CITY OF WISCONSIN RAPIDS**  
**AND**  
**SOUTH WOOD COUNTY HUMANE SOCIETY, INC.**

THIS AGREEMENT made this 1<sup>st</sup> day of January, 2023, is by and between the City of Wisconsin Rapids, hereinafter "City", and South Wood County Humane Society, Inc., hereinafter "SWCHS".

WHEREAS, City has a need for animal shelter and other humane society services; and

WHEREAS, SWCHS operates and maintains an animal shelter for the confinement of stray and surrendered dogs and cats;

NOW THEREFORE, it is agreed by and between the parties as follows:

A. TERM

The term of this agreement shall be from January 1, 2023, through December 31, 2023.

B. SERVICES

1. SWCHS shall:

- a. operate in accordance with all state, federal and local laws regarding the operation of an animal shelter.
- b. receive animals found or located within City and brought to the shelter by City, City law enforcement, the Wood County Humane Officer, and the public.
- c. supply, feed, house, and care for all animals received pursuant to this agreement.
- d. perform stray pick-up services on public and private property, Monday through Saturday, 8:00 a.m. to 8:00 p.m. City shall retain animals between 8:00 p.m. and 8:00 a.m., and SWCHS shall pick up those animals at 8:00 a.m. Animals must be contained or tied before SWCHS will pick up.
- e. Regarding sections a.-d. above, SWCHS shall not be required to assist with feral, non-domesticated felines, i.e., "working cats" and "barn cats", due to inadequacies in housing, temperament rehabilitation, and proper medical services for these animals. SWCHS staff possess the ability to accurately evaluate behavior on scene or via pictures for any felines to determine their status.
- fe. provide on-duty personnel at the shelter during regular working hours.



- gf. accept fees and donations from the general public for all animals brought to the shelter by residents of municipalities with partial contracts, as well as euthanasia fees.
- hg. provide a fee schedule for reclamation, adoption, animal housing, emergency seizure, impoundment, and euthanasia.
- ih. make reasonable efforts to return impounded animals to the proper owner pursuant to City code.
- ji. comply with all provisions of City's municipal code, including City's dangerous animal ordinance.
- kj. cooperate with City officials, County Humane Officer, and City law enforcement on actions pertaining to animals and quarantine, and shall assist the City Attorney and City law enforcement in obtaining and presenting evidence in the civil or criminal prosecution of all violations of City ordinance or state law, pertaining to animal control.
- l. assist the City with the pet exemption permitting process, including residential visits and signing off on permits.

#### C. INSURANCE

1. SWCHS shall carry liability insurance with the following minimum coverage: \$1,000,000, combined with single limit bodily injury and property damage with City named as an additional insured. Said insurance must provide that City is to be notified by the insurance carrier not less than ten days before cancellation for nonpayment of premium or not less than sixty days for non-renewal. SWCHS shall forward copies of all insurance policies to City within 7 days of signing this agreement.
2. SWCHS does release, indemnify, and promise to defend and save harmless City, its elected officials, officers, employees, and agents, from and against any and all liability, loss, damages, expense, action, and claims, including costs and reasonable attorney fees incurred by City, its elected officials, officers, employees, and agents in defense thereof, asserting or arising directly or indirectly on account of or out of the performance of service pursuant to this agreement.

#### D. ACCOUNTABILITY

1. At the end of each quarter, SWCHS shall submit to City electronic reports reflecting the number of animals handled for City, broken down by address of their source, their disposition, along with a brief narrative highlighting the quarter's activities.
2. SWCHS shall make available for City inspection at any reasonable time all records relating to the services, inspection, care provided, reports, etc., for the services provided to City under this agreement.

E. CONSIDERATION

City shall pay to SWCHS ~~\$86,500.00~~ \$76,500.00 for the services provided by SWCHS to City during the term of this agreement.

F. GENERAL

1. The parties intend that an independent contractor relationship will be created between City and SWCHS by this agreement. No agent, employee, or representative of SWCHS shall be deemed to be an employee, agent, servant, or representative of City for any purpose, and the employees of SWCHS are not entitled to any of the benefits City provides for its employees. SWCHS will be solely and entirely responsible for its acts and for the acts of its agents, employees, servants, subcontractors, or otherwise during the performance of this agreement.
2. SWCHS is not an agent of City and does not have the authority to bind City to any fiscal or contractual obligation.
3. This agreement may not be assigned without prior written consent of the other party.
4. Nothing in this agreement is intended as a waiver of City's right or opportunity to rely upon the limitations and immunities contained within Wisconsin law, including Wis. Stat. §893.80 and 345.05; such limits, caps, and immunities are intended to be preserved by City and its agents, elected officials, officers and employees.

SOUTH WOOD COUNTY HUMANE SOCIETY, INC.

By: \_\_\_\_\_

Date: \_\_\_\_\_

CITY OF WISCONSIN RAPIDS

By: \_\_\_\_\_

Date: \_\_\_\_\_

W I S C O N S I N



## Report of the Finance and Property Committee

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

Date of Meeting: March 9, 2023  
Reported to Council: March 21, 2023

The Finance and Property Committee met at 4:30 p.m. on Thursday, March 9, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](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 present were Tom Rayome, Dennis Polach, Jake Klingforth, and Mayor Shane Blaser

1. Call to Order

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

2. Review dog park fence bid results and consider bid award.

**It was moved by Bemke, seconded by Veneman, to award the base bid to the lowest qualified bidder American Fence Company for \$49,548.85. Motion carried 3-0.**

3. Adjournment

**It was moved by Zacher, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:33 p.m.**

Respectfully submitted,

Shane E. Blaser, Mayor

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 3/7/2023  
Reported to Council: 3/21/2023

The Public Works Committee met on Tuesday, March 7<sup>th</sup>, 2023 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson, Dennis Polach, Tom Rayome, Jay Bemke, and Dean Veneman were in attendance. Others attending are listed below.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review the 2023 Asphalt Paving Contract bid results and consider awarding the contract to the low, qualified bidder.

American Asphalt was the sole bidder with a bid of \$410,960.30. Motion by Evanson, second by Polach to award the 2023 Asphalt Paving Contract to American Asphalt in the amount of \$410,960.30 . Motion carried (3-0).

4. Review the 2023 Concrete Contract for Reconstruction Projects and consider awarding the contract to the low, qualified bidder.

The City received bids from S.D. Ellenbecker and Sommers Construction for the 2023 Concrete Contract for Reconstruction Projects. S.D. Ellenbecker was found to be the lowest qualifying bidder with a bid of \$561,462.00. Motion by Evanson, second by Polach to award the 2023 Concrete Contract for Reconstruction Projects to S.D. Ellenbecker, Inc. in the amount of \$561,462.00. Motion carried (3-0).

5. Review the 2023 Crushing Contract and consider awarding the contract to the low, qualified bidder.

The City received bids from seven contractors for the 2023 Crushing Contract. PGA, Inc. was found to be the lowest qualifying bidder with a bid of \$106,300.00. Motion by Austin, second by Polach to award the 2023 Crushing Contract to PGA, Inc. in the amount of \$106,300.00. Motion carried (3-0).

6. Review and consider installing sidewalk on the east side of 16<sup>th</sup> St S between E Riverview Expressway and 1,075 feet south.

Discussion was generally focused on the type of hard surface (asphalt/concrete) to be utilized, the width of the sidewalk/trail, and if the City or school district would be responsible for the cost of the proposed work. Motion by Evanson to install concrete sidewalk from Expressway to 1,000 feet south at same width as existing sidewalk to south, with the City levying special assessments to the school district for the cost of installing the sidewalk. Motion failed due to lack of a second motion. With the school district taking the responsibility of completing the work, motion by Austin, second by Polach to require the materials to be either concrete at the same width as sidewalk to the south or asphalt at the same width as the existing trail to the north. Motion carried (3-0).

7. Review the Wisconsin Rapids Rail Feasibility Study.

The rail feasibility study, including various alternatives the City could take to mitigate delays associated with rail traffic, was summarized. Costs associated with quiet zones were also discussed.

8. Review the concept drawings for Lincoln Street between E Riverview Expressway and E Grand Ave proposed for reconstruction in 2024.

Conceptual drawings for the upcoming Lincoln Street project were reviewed. There was some concern as to the location of the trail on the west side and the proximity to the existing homes and some preference to move the proposed trail to the east side of Lincoln Street, particularly north of Chestnut Street.

9. Review referral list.

The referral list was reviewed and updated.

10. Set next meeting date.

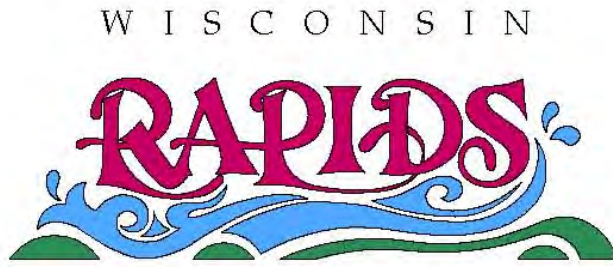
Next meeting was set for Thursday, April 13<sup>th</sup>, 2023 at 5pm.

11. Adjourn

Motion by Austin, second by Evanson to adjourn at 6:21 pm. Motion carried (3-0).

**Others in attendance:**

See sign-in sheet.



## **PUBLIC WORKS DEPARTMENT**

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

### **February 2023**

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

- Garbage Collection estimate 315.25 tons (2022 307.52 tons)
- Recycling Collection estimate 95.44 tons (2022 82.02 tons)

#### ***Construction***

##### **Cherry Street (Riverview Drive – 1<sup>st</sup> St North, Smith St (Railroad St – Riverview Drive)**

- Project completed

##### **Rosecrans Street (9<sup>th</sup> Ave – Dead End)**

- Project completed

##### **Lyons Park Flood Levee (1681 2<sup>nd</sup> Ave to Lyon Park)**

##### ***Items to complete in spring:***

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

##### **18<sup>th</sup> Ave South (Russel Street – West Grand Ave)**

- Project completed

##### **West Jackson Street (West Riverview Expressway – Wisconsin River)**

- City portion of project completed

##### **Freemont Street (14<sup>th</sup> Street – 13<sup>th</sup> Street)**

- Project completed

##### **9<sup>th</sup> Ave North (West Grand Ave – Freemont Street)**

##### ***Items to complete in spring:***

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

##### **Freemont Street (7<sup>th</sup> Ave N – 10<sup>th</sup> Ave N)**

##### ***Items to complete:***

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

### **17<sup>th</sup> Ave North (Rosecrans Ave – Jefferson Street)**

- Project completed

### ***Streets Maintenance***

- Patched city streets with cold patch
- Bike trail, and dead end tree and brush trimming
- Check sand barrels
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Removed snow from Sidewalk complaints
- Removed snow from downtown business areas
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Completed Confined Space and Forklift training with required staff
- Removed snow from plugged Catch Basins and uncleared crosswalks
- Assisted with Kafka Construction in grinding brush from the Compost sites and Dog Park
- Hauled Wood Chips from Dog Park to East Compost site
- Assisted Parks with tree removal throughout the city
- Worked at removing Ice Pack from city streets during warm temperatures
- Building maintenance and painting at Library
- Worked on building maintenance at Mead Field ball diamonds
- Sanitary manhole repairs
- City Garage building maintenance
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Rebuilt or replace traffic control barricades
- Assisted Waste Water with flushing of dead end manholes
- Filled snow boxes for Humane Society for their snow sculpting fund raiser
- Review plans and order and take delivery of supplies for 2023 Construction season

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

- Repaired damaged signs due to vehicle hits
- Replaced 30" Stop signs that no longer meet the MUTCD requirements as well as Speed Limit signs and Yield signs
- Replace seasonal banners
- Installed WIAA banners for State Gymnastics meet
- Continue to review Parking Ordinance Signs when possible
- Preparing new signs for 2023 Construction Season

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

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Paint Machine, Dozer, Excavator Bucket
- Service Police and Fire's fleet
- Repaired packer and Hydraulic Cylinder in Garbage Truck
- Fixed broken plows from snow event
- Took delivery of two trucks and put into service
- Transfer case replacement in Police Vehicle



**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 2023

### Permits & Degradation

- 19 Permits/Licenses (5 last month) for asphalt paving (0), driveway grades/concrete pour inspections (1), storm water (0), excavating (8), Street Privilege (0), storm connection (0), permit parking (0), banner (1), environmental testing well (0), contractor licenses (9)
  - This year – 45 permits & licenses
- 44 Diggers Locates for Storm Sewer & Sanitary Sewer (87 last month)
  - 1 Emergency locate (0 after hours)
- Degradation fees - this year = \$7,410.92
  - This month = \$1,614.92 (\$5,796 last month)

### Traffic

- Vision Triangle Complaints
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4<sup>th</sup> Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
  - Traffic studies for the following intersections will be completed in February.
    - 2<sup>nd</sup> St S and Davis Ave – 4/28/22 – traffic study was complete in February. No additional signed is recommended. counter placed 11/22/22.
    - 13<sup>th</sup> St N & Prospect St – 10/6/22
      - Data gathering is complete. Initial review of the data confirms that all intersections except for 14<sup>th</sup> St N & Avon St are suitable as uncontrolled. We are further reviewing 14<sup>th</sup> St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield.
      - 13<sup>th</sup> St N at Saratoga St, Avon and Wisconsin Prospect St – counter placed 11/29/22 at Saratoga, 12/8/22 at Prospect
      - 14<sup>th</sup> St N at Prospect St, Avon St and Wisconsin – counter placed 12/14/22 at 14<sup>th</sup>.
      - 15<sup>th</sup> St N at Prospect St, Avon St and Wisconsin – counter placed 12/23/22 at 15<sup>th</sup> St and at Saratoga on 12/30/22
- Traffic Study
  - Woodside School pick-up and drop-off traffic has created queueing and safety related issues on Two Mile Ave extending onto 8<sup>th</sup> St S. Observations were made on





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

February 2<sup>nd</sup> and 3<sup>rd</sup>. From those observations recommendations have been developed and will be shared with the school and Police Dpt.

- Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study needs to be completed prior to modifying any signage.
- ITS Standalone Signal Grant
  - Bid awarded to Pember Companies. The contractor is working to compile the necessary insurance documents and construction schedule. At this time, construction is not anticipated to begin prior to May. The Notice to Proceed and Contract signing was completed in early February.
  - Bid opening was Dec. 8<sup>th</sup> at 10am.
- Signal complaints
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
  - Chestnut & 8<sup>th</sup> St – too few cars can get through (9/20/2022)
  - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

#### Project Designs/Construction underway:

##### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – preparations will be made in March to solicit work from a contractor for the 2023 concrete maintenance work.

##### 2023 Reconstruction Projects

Project plans have been updated on the Engineering Dpt website and plans have been delivered to utilities along with city staff for their review and preparations for the upcoming construction season.

A preconstruction meeting is scheduled for March 1st to review the projects and proposed work schedules.

Letters to Oak St property owners were mailed out in February. Letters to Shorewood T. and Apricot St projects will be mailed in early March.

- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - Shorewood Terrace (1<sup>st</sup> St N to Termini) – 100%



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

Engineering (715) 421-8205

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- Apricot St and Broadway St – 100%
- 2023 Contracts
  - Crushing Contract – Bid date is 3/2/2023
  - Asphalt Contract – Bid date is 3/2/2023
  - Concrete Contract – Bid date is 3/2/2023

### 2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 5%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 5%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 5%
- Design for 2024 Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 60%
  - Lincoln St (Expressway to Peach St) – 15%
    - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
    - Due to the uniqueness of this project and the potential given the ROW width available we will refer the review of the preliminary concept plan to the committee at the March meeting.
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 60%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%

### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - 2023 Design and possible 2024 construction
- Grand Ave Bridge Rehabilitation
  - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
  - Local Bridge Program Application is proposed to be submitted to DOT by March 24<sup>th</sup>, 2023.

### Storm Water Utility

- Storm Utility Billing Update/Audit – Final data has been compiled and returned to the Engineering Department. This data has been sent to WWLC for review. WWLC and Engineering are scheduled to meet March 6<sup>th</sup> to discuss the integration of the updated account data.
- One Mile Cr. – All easements for the project are now secured.



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- Dredging Permit - Sediment sampling is complete. The Engineering Dept is still working with the DNR to complete our pre-application necessary for the dredging permit.
- Dam Permit – All data has been submitted to DNR. We are awaiting their review.

#### Transportation Utility

- A routine of monthly updates has now occurred over the past couple months and is set to continue.

#### Capital Improvement Planning

- CIP updates to be reviewed in March for review and approval in April.

#### Other Highlights

- Rail Feasibility Study - A final report was delivered Feb. 6<sup>th</sup>. The document has been posted on the City's website and provided for those interested in reviewing the report. A follow-up meeting was held with Patrick Engineering on February 21<sup>st</sup> to further discuss the report and answer some preliminary questions.
  - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12<sup>th</sup>.
- W Jackson St Update
  - The final lighting equipment was installed the week of February 20<sup>th</sup>. All lighting work is now complete, except for the repair of a light standard that was hit by a truck at 3<sup>rd</sup> Ave.
  - Final restoration work will be done immediately as soon as weather allows.
- Downtown Riverwall project scoping
  - No new updates
- Dog Park Fence Bids were prepared and advertised. The bid opening is set for March 6<sup>th</sup>.
- Centralia Center Roof bids were opened February 6<sup>th</sup>. Results were reviewed with the Finance & Property Committee in February with a motion to rebid. This will be rebid in March.



## Public Works Committee

**Date of Request:** February 23, 2023

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the 2023 Asphalt Paving Contract bid results and consider awarding the contract to the low, qualified bidder.

**Background information:**

A public bid opening is scheduled for March 2<sup>nd</sup> at 3:00pm.

Bid results will be presented at the meeting.

**Options available:**

**Action you are requesting the committee take:** Award the contract to the low, qualified bidder.

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



## Public Works Committee

**Date of Request:** February 23, 2023

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the 2023 Concrete Contract for Reconstruction Projects and consider awarding the contract to the low, qualified bidder.

**Background information:**

A public bid opening is scheduled for March 2<sup>nd</sup> at 2:30pm.

Bid results will be presented at the meeting.

**Options available:**

**Action you are requesting the committee take:** Award the contract to the low, qualified bidder.

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



## Public Works Committee

**Date of Request:** February 23, 2023

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the 2023 Crushing Contract and consider awarding the contract to the low, qualified bidder.

**Background information:**

A public bid opening is scheduled for March 2<sup>nd</sup> at 2:00pm.

Bid results will be presented at the meeting.

**Options available:**

**Action you are requesting the committee take:** Award the contract to the low, qualified bidder.

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



## Public Works Committee

**Date of Request:** February 9, 2023

**Requestor:** Joe Eichsteadt, City Engineer on behalf of Jay Bemke, Alderperson

**Request/Referral:** Consideration for the construction of sidewalk on the east side of 16<sup>th</sup> Street South between the E Riverview Expressway and 1,075' south.

**Background information:**

Currently there is no sidewalk on the east side of the 16<sup>th</sup> St S between the Expressway and 1,075' south adjacent to Lincoln HS. There have been discussion between the WRPS and the City over the past couple of years about this sidewalk installation. WRPS had hopes of incorporating the sidewalk installation in with other recent upgrade projects, but was not able to do so. WRPS is in favor the sidewalk/path installation.

There are two options with the project: either a standard 5ft concrete sidewalk or an 8' (or 10') asphalt path. The asphalt path is approximately \$40,000. The concrete sidewalk is approximately \$70,000.

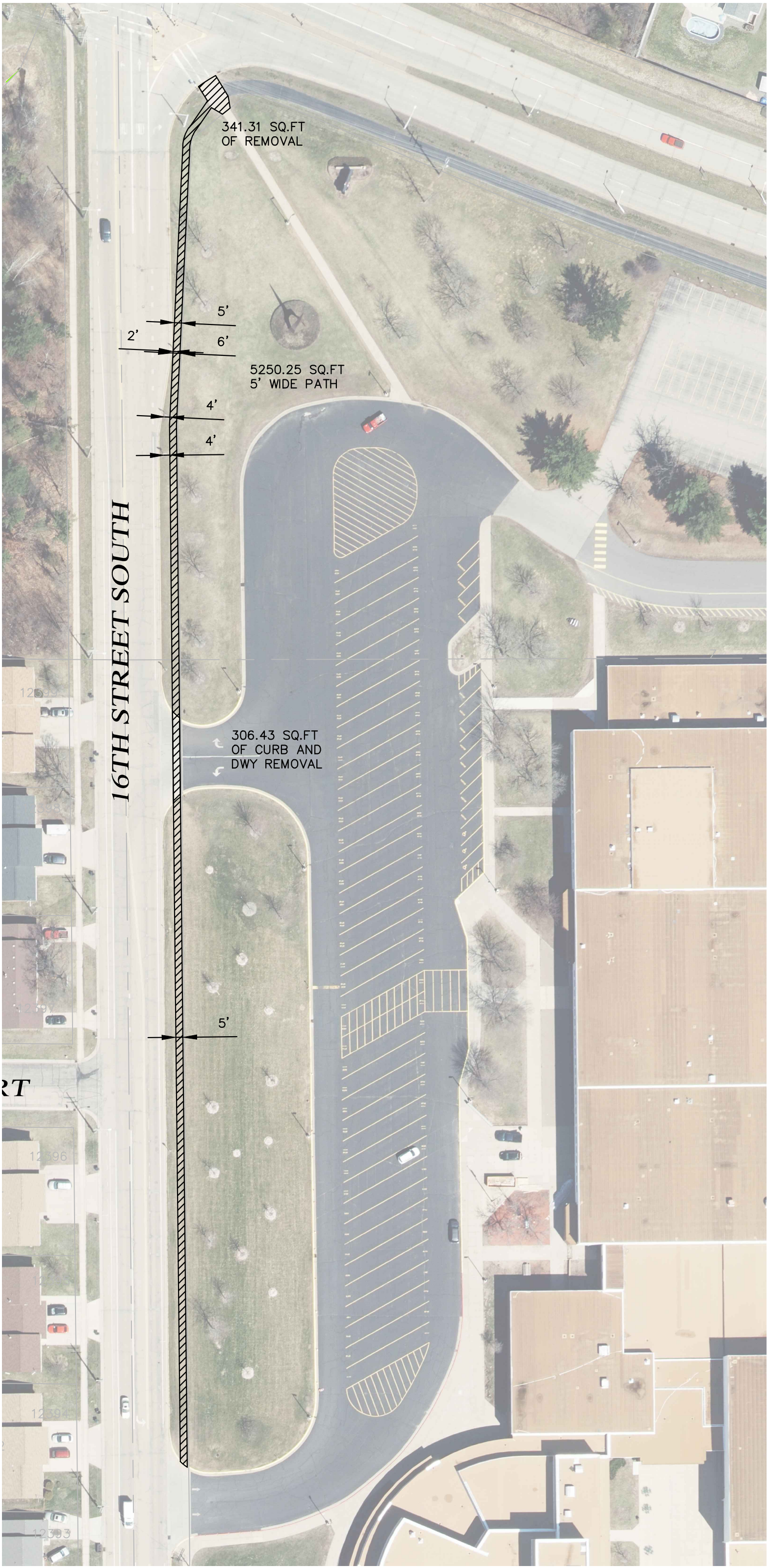
Besides cost, the reason for a wider asphalt path is that this section of path would connect with the E Riverview Expressway path and provide for a path connection, not only to Lincoln HS, but the football field, SWC Recreation Center, Quadplex, etc.

**Options available:** consider adding the project into the CIP or do nothing.

**Action you are requesting the committee take:** Consider adding the project into the CIP.

**How will the item be financed?** Future Public Works Construction Fund. Since the sidewalk / path would be a new installation it may be considered a special assessment to WRPS (this is still being evaluated and should have more information at the meeting). Another option would be that WRPS pursues the project on their own.





16TH STREET SOUTH

341.31 SQ.FT  
OF REMOVAL

5250.25 SQ.FT  
5' WIDE PATH

306.43 SQ.FT  
OF CURB AND  
DWY REMOVAL

5'

5'

6'

4'

4'

2'

12595

12597

12596

12594

12593

RT





## Public Works Committee

**Date of Request:** January 20, 2023

**Requestor:** Joe Eichsteadt, City Engineer

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

**Background information:**

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

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

**Options available:**

**Action you are requesting the committee take:** No action.

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

# **Wisconsin Rapids Feasibility Study Report**

**Prepared For:**

**City of Wisconsin Rapids**

**Prepared By:**

**Patrick Engineering Inc.**

**Project #22277.034**

**4970 Varsity Dr, Lisle, IL 60532**

**LinqThingz, Inc.**

***11414 W Park Pl suite 202, Milwaukee, WI 53224***

**February 3, 2023**



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## Executive Summary

The City of Wisconsin Rapids, with a population of over 19,000, has historically struggled with some thirteen at-grade rail crossings including those along the Route 13 highway corridor due to slow moving or stopped Wisconsin Central (CN) trains (map below). The excessive grade crossing blockages affecting some 35,000 vehicles per day on average and the associated horn noise has forced the City to initiate a feasibility study to determine potential solutions.

The City has hired the team of Patrick Engineering & LinqThingz to evaluate and identify the origins of the problem (Task 1-3) and find alternatives and solutions (Tasks 4-6).

After an extensive study, it was determined that to serve the communities' best needs the following elements are recommended:

- Implementing the Predictive Mobility system would prevent a significant portion of congestion and safety problems for the crossings in the city.
- Construction of a Grade separation at Grand Avenue would improve safety and eliminate conflicts at the crossing and provide alternative routes for auto traffic.
- Quiet Zone improvement will reduce noise problems through much of the corridor.

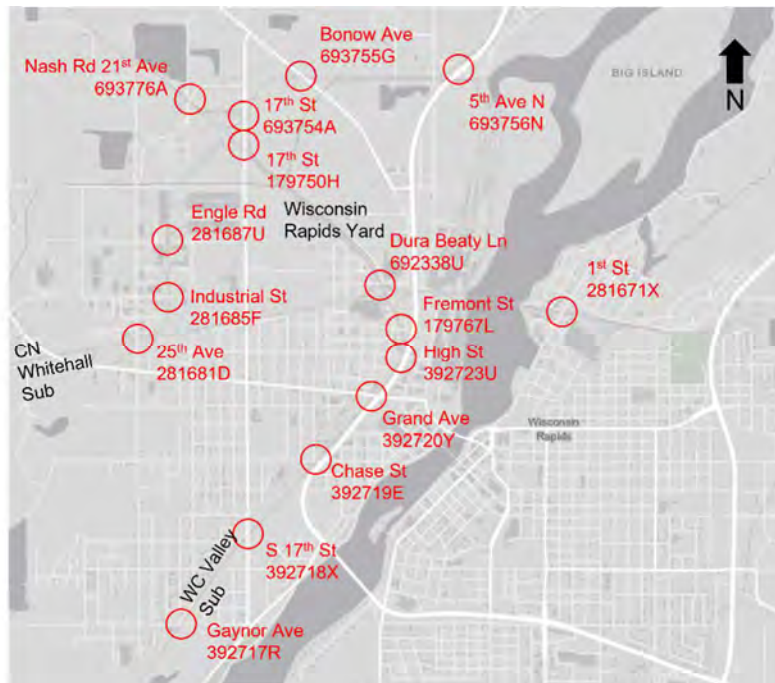


Figure 1: Wisconsin Rapids Site Map

## Background

Wisconsin Rapids (City) has experienced delays due to train traffic along the Wisconsin Central (CN), Valley Sub corridor through the City much of it parallel to State Highway 13. The Corridor in consideration stretches from mile post (MP) 47.88 at Gaynor Avenue to the south, to MP 50.81 at 5th Avenue to the north. In this corridor, there are nine (9) at grade crossings, the CN Wisconsin Rapids Yard, General Chemical, and an additional storage siding of two (2) tracks.

Increasing freight rail traffic has plagued communities for decades with increased congestion, delays, noise, and safety consequences. Wisconsin Rapids experiences 1,500-minute backups multiple times a day, frequent complaints about noise and a plethora of rail congestion related issues. There is a history of searching for solutions including a rail relocation initiative back in 2000

(<https://www.federalregister.gov/documents/2000/08/30/00-22034/wisconsin-central-ltd-and-fox-valley-and-western-ltd-joint-relocation-project-exemption-wisconsin>).

Freight railroads offer benefits to municipal economic development and are a key factor in attracting manufacturing businesses to the area because of the following.

- One intermodal train carries as much freight as 270 trucks. If the goods railroads move were to instead move over highways, those highways would be choked with additional traffic.
- Freight railroads are 3-4 times as fuel-efficient as trucks.
- Moving freight by rail results in a reduction of around 75% in greenhouse gas emissions.
- Railroads account for around 40% of long-distance freight volume by weight, but only 1.9% of transport-related greenhouse gas emissions.

### Deliverable Tasks for the Study

1. Investigation
2. Define
3. Alternatives
4. Funding
5. Implementation
6. Recommendation



TASK 1: Investigate, review and inventory at-grade railroad crossings, road characteristics, etc.

#### Road Traffic in Wisconsin Rapids

The major road traffic through Wisconsin Rapids via Hwy 51/54 is not affected directly by rail traffic because of the grade separation near Forest Hill Cemetery. However, there is a significant amount of east-west traffic from Hwy 54 that crosses the tracks via W Grand Avenue. The rail does have a significant effect on traffic on Hwy 13, 73, and 34 along the north-south rail (Valley subdivision) in town. There is significant rail and road traffic on Bonow (Hwy F) on the north side of town. There are a total of fifteen (15) grade crossings in the City of Wisconsin Rapids. Of this 15, there are thirteen (13) At Grade Crossings with AADT greater than 500 vehicles per day for a daily traffic flow at grade crossing of totaling more than 35,000 AADT.

#### Rail Traffic In Wisconsin Rapids

The crossing with the biggest impact is at W Grand Avenue with an AADT of 11,900 in the vicinity of the rail crossing. STH 13 is parallel to a set of tracks and the rail crossing at W Grand Av has not only an impact on traffic turning onto W Grand, but also traffic that gets backed up due to the turn lane traffic queues.

The team compared rail traffic from FRA reports, previous Wisconsin Rapids Study and current study using LinqThingz's TrainLinQ. The sensors have been installed at W Grand Ave, Gaynor Ave., 17th St and Bonow Rd. A summary of rail traffic from this study is illustrated below. A more complete analysis is found in Appendix B.

	Data Period (days)	Time (minutes)	Average Speed (MPH)	Vehicle Blocked Per Day	Vehicle Delay / Year (hrs)
Grand	14	535	10	327	8516
Gaynor	14	189	12	34	969
Bonow	8	873	7	189	10264
17 <sup>th</sup>	8	285	6	28	942

*Figure 2: Summary of Rail Traffic From Sensors placed near crossings.*

Here is a summary of rail traffic characteristics in Wisconsin Rapids

- The railroad in Wisconsin Rapids, owned by Wisconsin Central Ltd (CN), serve predominantly regional freight customers and are not on a major freight line.
- The largest amount of road traffic impact is a Grand Avenue.
- The largest amount of rail traffic is at Bonow.
- Crossings are blocked for an average of 8 minutes.
- At times, crossings can be blocked for over 1 hour.
- 740,000+ vehicles are delayed per year at all crossings.
- 99,000+ hours are spent a year waiting at the total of all crossings.
- Crossings at Gaynor and Grand are blocked simultaneously only 0.11% of the time.
- Crossings at Bonow and 17<sup>th</sup> are blocked simultaneously only 0.48% of the time.
- Most of the time spent with crossings blocked is the result of switching-type operations.
- Over 50% of the delay times caused are the result from the trains stopped on the tracks.
- The most rail-related accidents have occurred at the crossing on 1<sup>st</sup> St.
- The most rail-related fatalities have occurred at the crossing on Grand.

Approximately 8,000 people are employed in Wisconsin Rapids and the primary source of transportation is by automobile. The average work commute time in the city is 22 minutes. However, trains blocking crossings can increase this by 1 to 60 minutes. The community survey shows that many people in the community have been late for work, school, meetings, and other activities due to blocked crossings. Over 60% have experience delays of more than 20 minutes.

There is a range of wages in the Wisconsin Rapids area, and it is geographically separated. The west side of town below highway 73 is marked by an area where the average wage is \$36,000 per year. This is certified Opportunity Zone (see Appendix A).

### TASK 2: Define concerns and issues.

There are multiple stakeholders in the city and multiple governing bodies that oversee highway traffic and railroads. The stakeholders include citizens, businesses including the railroads, city leaders, fire/rescue, public safety, DPW, State DOT, State DNR, Federal Agencies including USDOT, FHWA and FRA, and other federal agencies including DHS and EPA.



The Mayor of Wisconsin Rapids has expressed concern with congestion and the times when multiple crossings are blocked simultaneously making it difficult or impossible to overcome long crossing blockages. However, current data shows that 99% of time there is a southerly alternate route in addition to an alternate route between Grand and Gaynor or Grand and Bonow.

The Fire Department is challenged during emergency operations daily. There are two fire stations in Wisconsin Rapids to mitigate some delays of the crossings that bisect the city. Even with the measure in place, rescues are hampered at rail crossings 6 to 12 times a year. Anticipating which crossings is open or closed is a daily struggle. Getting to the scene is one problem for emergency crews. Getting to the hospital is another. There is one hospital on the east side of the tracks and there is potential that getting to the hospital may be delayed by blocked crossings.

The Director of Community Development for the City of Wisconsin Rapids points out that the WEDC regularly queries communities regarding assets like rail access. Rail access is a key driver for some manufacturers and suppliers. Future opportunity for economic growth is available in Rapids East Commerce Center. Companies like Metalco have taken advantage of access to rail and land to grow their business in this area of the city.

There is only one hospital in Wisconsin Rapids, and it is on the east side of the north-south rail. Rail blockages with no obvious alternate paths could mean life or death when associated with heart attack, stroke, or traumatic injury patients. The cost of care associated with emergency transport doubles approximately every 4 minutes (as noted above blockages in this city can extend past 20 minutes).

The citizens of Wisconsin Rapids have great concerns about congestion, safety, noise, and some minor concerns regarding other issues (see Appendix F community survey results).

### Issue 1: Congestion

The public survey (see Appendix F) identified congestion as the number one concern with over 95% of respondents. We reviewed data for 13 crossings in Wisconsin Rapids and have provided a preliminary cost impact on the community due to congestion. The data includes FRA information about rail traffic and accident reports, data from previous Wisconsin Rapids studies, current data from sensor systems used in this study and external references.

The current study contains the most detailed and comprehensive data regarding rail traffic at grade crossings. The detailed data at Grand, Gaynor, Bonow and 17<sup>th</sup> are contained in Appendix B. A comprehensive analysis at all 13 crossings is contained in Appendix F. This analysis considers impacts due to delays and blocked crossings. The complete list of assumptions is provided. The metrics for analysis include Carbon Cost (pollution), excess fuel usage, citizen productivity and logistics productivity. A separate safety analysis is in the following section.





Congestion Impact at Grade Crossings	
AADT(vehicles)	33,960.00
Carbon Cost (\$)	\$22,031.58
Fuel (\$/yr)	\$198,326.40
Citizen Costs (\$/yr)	\$1,804,770.24
Supply Chain Costs (\$/yr)	\$3,476,909.70
<b>Total</b>	<b>\$5,502,037.92</b>

Figure 3: Congestion impact with cost estimates for 13 busiest crossings in Wisconsin Rapids

With the data provided by the City, observations made in the field, and data collected, there are two (2) determining factors that result in the congestion: The measured speeds of “Through Trains” and “Switching Movements”.

The first issue observed is the speed of through trains through the corridor. While on site, a coal train was observed moving through town at a very slow speed. This train caused a delay at Grand Ave for more than 13 minutes. During this time, traffic began to back up in the northbound (NB) left turn lane of STH 13, blocking one of the NB through lanes. This study only collected delay statistics at Grand, Gaynor, Bonow and 17<sup>th</sup>. The typical mile-long freight trains are likely to block Grand, Chase, and High street simultaneously due to their proximity. However, the distances between Grand/Gaynor (1.4 miles), Grand/Bonow (1.9 mi), an Bonow/Gaynor (3.3 miles) are large enough to give over 99% probability of at least one alternate path.

According to the data collected between October 24<sup>th</sup> to November 5<sup>th</sup> (see below), there were forty-seven (47) through trains crossing Grand Ave with an average speed of 4.40 mph. These trains caused a total of 254 minutes of delay. Of the forty-seven (47) trains, 70% of the through train delays was caused by fifteen (15) of the trains for an average of 11.88 minutes. Currently there is a slow order in place between the CN Wisconsin Rapids Limits of MP 43-51 due to switching movements and tight curves in those limits. CN does believe this slow order could be lifted in the future.

The second issue observed is the switching movements being done by CN in the area. The switching movements are being done at the CN Wisconsin Rapids Yard, the siding between Chase Ave and 17<sup>th</sup> St, and servicing General Chemical. At Grand Ave, thirty-four (34) switching movements were recorded for a total delay of 69.27 minutes. However, there were three (3) instances that accounted for 42.88 minutes.

	GRAND AVENUE 10/24 – 11/5					
	Count	Total Delays	Average Delays	Average Speed	Count Percent	Delay Percent
<b>NB LONG DELAYS</b>	8	110.68	13.84	2.46	10%	34%
<b>SB LONG DELAYS</b>	7	67.57	9.65	3.60	9%	21%
<b>NB SHORT DELAYS</b>	15	26.68	1.78	4.78	19%	8%
<b>SB SHORT DELAYS</b>	16	49.98	3.12	4.04	20%	15%
<b>SWITCHING LONG DELAYS</b>	3	42.88	14.29	2.85	4%	13%
<b>SWITCHING SHORT DELAYS</b>	31	26.38	0.85	4.80	39%	8%
<b>TOTAL</b>	80	324.18	4.05	3.75	100%	100%



### Issue 2: Safety

Safety was the second most important aspect of grade crossings based on the responses from the community survey (Appendix D). The safety concerns are broken into two categories. Impacts on emergency response due to blocked crossings and accidents at grade crossings.

The impacts on emergency vehicles are difficult to measure, however. These vehicles experience the same type and length of delays as do citizens and logistic companies. There are two fire houses constructed, one on each side the valley subdivision, to mitigate issues regarding blocked crossings. However, even with two fire houses, emergency vehicles are blocked at crossings 6 to 12 times a year. The community survey provides several accounts of this. Typical response times are targeted at 4 minutes. A crossing blocking an emergency crew from a traumatic injury victim or a burning building could mean life or death. There are examples of this at <https://www.LinqThingz.com/Milwaukee>. In addition, there is one hospital in Wisconsin Rapids, and it is on the east side of the tracks.

The other aspect of safety is accidents. Over the past ten years there have been 33 accidents at rail crossing resulting in property damage, injuries and/or death. A more complete analysis is in Appendix X. The return on investment is based on comprehensive causality numbers and statistics created by the insurance industry.

	Events	Cost	Sub Total
Crashes	33	N/A	
No Injuries	28	52700	\$1,475,600.00
Injuries	22	345000	\$7,590,000.00
Deaths	1	11449000	\$11,449,000.00
Total			\$20,514,600.00
Average per Year			\$2,051,460.00

Figure 4: Safety impact with cost estimates for 13 busiest crossings in Wisconsin Rapids

### Issue 3: Noise

Noise was the third issue that is met with concern according to the community survey in Appendix F. Under the Train Horn Rule (49 CFR Part 222), locomotive engineers must begin to sound train horns at least 15 seconds, and no more than 20 seconds, in advance of all public grade crossings. The sound level is between 96 and 110 decibels. The area around the crossings includes residential, commercial, and industrial areas. These horns can be heard for many miles and are a substantial nuisance for residents living near the tracks. There is a second corridor in the Wisconsin Rapids area that serves the industries along 17<sup>th</sup> Street and 25<sup>th</sup> Street northwest of the Grand Ave crossing. Rail traffic runs at all times of the day.

### Issue 4: Pollution

Idling extra time at crossings produces pollution that adds to the carbon footprint. It is of least concern to citizens but there are several fundings and grants available to reduce carbon footprints.



### Public Poll Summary:

Ten questions were asked in an online survey regarding grade crossings with a response from over 1000 citizens.

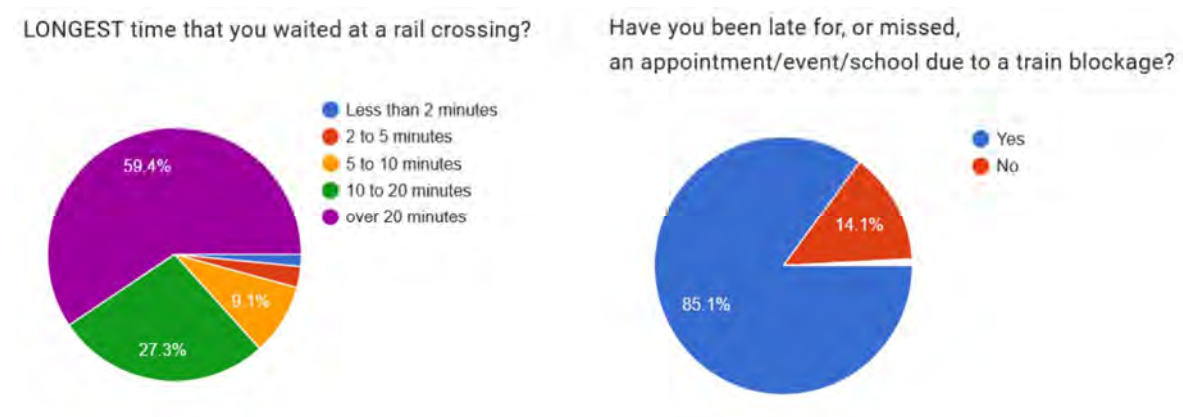


Figure 5: Two of the ten questions from public survey in Appendix F.

### TASK 3: Identify and compare alternatives to address those concerns.

There are multiple ways to improve the issues outlined in Task 2: (1) Increasing the speed of the through trains; (2) route optimization and ITS solutions; (3) intersection modification; (4) track relocation; (5) grade separation; and (6) Quiet Zone.

#### Alternate 1: Increasing Speed of through trains

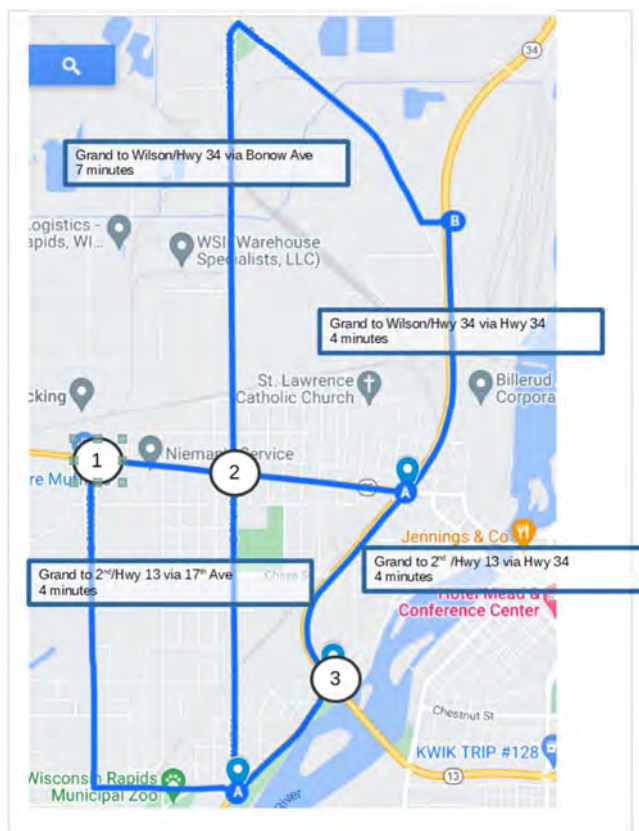
The CN timetable shows that the maximum speed for trains on the Valley Sub is forty (40) mph. However, there is a slow order in place through the yard limits (MP 43-51) of 5 mph. This slow order affects every crossing in the corridor. Sensors used in this study shows the average speed (at open/closing) at Grand and Gaynor as 10 mph and 12 mph respectively. Increasing the train speed through the corridor will only have an impactful effect on the through trains. Most of the switching movements over the crossings would not be affected by this change.

One possible solution would be to work with CN and see if there are ways to change operations to improve issues that limit speed through the yard limits and to modify switching movements to avoid the extended blocking of crossings. This alternative would require CN Coordination.

Pros	Cons
Cuts all delays by through trains significantly	Unknown Causes
Potentially limited amount of work required	May not affect switching movement delays

### Alternate 2: Route Optimization and ITS solutions

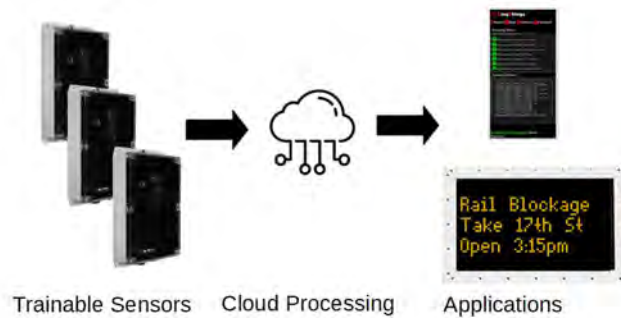
The alternative routing analysis in Appendix C shows that the crossings at Grand and Gaynor are simultaneously blocked only 0.11% of the time. This means that there is an alternate route with 99% probability for success. Similarly, alternate routing at Bonow and 17<sup>th</sup> show that these intersections are simultaneously blocked 0.48% of the time. Predictive Mobility works by giving advanced warning, typically 2 to 7 minutes, so that road traffic does not intersect with rail traffic. For example an ambulance moving from the west on Grand/25th St could take either 17<sup>th</sup> St /Hwy 34 (4 minutes) or continue on Grand to Hwy 13 (4 minutes) to reach the hospital on the east side of the river. If notified, in advance of reaching 17<sup>th</sup> and Grand, the ambulance would add no extra time to the trip, while avoiding a potential 20 minute wait at Grand. The fastest time to get from the west end of the city and across the tracks is about 4 minutes. Based on the overlap between blocked crossings (Appendix C) there is an alternate route taking no more 7 minutes from anywhere on the west side 99% of the time. This is a maximum 3 minute penalty to avoid and average blockage penalty of 8 minutes or up to over 20 minutes.



*Figure 6: Example Alternate Route: Consider ambulance traveling from (1) to (3). Alternate routes from (2) to (3) take same amount of time but can avoid 20+ minute wait with advance warning given at (1) when one of the crossings is blocked.*



Predictive Mobility works by placing an array of sensors within vicinity of rail but outside rail right of way. Sensors contain RADAR, LIDAR, IR, Camera, Magnetometer, Audio, Radio all within a single enclosure for fast Machine Learning processing to identify location, speed, direction, and length of trains. This information is communicated from multiple sensors to LinqThingz cloud where it is stored, and another Machine Learning engine processes the data to predict when crossings are and will be closed/open. This information is communicated to users via mobile application, web applications, fixed message signage with notifications, variable message signs and cloud applications. It is expected that the information from these sensors can be available to major navigation and connected vehicle companies by 2025.



*Figure 7: Predictive Mobility uses sensor data and machine learning to provide advanced warning of blocked crossing to digital applications and dynamic road-side signs.*

Pros	Cons
Rerouting can eliminate congestion for over 95% of crossing incidents for all 13 crossings in Wisconsin Rapids	Very long or multiple trains in a queue may block all crossings
It can be implemented with only approval from the City to install Sensors on City Property	Increases Auto traffic on roads where high volumes are not regular
It can be implemented in a matter of months	
It is much lower cost than many construction solutions	
It provides a pathway to support future transportation such as computer aided dispatch, transportation management, navigation, and connected/autonomous vehicle platforms	



### Alternate 3: Intersection Modification

When the crossing at Grand Ave is being blocked for an extended period due to a train, the NB traffic on STH 13 begins to back up due to the left turn lane queuing up. Currently, the left turn lane extends approximately 170' from the stop bar before the taper into the NB traffic lane. Extending the left turn lane to increase the capacity would allow for NB traffic to flow even when the crossing is being blocked. Without affecting the mall entrance, the left turn lane can be extended around 200'. The existing east curb could be relocated east to align with the curb line at the Grand Avenue intersection widening the south approach. This should have no effect on the sidewalk, but would result in storm sewer, light poles, and other utility modifications. The existing medians would need to be modified to channelize traffic and extend the left turn lane south. The left turn lane of the SB traffic would not be affected, and no modification to Grand Avenue. A full traffic study would need to be done to determine how much the left turn lane would need to be extended.



Figure 8: Potential intersection Modifications

Pros	Cons
Minimum impact on surrounding area	Doesn't change delays at the crossings
Constructable with active traffic	

### Alternate 4: Track Relocation

In this option, all through train traffic would be rerouted on a Wisconsin Rapids Bypass. The goal of this option would be reducing the number of trains moving through the city and to speed up trains that are not stopping in the CN Wisconsin Rapids Yard, since the yard will be avoided. The existing track would remain after the bypass construction allowing CN to maintain access to the siding and General Chemical.

Option 1: Relocation along City West Edge

South of Seneca Rd the track curves along the river. In the relocation option, a power turnout would be installed south of this curve. From there, the proposed alignment would run north along the west edge of the city. On the north end, the new alignment reverse curves and ties into another proposed turnout west of the Grand Avenue bridge. For this alignment, three new grade crossings would need to be installed at Seneca Road, Gaynor Avenue, and George Road. The crossings should be constructed in a way that would allow for a quiet zone to be established once the corridor is constructed. Additionally, there would need to be four (4) small bridges or large culverts installed where the track would go over existing creeks. The alignment would match the 40-mph maximum speed the current timetable allows. Additional track improvements may also be needed through the industrial area between 17<sup>th</sup> and 25<sup>th</sup> Avenue east of where the alignment would tie in to accommodate the increase in train traffic and to maintain the train speeds.



Figure 9: Potential track relocation

Pros	Cons
Relocates train traffic away from populated area	Property Acquisition
Through Trains avoid CN Wisconsin Rapids Yard	3 New crossings created
Build to allow a Quiet Zone	3 Bridges over creeks and rivers
Provide location for proposed industry expansion	Increase Train Traffic in Industrial area between 17th and 25th St
	Potential Wetland Impacts
	Maintains Switching Movements at Hwy 13 Corridor to serve industry and out of CN Wisconsin Rapids Yard

## Option 2: Relocation along County lands

This option would relocate the train traffic west of the city on county lands. West of the Kimball Avenue crossing a power turnout would be installed. The proposed corridor would run northeast from this location. On the north end, another turnout would be installed west of the Ridge Road crossing. For this alignment, three (3) new crossings would need to be constructed at WI-54, Seneca Road, and Marsh Road. Additional private crossings may be needed based on the alignment and private lands the new track would bisect. The crossings should be constructed in a way that would allow for a quiet zone to be established once the corridor is constructed. Additionally, four (4) small bridges or large culverts would need to be installed where the track would go over existing creeks. The alignment would match the 40-mph max speed the current timetable allows. Additional track improvements may also be needed through the industrial area between 17<sup>th</sup> and 25<sup>th</sup> Avenue east of where the alignment would tie in to accommodate the increase in train traffic and to maintain the train speeds.



Figure 10: Potential track relocation

Pros	Cons
Relocates train traffic away from populated area	Property Acquisition
Through Trains avoid CN Wisconsin Rapids Yard	3 New crossings created
Build to allow a Quiet Zone	4 Bridges over creeks and rivers
Provide location for proposed industry expansion	Increase Train Traffic in Industrial area between 17th and 25th St
	Potential Wetland Impacts
	Maintains Switching Movements at Hwy 13 Corridor to serve industry and out of CN Wisconsin Rapids Yard



## Alternate 5: Grade Separation

To alleviate all delays and safety concerns at Grand Ave, the only option would be to construct a grade separation. This would also provide an alternative route for traffic being blocked by trains at adjacent crossings. The traffic flow at Grand Av is 11900 AADT of the 35000 AADT city wide. A grade crossing at Grand Av. would likely solve more than 30% of the existing crossing-related traffic flow problems for the west side of Wisconsin Rapids given existing flow patterns. These patterns would likely shift during and after construction.

### Option 1: New Overpass

This option would be to elevate Grand Ave over the tracks. The vertical clearance required by CN at a bridge is 23'-0" in the state of Wisconsin. A large amount of fill material would be imported for the project and retaining walls would be built to support the elevated road. The Grand Ave raise would stretch from the 6<sup>th</sup> Avenue / Jackson Street intersection to the east to the 10<sup>th</sup> Avenue intersection to the West.

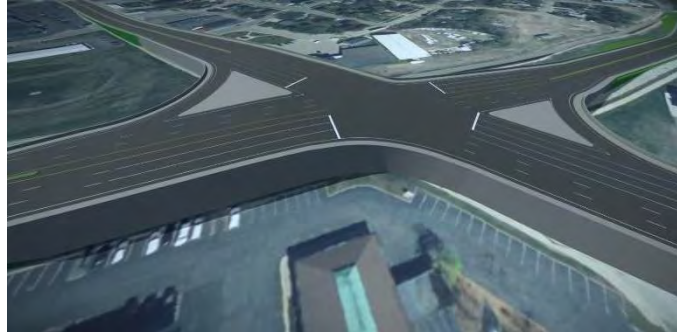


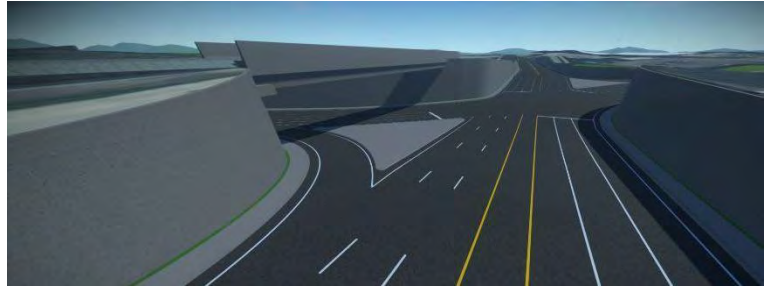
Figure 11: New grade separation overpass

To accommodate the raise in the road, the parking lot entrance east of the STH 13 Intersection would need to be closed. The intersection at 9<sup>th</sup> Avenue west of the crossing would be cul-de-saced due to the raise in the road and to maintain access to the Family Natural Foods. Along STH 13, the road raise would stretch from the beginning of the NB left turn lane of the High St crossing to the north, to north of the Hale Street intersection to the south. The parking lot entrance south of Subway would need to be closed to accommodate the raise in the road. The entire intersection of Grand Ave and STH 13 would be raised to maintain current traffic patterns and volumes. A traffic study should be done to optimize the new intersection geometry as part of the planning/design process. The surrounding sidewalks would need to be raised with the road to maintain pedestrian access throughout the corridor. On the west side of the tracks, there is a line of overhead wires that would need to be relocated or modified to allow for the elevated road. The track alignment would not require any adjustment during or after construction. There would need to be a study of buried electrical, data, gas, and other underground assets.

Pros	Cons
Eliminates all Delays at Grand Ave	Large Earthwork Fill
Improves safety	Overhead Electric relocation on West Approach
Provides alternate route for adjacent crossings when blocked	Mall entrance closing
No track modification	Eliminate intersection with 9th Ave
Qualifies corridor for a Quiet Zone	Would require a Roadway Shoofly
	Aesthetics for local Business

## Option 2: New Underpass

This option would be to lower Grand Ave under the tracks. The vertical clearance required by WisDOT at a bridge is 14'-9" minimum. To lower the roads, there would need to be a large amount of excavation completed and hauled off site. Retaining walls would need to be installed along the limits of excavation. The Grand Ave excavation would stretch from west of the 6<sup>th</sup> Avenue / Jackson Street intersection to the east and west of the 9<sup>th</sup> Avenue intersection to the west. To accommodate lowering Grand Ave, the parking lot entrance east of the STH 13 Intersection would need to be closed. The Intersection at 9<sup>th</sup> Avenue and the 9<sup>th</sup> Avenue approach can be modified to maintain the road access. Along STH 13, the excavation would stretch from the parking lot entrance south of the Grand Ave intersection to the south, to south of the NB left turn lane at the High St intersection to the north. Small modifications may be required at the parking lot entrance along STH 13 to accommodate the excavation. When excavating the road, all underground utilities will need to be relocated. A track shoofly would need to be constructed to maintain train traffic during the construction process.



*Figure 12: New grade separation underpass*

Pros	Cons
Eliminates all Delays at Grand Ave	Large Earthwork Cut
Improves Safety	Underground storm sewer, water mains, electric and other utility relocation, and modification
Provides alternate route for adjacent crossings when blocked	Retaining Walls
Qualifies corridor for a Quiet Zone	Mall entrance closing
Aesthetics for local business	Road and Track Shoofly
Raising track can help optimize excavation costs	Underpass creates drainage low spot

## Wisconsin Rapids Feasibility Study Report

### Alternate 6 Quiet Zone

There are two corridors in Wisconsin Rapids that can be considered for a Quiet Zone. The first corridor is along the Wisconsin Central, Valley Sub. The second corridor is along the Wisconsin Central, Whitehall Sub.

#### Quiet Zone 1 – Valley Sub

The Quiet Zone would consist of nine (9) crossings along the WC Valley Subdivision beginning at Gaynor Avenue running North to 5<sup>th</sup> Avenue North.

QZ: Valley Sub			
US DOT Crossing ID Number	Railroad	Street or Highway Name	MP
392717R	WC	Gaynor Avenue	47.88
392718X	WC	S 17 <sup>th</sup> Street	48.30
392719E	WC	Chase Street	48.83
392720Y	WC	Grand Avenue	49.23
392723U	WC	High Street	49.45
179767L	WC	Fremont Street	49.58
692338U	WC	Dura Beauty Lane	49.81
693755G	WC	Bonow Ave	50.51
693756N	WC	5 <sup>th</sup> Avenue North	50.81

Before a quiet zone could be considered, all public crossings in the limits are required to have gates installed. This would mean Gaynor Ave, S 17<sup>th</sup> St, and Fremont St would need to have gates installed at the crossings.

To qualify for a quiet zone, the Quiet Zone Risk Index (QZRI) would need to be below the Nationwide Significant Risk Threshold (NSRT) of 15,488.00. Based on the FRA Quiet Zone Calculator, the current configuration of the crossings has a QZRI of 16,842.87, which does not qualify for a quiet zone. To lower the QZRI, there are multiple improvement options the City could implement. The only crossing with any safety measures currently is Grand Ave. The existing medians do not qualify for a full Supplementary Safety Measure (SSM) due to the proximity with STH 13. The medians for this study would be considered as an Alternative Safety Measure (ASM).

#### Option 1: Grade Separating Grand Ave

This option would be to implement Alternate 4 described above. Installing a Grade Separation will reduce the QZRI for the whole corridor to 13,282.82. This is lower than the NSRT which would qualify the exiting corridor for a Quiet Zone.



### Option 2: Improvement at Bonow Ave

In this option, 100 ft of a Kwik Curb or equivalent raised median that would qualify as a SSM would be installed on both approaches of the crossing. This improvement would reduce the QZRI to 15,123.44, qualifying the corridor for a Quiet Zone.

### Option 3: Installing Improvements at Gaynor and S 17<sup>th</sup> St.

In this option, while the gates are also being installed, Kwik Curb or equivalent raised medians would be installed at Gaynor Street and S 17<sup>th</sup> Street. Due to intersecting streets near each crossing, Carey St at 17<sup>th</sup> St and 21<sup>st</sup> Ave at Gaynor St, a full SSM would not be possible. However, installing the Kwik Curb or an equivalent raised median to the limits of the intersections should qualify as an ASM. Installing both improvements would reduce the QZRI to 14,894.24, qualifying the corridor for a Quiet Zone.

### Quiet Zone 2 – Whitehall Sub

The Quiet Zone will consist of six (6) crossings along the WC Whitehall Subdivision beginning at Nash Road/21<sup>st</sup> St running south to 25<sup>th</sup> Avenue.

QZ: Whitehall Sub			
US DOT Crossing ID Number	Railroad	Street or Highway Name	MP
693776A	WC	Nash Road 21 <sup>st</sup> Avenue	50.00
693754A	WC	17 <sup>th</sup> Street North	50.80
179750H	WC	17 <sup>th</sup> Street North	96.15
281687U	WC	Engel Road	96.54
281685F	WC	Industrial Street	97.05
281681D	WC	25 <sup>th</sup> Avenue	97.34

To create this quiet zone, gates would need to be installed at all the included crossings. To qualify for a quiet zone, the Quiet Zone Risk Index (QZRI) needs to be below the Nationwide Significant Risk Threshold (NSRT) of 15,488.00. Based on the FRA Quiet Zone Calculator, the current configuration of the crossings has a QZRI of 7,896.60, which is lower than the NSRT of 15,488.00. This means the corridor will qualify for a quiet zone once all the gates have been installed.

### Alternate 7 Relocating Business to East Commerce Center

There is a push to fully utilize Wisconsin Rapids East Commerce Center and its rail hub. There are multiple economic development grants, and loans that would benefit a company that is currently on the west end and connected to the valley subdivision; to move to the East Commerce Center. One example company would be General Chemical. If the move expanded operations and employment then economic development money could be used on the new facility, Rail elimination grants could be used to remove the rail spur. The facility, which is located in a certified opportunity zone could be replaced with housing or other businesses that qualify.



## TASK 4: Identify costs, grant funding

The alternatives analyzed in TASK 3 can have vastly different costs and sources for funding. Quiet zone, Grade Separations, and Rail Relocation solutions impact initial and ongoing costs to both the city, state, federal government, and the railroad and are typically funded through a variety of grants, local funds, and railroad budgets. Alternate routing, depending on jurisdiction, impact initial and ongoing costs to both the city, state and federal government but have small requirement or impact on rail companies. Alternate routing solutions are typically funded through a variety of federal, state grants and local municipal budgets. Technology solutions have cost impacts directly to the municipality and require little responsibility from state, federal, and railroad sources. These technology solutions, however, can be funded by a variety of local, state, federal grants. The study will include grant opportunities including but not limited to:

- CMAQ - Congestion Mitigation and Air Quality Improvement Program
- ARPA America Rescue Plan Act
- Bipartisan Infrastructure Investment
- Section 130 Federal Highway Administration's (FHWA) Highway Safety Improvement Program (HSIP)
- CRISI Grant
- Carbon Reduction-related grants
- Grants related to underserved communities for Variable Message Signage
- Wisconsin General Transportation Fund grants
- Alternative/Sustainable funding sources

These grants include traditional transportation grants as per alternative 1,2,3 and 5. The technology solutions also can be funded by communication grants (for the communication infrastructure), and inclusiveness grants (for variable message signage for community members without mobile devices). In addition, this information can be sold to citizens, logistics companies, emergency services, mapping companies, etc. and secure commercial sponsorship. Thus, the technology solution can be sustainable with only minor long-term costs to the community, state, federal and rail stakeholders. We will analyze costs and sources of support and funding for the various solution alternatives.

Below is a table of the cost estimate in 2022 dollars, for each of the alternates listed above and characteristics that would fall under federal, state, and third-party funding.



ALTERNATE	DESCRIPTION	ESTIMATED UNIT COST	FUNDING OPTIONS
<b>ALTERNATE 1</b>	Increasing Speed of Through Trains	N/A	CN operation improvement, Signal Improvements, Carbon Reduction
<b>ALTERNATE 2-1</b>	Minimum Proof of Concept at a Single crossing	\$52,000	Crossing Improvement, Technology Innovation, Carbon Reduction, Underserved communities, Commercial Sponsorship
<b>ALTERNATE 2-2</b>	Minimum Digital-Only City-wide solution	\$217,200	Crossing Improvement, Technology Innovation, Carbon Reduction, Underserved communities, Commercial Sponsorship
<b>ALTERNATE 2-3</b>	Value-Based City-wide solution with Active Signage	\$375,000	Crossing Improvement, Technology Innovation, Carbon Reduction, Underserved communities, Commercial Sponsorship
<b>ALTERNATE 3</b>	Intersection Modification	\$1,000,000	Carbon Reduction
<b>ALTERNATE 4-1</b>	Track Relocation - City West Edge	\$27,800,000	CN Operation Improvement, Safety Improvements, Carbon Reduction
<b>ALTERNATE 4-2</b>	Track Relocation - County Lands	\$34,500,000	CN Operation Improvement, Safety Improvements, Carbon Reduction
<b>ALTERNATE 5-1</b>	Grade Separation - Railroad Under	\$32,600,000	Safety Improvements, Grade Separation, Carbon Reduction, CN Operation Improvement
<b>ALTERNATE 5-2</b>	Grade Separation - Railroad Over	\$33,600,000	Safety Improvements, Grade Separation, Carbon Reduction, CN Operation Improvement
<b>ALTERNATE 6-1</b>	QZ Option 1 - Grade Separation Grand Ave	\$37,800,000	Quiet Zone, Safety Improvements, Grade Separation, Signal Improvements
<b>ALTERNATE 6-2</b>	QZ Option 2 - Improvement at Bonow Ave	\$2,900,000	Quiet Zone, Safety Improvements, Signal Improvements
<b>ALTERNATE 6-3</b>	QZ Option 3 - Improvements at Gaynor and s 17th St	\$2,900,000	Quiet Zone, Safety Improvements, Signal Improvements
<b>ALTERNATE 6-4</b>	Whitehall Sub Quiet Zone	\$5,400,000	Quiet Zone, Safety Improvements, Signal Improvements
<b>ALTERNATE 7</b>	Relocated Rail Intensive Businesses to East Commerce Center	\$?	WEDC grants and loans, SBA grants and Loans, Other miscellaneous Economic development incentives. Rail operation support.

See Appendix G for detailed estimates.



## TASK 5: Implementation of alternatives.

The implementation process for each alternative is different.

The City would need to work with CN to determine the improvements required to increase the train speed through the city and discuss operations to prevent CN switching movements from blocking multiple crossings at the same time preventing easy alternative routes for traffic.

ITS, Predictive Mobility and alternate routing can be taken in steps and starts with a pilot project with sensors at all target crossings. There is an installation process with fixed or variable message signage and a roll out process for digital solutions that include mobile applications and cloud application integration. Community communication is an important part of this process.

The intersection modification at Grand Avenue along STH 13 project would involve the City performing an engineering study. There would need to be a traffic study performed to determine the improvements required to alleviate the traffic backups caused by the train blocking the crossing. The traffic study, engineering design, and construction process could be completed in two (2) years. During the construction process, the road would need to remain open to allow for traffic to continue.

The track relocation process would require CN coordination, public outreach, and engineering to determine the new track alignment. The City would need to work with the county and the project would require property acquisition. The engineering, property acquisition, and construction process would take multiple years before the new track could be operational.

The grade separation project would require engineering for the road alignment and the structures. A shoofly for the track and road would need to be designed to maintain train and roadway traffic operations during the construction process.

To implement a Quiet Zone, the city would need to complete a study to determine the improvements required to have the corridor qualify for a Quiet Zone. There would need to be a diagnostic site meeting with the involved parties, after which a Notice of Intent (NOI) package would be sent to the FRA. After 60 days and the safety improvements have been completed, a Notice of Establishment (NOE) from the City will need to be submitted to the FRA for final approval.



## TASK 6: Recommendation

There are multiple solutions to the issues Wisconsin Rapids is experiencing. To substantially improve the City's traffic flow, Wisconsin Rapids should pursue a combination of the listed solutions. The solutions that we would recommend pursuing would be to work with CN to determine any operational changes including train speeds and switching movements, constructing a grade separation at Grand Ave, and implementation of Predictive Mobility. Working with CN to modify the current operations could help speed up trains through the corridor limiting the delay of each through train and modify switching movements to prevent multiple crossings being blocked for an extended period. The only way to eliminate all train delays at a single crossing would be to construct a grade separation. There are fifteen (15) at grade crossings in the city, a grade separation should be constructed at the crossing with the biggest impact. While Bonow seems to have the highest blockage time, Grand Avenue has the greatest impact based on the large AADT, centered in the city, proximity to other crossings, and impacts to traffic on STH 13. A grade separation at Grand Avenue will also help in the implementation of a Quiet Zone in the corridor. For all the other crossings in the City, message boards can be installed informing drivers of crossings being blocked to help guide drivers across the tracks avoiding trains in the area.

The teams' following recommendations have been generated based on the comprehensive analysis of the City's characteristics, rail traffic and road traffic.

These recommendations are as follows:

- Pursue steps to construct grade separation (underpass/overpass) at Grand Avenue that will start with a more detailed traffic and construction study.
  - NEXT STEP: Begin the process of detail traffic and construction analysis which Patrick Engineering can assist with.
- Pursue implementation of Predictive Mobility system that can help solve the problem at all 15 crossing in a matter of months while the longer-term, multi-year, multi-step grade separation projects is in motion.
  - NEXT STEP: Deploy pilot Predictive Mobility System.
- Pursue the implementation of a Quiet Zone in the city.
  - NEXT STEP: Begin the process of crossing analysis and determine improvements required for a Quiet Zone, which Patrick Engineering can assist with.







## Public Works Committee

**Date of Request:** March 1st, 2023

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the preliminary concept drawing for Lincoln St between E Riverview Expressway and Peach St.

### **Background information:**

As part of the public participation and stakeholder feedback for this future project we wanted to do a high level review of some initial concepts and introduce the project. By no means is this a final concept. Due to the size and scope of the project we will be looking for feedback from adjacent property owners and stakeholders, general public comments, etc and will get a project webpage developed where people can access project documents and provide their feedback.

Adjacent land uses and connectivity to those land uses, coupled with significant right-of-way through part of the corridor creates opportunities to provide a paved, off-street path that would provide an eventual connection to W Jackson and E Jackson (once complete).

The adjacent and nearby land uses include two schools, the Library, E Grand Ave & 8<sup>th</sup> St businesses, Aquatics Center, Skate Park, Rafters and residential neighborhoods.

### **Other Design Parameters**

- Parking along Lincoln St will be maintained.
- Safety will be reviewed to ensure that vision triangles are clear, traffic control is appropriate, pavement marking and signage are improved and updated.
- Tree planting in boulevards will be considered.

A few design components we need to work through include:

- ROW discrepancy on west side south of Chestnut St – may require some ROW purchases
- Consideration for moving underground utilities outside the roadway if possible



Feedback we have received to date includes:

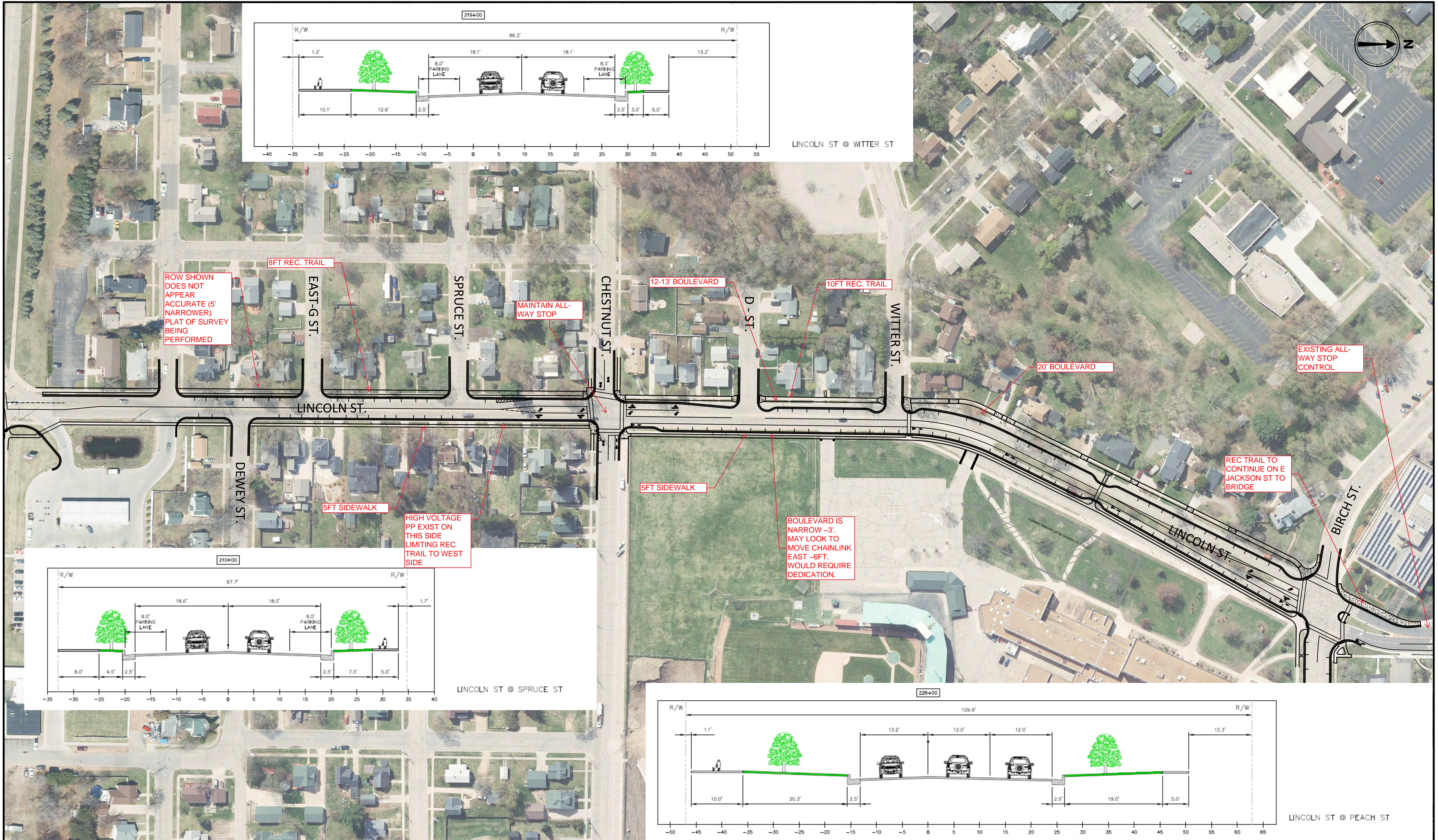
- consider the paved trail on the east side of the road rather than west side for multiple reasons: keeping foot and bike traffic away from residential properties and city crews already plow sidewalks on the east side so it would avoid adding sidewalk to plow.
- Consider keeping the island between Witter and Peach St.
- Consideration of WB RT along the Expressway as a possible future project. Initial groundwork will be considered with this preliminary design.
- Consider a mid-block ped crossing at Witter St.
- Consider parking needs, even angle parking if necessary
- Extend some aesthetic features, similar to E Grand Ave into the corridor
- Include pedestrian signage on the Lincoln St route and high visibility cross walks.
- Consider additional width south of Chestnut St to accommodate some boulevard width and consistency with the rest of the corridor.
- Consider a dedicated bike lane
- Desirable to include traffic calming features to keep speeds slow

**Options available:** Feedback is encouraged.

**Action you are requesting the committee take:** No action

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







## PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. ~~Request by Alderperson Cattanaach to reconsider the City's overnight parking ordinance (2021)~~
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 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.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~
9. ~~Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.~~
10. ~~Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.~~
11. ~~Request from Zacher to consider removing pavers in west boulevard of 2<sup>nd</sup> Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.~~
12. ~~Request from Austin to discuss the Biron wastewater agreement at a special PW meeting.~~
13. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)
14. ~~Request from Polach to change traffic control at the intersection of Peach St and 13<sup>th</sup> St S from uncontrolled to either yield or stop control.~~
15. ~~Request by Gary Wilhorn, 4281 14th Pl S, to install street lighting at the intersection of 14th Pl and Whitrock Ave.~~
16. ~~Update Degradation Fees for 2023.~~
17. Consider Highway Safety Improvement Grant for pedestrian crossing at 8<sup>th</sup> St S at Wood Ave.
18. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
19. Referral by Alderperson Bemke to consider sidewalk installation on the east side of 16<sup>th</sup> St S from E Riverview Expressway to existing sidewalk 1075' south.



## Human Resources Committee Meeting Minutes March 9, 2023

### **Human Resources Committee**

Jay Bemke, Chairperson  
Patrick Delaney, Vice Chair  
Tom Rayome

The Human Resources Committee held a meeting in the 1<sup>st</sup> Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids on Thursday, March 9, 2023 at 2:00 p.m. Members present were Chairperson Bemke, Alderperson Rayome, and Alderperson Delaney. Others in attendance were Alderperson Polach, Mayor Blaser, City Attorney Sue Schill, and HR Manager Ryan Hartman.

### Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 2:00 p.m.

2. Update on City Hall hours.

Discussion took place. No action taken.

3. Update on Wage Study

Update was given. No action taken.

4. HR Update

a. Seasonal Positions

Update was provided. No action taken.

5. Adjournment.

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 2:15 p.m.



**MINUTES**  
MEETING OF THE COMMITTEE OF THE WHOLE  
WISCONSIN RAPIDS COMMON COUNCIL  
THURSDAY, MARCH 9, 2023  
5:00 P.M.

A meeting of the Committee of the Whole of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Thursday, March 9, 2023, at 5:00 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.

All Alderpersons were present. Also present were Joe Eichsteadt, Nick Dums, and Mayor Shane Blaser.

1. Call to Order

Council President Veneman called the meeting to order at 5:00 p.m.

2. Review and discuss the Wisconsin Rapids Rail Feasibility Study.

The item was discussed, and no action was taken.

3. Adjourn

There being no further business before the Committee, the meeting adjourned at 6:04 p.m.

Respectfully submitted,

Shane E. Blaser, Mayor



# Board of Trustees

Meeting Minutes for

January 18, 2023

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

**2. Roll Call:**

**Board Members:**

Andrea Galvan

Kim Heniadis

Ryan Austin

William Clendenning

Eric Montag

Karen Schill

~~Craig Broeren~~

Scott Kellogg

~~Elizabeth St. Myers~~

Doug Machon

Susan Feith

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Mary Hamilton, Library Associate

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

**4. Agenda approval:**

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

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

**12.21.22:** No changes.

**6. TREASURER'S REPORT**

**6a. Monthly Finance Reports:** S. Feith shared the sheet for approving bills for January, and the sheet that shows what bills were actually paid for the month of December. There was a difference between what bills were approved for payment in December and what checks were cut by city hall. K. Elchert described what caused the difference. A Munis year-to-date budget report will be included in the Board packet each month. The subject of petty cash was also discussed. Several credit cards have been completely closed, which is a goal of library administration.

**6b. Payment of the Bills: Motion by W. Clendenning, second by K. Heniadis to pay the bills as presented and place a copy on file. Total of the bills is \$133,800.84. Motion carried by unanimous vote.**

**Endowment Bill:** No invoices were presented against the endowment. S. Feith described the importance of getting our own tax identification number, which would be part of obtaining 501(c)(3) status for the endowment.

**7. DIRECTOR'S REPORT**



## Board of Trustees

**7a. Library Use and Events:** Two Library Associates retired at the end of 2022. We are currently 1.5 FTE short. K. Elchert shared the process for filling these positions. The subject of homelessness will be discussed at the February staff meeting. The library's role as serving as both a warming center in the winter and a cooling center in the summer was discussed. The Board also reviewed the Library's Programming report.

**7b. Statistics:** December usage was down a little due to the holidays. Usage is up from 2021. We were over 106k in patron visits for 2022. Prior to Covid, the library could accumulate over 200k visits per year. Usage is trending in the right direction.

**7c. Miscellaneous:** The library continues the process of decluttering. Collaborations with the city are going well, especially regarding solving the library's building needs. Future plans for other collaboration opportunities with the city were described. K. Elchert has also ordered new shelving, which has begun arriving. The intention is to increase circulation at the library by displaying materials in an attractive way.

Mary Hamilton was introduced to the Board and shared experiences and observations from her time as a library employee. She shared some of her motivations for being involved in library work, and observations on the current topic of homelessness.

McMillan will be hosting the next Wood County Board meeting.

### 8. COMMITTEE REPORTS

**8a. Personnel Committee:** S. Kellogg provided a summary of items covered in the most recent committee meeting, including the form and process for the Director's six-month evaluation. There will be a closed session meeting in February to discuss the Director's performance. **Motion by S. Feith, second by K. Heniadis to adopt the form and process outlined by S. Kellogg for the Director's six-month evaluation. Motion carried by unanimous vote.**

**8b. Building and Grounds:** D. Machon provided a summary of items covered in the most recent committee meeting.

**8c. Finance Committee:** S. Feith provided a summary of items covered in the most recent committee meeting. Grant report narrative is complete for use in the Legacy Foundation report regarding Learning Futures.

**Motion by S. Feith, second by R. Austin to employ Legacy Accounting to provide a set of books that can be audited at the end of the year for the library's endowment. Motion carried by unanimous vote.**

**Motion by E. Montag, second by W. Clendenning to pursue 501(c)(3) designation for the endowment and contact Attorney Nick Flanagan to complete the necessary paperwork. Motion carried by unanimous vote.** S. Feith will contact Attorney Flanagan.

**Motion by K. Heniadis, second by S. Kellogg to commit up to \$30,000 from the endowment in 2023 to approved amounts toward library projects.** D. Machon clarified that purchasing donor signage may be paid for by the endowment at 100% of the cost. **Motion carried by unanimous vote.**

### 9. OLD BUSINESS

**9a. Update on ERD and EEOC claims:** Cases are closed.





## Board of Trustees

**9b. Heart of Wisconsin Chamber fundraiser:** By consensus of the Board, McMillan will not participate this year.

### **10. NEW BUSINESS**

**10a. Library policies:** Drafts of possible future policies presented. Current officially approved policies were also shared. Edits and discussions will be forthcoming.

**11. INFORMATION REQUESTS** None.

**12. ITEMS FOR NEXT AGENDA** None.

### **13. ADJOURNMENT**

**Meeting adjourned by President Galvan at 7:33 p.m.**

**Respectfully Submitted: Eric Montag, Board Member**



# Buildings and Grounds Committee

Meeting Minutes for

February 8, 2023

**1. Call to Order:** Chairman Machon called the meeting of the McMillan Library Buildings and Grounds Committee to order at 4:40 p.m.

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

**3. Roll Call:**

**Committee Members:**

Andrea Galvan

Doug Machon

Scott Kellogg

William Clendenning

Ryan Austin

Eric Montag

**Other Board Members:**

Kim Heniadis

Craig Broeren

Susan Feith

Elizabeth St. Myers

~~Karen Schill~~

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Doug Stingle, Jeff Penzkover, Nick Flanagan

**4. Approval of Minutes:** A motion was made by W. Clendenning, second by R. Austin to approve the minutes of the January 11, 2023 Buildings and Grounds Committee meeting. Motion to approve carried by unanimous vote.

**5. Update of Solar Array Buyout and Future:** Mr. Stingle provided a report assessing the condition and output of the solar array. He shared that 10K Solar, the manufacturer of one of the main components of the array (a microinverter), was already out of business when the Library contracted with Viking Electric to place the array on the library roof. The 10K Solar microinverter in use in the McMillan array has suffered known massive failure rates in other such arrays. Since 10K Solar was already out of business when the McMillan array was placed, there is no warranty on the microinverter. Mr. Stingle assesses that there are limited repair options- one person is known to work on similar arrays in the Midwest. The individual uses good parts from other disassembled arrays to keep existing arrays functioning.

The Library array's output is not where Mr. Stingle believes it should be, and he suspects that this is due to some microinverters within the system having already begun to fail. He suggests 1. finding documentation that states what the expected monthly generation was supposed to be for the system, and 2. Viking should assess the array prior to any sale taking place. The Library does currently have a number of spare microinverters. However, it is unknown how many microinverters may already be bad, and how many could be replaced by the spare parts that the library has on hand.

D. Machon inquired about options, usefulness and life expectancy for the array going forward. Mr. Stingle stated that similar microinverters in other solar projects fail at a rate of 11-15% per year.

S. Feith inquired about if there would be damage to the roof if the array were to be removed. This seems unlikely due to how the array is placed.

## Buildings and Grounds Committee

K. Elchert shared information regarding what arrangement could potentially be made with WW&LC. She asked Mr. Stingle if he would be opposed to her sharing his report with WW&LC. He did not object. K. Elchert asked if Mr. Stingle would be willing to come and speak to staff about the array, as there are many questions.

*Craig Broeren entered the meeting at this point.*

The Committee is requesting that Scott from Viking Electric be invited to speak to the full board at the March meeting. K. Elchert indicated that she would contact him regarding his availability.

**6. Items for Next Agenda:** D. Machon requested that donor signage information be available for the next Buildings and Grounds meeting.

**7. Adjournment:** Chairman Machon adjourned the meeting at 5:34 p.m.



# Finance Committee

Meeting Minutes for

February 8, 2023

**1. Call to Order:** Chairwoman Feith called the meeting of the McMillan Library Finance Committee to order at 5:34 p.m.

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

**3. Roll Call:**

**Committee Members:**

Andrea Galvan  
Kim Heniadis

Susan Feith  
Craig Broeren

Elizabeth St. Myers  
William Clendenning

**Other Board Members:**

Ryan Austin  
Eric Montag

~~Karen Schill~~  
Scott Kellogg

Doug Machon

**Administration:** Katherine Elchert, Library Director

**Others in Attendance:** Nick Flanagan

**4. Approval of Minutes:** A motion was made by W. Clendenning, second by S. Kellogg to approve the minutes of the January 11, 2023 Finance Committee meeting. Motion to approve carried by unanimous vote.

**5. Endowment Fund 501(c)(3) Working Session:** Mr. Flanagan shared a Library 501(c)(3) Application Roadmap document. He shared the difference between Private Foundation vs. Public Charity. It is more favorable to potential donors for the entity to be a Public Charity.

The Committee advised Mr. Flanagan that it is recommending to the full Board:

The new entity will be made up of five Directors, made up of three Board members and two members at large. The current Library Director would be ex-officio. Two of the Directors should be Library Board President and Library Board Treasurer, and one other Board member chosen by the Board. The two members at large would be appointed by the three Board members.

The name of the entity will be McMillan Memorial Library Endowment Fund.

The address will be 490 E. Grand Ave., Wis. Rapids, WI 54494

K. Elchert will set up a physical mailbox and e-mail address for the new McMillan Memorial Library Endowment Fund.

Original Directors will be Andrea Galvan, Susan Feith and Eric Montag, with Board Treasurer serving as Registered Agent.



## Finance Committee

Purpose statement will be: "To maintain an endowment fund solely and exclusively for the benefit of McMillan Memorial Library."

**6. Discussion of Assistant Director Salary Range:** Previously discussed in Personnel. \$75,000-\$85,000

**7. Grant Reports:** Discussion regarding a recent bequest to the Library. A. Galvan updated the Board on recent grant reporting submitted to Legacy. She also shared details on a different grant opportunity, and will update the Board when possible. Several unfulfilled pledges from the Learning Futures project were also discussed.

**8. Items for Next Agenda:** Nick Flanagan will provide an update on the articles of incorporation and review the bylaws.

**9. Adjournment:** Chairwoman Feith adjourned the meeting at 6:58 p.m.

**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

2/2/22

The South Wood County Airport Commission met on Thursday February 2, 2023 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Jeremy Eichstad, Brad Hamilton, and Joe Zurfluh. Shane Blaser attended via telephone. Also in attendance were Dennis Polach, Randy Gustafson, Arne Nystrom, Paul Tranal, Bill Clendenning, Bill Menzel, Mike Esser, Tom Davis, Dan Minarcik, Jeremy Roberts, and Jeremy Sickler.

**1. Call to order:** Chairman Blaser called the meeting to order at 8:02 AM.

**2. Approval of previous month's minutes (12-1-22):**

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

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

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The fuel system project will be closed out upon scheduling of the final inspection and completion of punch list items.

There is nothing to report on the progress of the easement acquisition project. Sickler will get an update from MSA regarding this project, hopefully somebody can attend in person at an upcoming meeting. At one point it was believed tree removal may have taken place this winter/spring.

Sickler provided an update on the progress on several of the items which arose from the results of the survey. Several quotes, estimates, and ideas are still being sought on some of the more costly items. Many of the less laborious tasks have been completed.

Sickler reported that the fuel sales and activity in January was well typical compared with historical January performance.

Representatives from the Wisconsin Bureau of Aeronautics and MSA Professional Services provided updates on funding, current and future projects, project priorities, and progress on current projects. The Commission is still awaiting approval of the 2022 petition to kick off the Master Plan project which will be the cornerstone of future development at KISW.

Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

#### **4. Old Business**

- a. Discuss and consider action regarding T-Hangar door repairs. The Commission reviewed and discussed the door repair idea presented by Sickler. The Commission was concerned about the time and materials nature of the repair without a spending limit. Sickler will continue the conversation with the contractor. No action taken.

#### **5. New Business**

- a. Discuss and consider action regarding Heidi Gross lease. Heidi Gross requested the Commission approve an addendum adding Raefe Gross as a consignee to her lease. The documents were presented to the Commission for review. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the financial statements as presented. Motion carried.

#### **6. Review of Financial Statements**

Financial statements were presented and reviewed. Motion by Commissioner Zurfluh, 2nd by Commissioner Eichorn to approve the addendum to the lease as presented. Motion carried.

#### **7. Future agenda items:**

T-hangar door repair.

#### **8. Public Comment**

EAA 706 commented on the height of snow banks and possible interference with low wing aircraft

EAA 706 commented on the availability of the hangar numbering signs. Sickler provided a response.

#### **9. Correspondence received:** None

#### **10. Set next meeting date:**

Thursday March 2 at 8:00 AM.

#### **11. Adjourn:**

Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Zurfluh to adjourn at 0929. Motion carried.

*Minutes prepared by Jeremy Sickler; Respectfully reviewed and submitted, Chairman Blaser*





CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
February 8, 2023  
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

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

3. Approve the January 11, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Tenpas, to approve the January 11, 2023 meeting minutes. Motion carried.

4. Approve the January 24, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Tenpas, to approve the January 24, 2023 meeting minutes. Motion carried.

5. Consider for approval invoice in the amount of \$59 from Stanard and Associates, Inc. for two written tests provided to Entry-Level Police Officer candidates in January.

A motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to approve the receipt in the in the amount of \$59 from Stanard and Associates, Inc. Motion carried.

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

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

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

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

8. Discuss and consider updating the recruiting processes and entry level qualifications for the Police Department and Fire Department.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich to approve the changes to the Police Department's recruitment process and entry level qualifications as presented by



Interim Police Chief Potocki, pending negotiation and agreement with the police union regarding all issues subject to bargaining as a result of the proposed changes; any changes to the bargaining agreement will need to be approved by the Human Resources Committee and the Common Council. Motion carried.

9. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." In closed session, the Commission will discuss police chief candidate interviews and the interview and selection process.

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

Present in the closed session were Commissioners Albrecht, Grode, King, Tenpas and Yonkovich; and Interim Police Chief Mike Potocki, Sue Schill, Ryan Hartman, Eric Daven, Cody Wetterau and Emily Kent. Eric Daven and Cody Wetterau left the meeting at 8:47 a.m.

In closed session, the Commission discussed the interview and selection process for Police Chief. No motions were made.

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

The next monthly meeting will be held on March 1<sup>st</sup> at 7:30 a.m.

11. Adjourn in closed session.

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

Respectfully Submitted,  
David Yonkovich, Acting Secretary



**Wastewater Facility**  
**2540 First Street South**  
**Wisconsin Rapids, WI 54494-5798**  
Phone (715) 421-8237 Fax (715) 421-8292  
Derek Budsberg – Wastewater Superintendent  
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:30 p.m. on February 8, 2023** at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Yonkovich, Tammy Steward, and Jim Neitzel; on Zoom: Joe Eichsteadt and Ryan Austin. Alderman Dennis Polach was also present.

- 1. Minutes of the January 11, 2023 meeting:** A motion was made David Yonkovich and seconded by Tammy Steward to approve the minutes of the January 11, 2023 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing month's activities.
  - b. Monthly Plant Report: Al Belke gave an up to date report of plant work. All plant operations were within the WDNR Discharge Permit ranges.
  - c. CMOM annual checklist report: the 2022 checklist was presented to the Commission and will be added to the report.
- 3. Biron contract update:** Draft of complaint against Village of Biron has been completed and will be reviewed by staff.
- 4. Discuss the review of the Westside L.S. Facility plan and design:** City Engineer Joe Eichsteadt presented the commission with a memo regarding Strand Associates' design of the lift station. A motion was made by David Yonkovich and seconded by Tammy Steward to accept the quote from E-Con Electric for electrical upgrades. **Motion Carried.**
- 5. Acceptance of bills and revenues:**
- 6. Referrals:** Biron Wastewater Contract, Westside Lift Station Update
- 7. Adjourn:** A motion was made by David Yonkovich and seconded by Jim Neitzel to adjourn at 2:37 pm. **Motion Carried**

*Respectfully submitted Jessica Beaton*



**Wastewater Facility**  
**2540 First Street South**  
**Wisconsin Rapids, WI 54494-5798**  
Phone (715) 421-8237 Fax (715) 421-8292  
Derek Budsberg – Wastewater Superintendent  
Email – dbudsberg@wirapids.org

The Wastewater Treatment Commission met at **1:30 p.m. on March 8, 2023** at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, David Yonkovich, Tammy Steward, Peter Jennings, and Jim Neitzel; on Zoom: Joe Eichsteadt. Alderman Dennis Polach was also present.

- 1. Minutes of the February 8, 2023 meeting:** A motion was made David Yonkovich and seconded by Peter Jennings to approve the minutes of the February 8, 2023 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing month's activities.
  - b. Monthly Plant Report: Al Belke gave an up to date report of plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Biron contract update:** Commissioners will be notified when Notice of Claim is sent to the Village of Biron. Will provide status update at April Commission meeting.
- 4. Westside Lift station conduit upgrade quote selection:** Commissioners were provided with three quotes as requested. A motion was made by David Yonkovich and seconded by Peter Jennings to accept quote for \$22,738 provided by Current Technologies. **Motion Carried.**
- 5. Review backflow preventer quotes:** A motion was made by David Yonkovich and seconded by Tammy Steward to accept quote for \$1400 provided by Eron & Gee/Herman's Plumbing & Heating. **Motion Carried.**
- 6. Acceptance of bills and revenues:** A motion was made by Peter Jennings and seconded by Tammy Steward to accept the bills and revenues for February. **Motion Carried.**
- 7. Referrals:** Biron Wastewater Contract
- 8. Adjourn:** A motion was made by David Yonkovich and seconded by Jim Neitzel to adjourn at 2:05 pm. **Motion Carried**

*Respectfully submitted Jessica Beaton*

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, February 8, 2023

**There were present:**

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

Also in attendance: Jem Brown, Roxanne Gronski, Jeff Kuhn, Josh Elliott, Lynn Schroer, Adam Breunig, Shawn Reimer, Tyler Sneen, Todd Weiler, Matt Stormoen, and Sean Wall.

**1. Call to Order**

Chairman John Bergin called the meeting to order at 2:00 PM.

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

**2.1 Regular Commission Meeting held January 11, 2023**

There was a motion made by Rick Merdan, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on January 11, 2023, and to place them on file. There were no nay votes recorded.

**2.2 Special Commission Meeting held January 24, 2023**

There is a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Special Commission Meeting held on January 24, 2023, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1** There were no action items.

**4.0 Department updates**

**4.1 Safety Committee Report**

The commissioners reviewed the January safety committee report and the

safety coordinator's monthly report. Sean Wall answered questions regarding the MEUW Electric Operations Conference that was recently held in Wisconsin Dells. Sean stated that for MEUW employees this is an all-hands-on deck conference put on by the MEUW and is always extremely well organized and well attended.

#### **4.2 Line Superintendent's Report**

This report was reviewed and discussed.

#### **4.3 Water Department Operations Report**

This report was reviewed and the January maintenance projects were discussed. Adam Breunig answered questions regarding the water allowed to run program/procedures which is done to help prevent residential freeze-ups.

#### **4.4 Customer Support Supervisor's Report**

This report was reviewed and discussed. Lynn Schroer answered questions regarding account receivables and water disconnection notices that were sent.

#### **4.5 Director of Finance's Report**

This report was reviewed and there was a lengthy discussion regarding the financial statements. Jeff Kuhn answered questions regarding cybersecurity liability insurance and also how workers compensation insurance mod factors are determined.

#### **4.6 Information System's Administrator's Report**

This report was reviewed and Matt Stormoen answered questions regarding January projects. Matt and our storeroom/utility system specialist Kyle Dewitt met with a representative from NISC who was able to show them the new capabilities of the system.

#### **4.7 Conservation Manager's Report**

This report was reviewed and discussed. Shawn Reimer answered questions regarding a meeting that he had with Ocean Spray Cranberry and the upcoming Lincoln High School annual Reality Check that will be held March 7<sup>th</sup>. This is a literacy simulation that helps to prepare graduating seniors with a realistic experience in budgeting, understanding financial responsibilities and making potential life choices while interacting with business and community members.

#### **4.8 Electrical Engineer's Report**

This report was reviewed and discussed. With the recent good weather, we were able to finish up the regulator maintenance for the High School Substation. This maintenance includes draining the old oil, replacing with new oil, and un-tanking the switching mechanism so it can be cleaned of any carbon buildup.

#### **4.9 Director of Engineering & Electric Operations**

This report was reviewed and discussed. Todd Weiler answered questions regarding the MEUW Electric Operations Conference he attended. Todd attended a breakout session on the comparison between designing substations for public versus investor-owned utilities and another on substation security which reviewed both physical and cyber security strategies.

#### **4.10 General Manager's Report**

This report was reviewed and discussed. Jem Brown answered questions regarding our upcoming audit, the MEUW Electric Operations Conference he recently attended and a conference call that was held with Great Lakes Utilities regarding the GLU 50-75MW solar project and the supply chain issues they are experiencing.

### **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 Rick Merdan, seconded by Jeff Penzkover, and carried to adjourn at 2:29 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary





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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

February 2023

### **Permits & Degradation**

- 19 Permits/Licenses (5 last month) for asphalt paving (0), driveway grades/concrete pour inspections (1), storm water (0), excavating (8), Street Privilege (0), storm connection (0), permit parking (0), banner (1), environmental testing well (0), contractor licenses (9)
  - This year – 45 permits & licenses
- 44 Diggers Locates for Storm Sewer & Sanitary Sewer (87 last month)
  - 1 Emergency locate (0 after hours)
- Degradation fees - this year = \$7,410.92
  - This month = \$1,614.92 (\$5,796 last month)

### **Traffic**

- Vision Triangle Complaints
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is complete. The westerly most parking stall on the north side of W Grand Ave closest to 4<sup>th</sup> Ave will be removed to allow better visibility and increase the safety of motorists attempting to see traffic coming from the east. Work order will be sent out for painting in spring.
- Stop Sign / Yield Sign Requests
  - Traffic studies for the following intersections will be completed in February.
    - 2<sup>nd</sup> St S and Davis Ave – 4/28/22 – traffic study was complete in February. No additional signed is recommended. counter placed 11/22/22.
    - 13<sup>th</sup> St N & Prospect St – 10/6/22
      - Data gathering is complete. Initial review of the data confirms that all intersections except for 14<sup>th</sup> St N & Avon St are suitable as uncontrolled. We are further reviewing 14<sup>th</sup> St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield.
      - 13<sup>th</sup> St N at Saratoga St, Avon and Wisconsin Prospect St – counter placed 11/29/22 at Saratoga, 12/8/22 at Prospect
      - 14<sup>th</sup> St N at Prospect St, Avon St and Wisconsin – counter placed 12/14/22 at 14<sup>th</sup>.
      - 15<sup>th</sup> St N at Prospect St, Avon St and Wisconsin – counter placed 12/23/22 at 15<sup>th</sup> St and at Saratoga on 12/30/22
- Traffic Study
  - Woodside School pick-up and drop-off traffic has created queueing and safety related issues on Two Mile Ave extending onto 8<sup>th</sup> St S. Observations were made on



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

February 2<sup>nd</sup> and 3<sup>rd</sup>. From those observations recommendations have been developed and will be shared with the school and Police Dpt.

- Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1<sup>st</sup> St S. Some preliminary research has been done to gather guidance documents. A traffic study needs to be completed prior to modifying any signage.
- ITS Standalone Signal Grant
  - Bid awarded to Pember Companies. The contractor is working to compile the necessary insurance documents and construction schedule. At this time, construction is not anticipated to begin prior to May. The Notice to Proceed and Contract signing was completed in early February.
  - Bid opening was Dec. 8<sup>th</sup> at 10am.
- Signal complaints
  - A request for traffic signals at 16<sup>th</sup> St S and Expressway to switch quicker for vehicles heading north and south on 16<sup>th</sup> St S AND for the green to stay on longer.
  - Request to make 3<sup>rd</sup> St / Market St / Jackson St intersection an all-way stop.
  - STH 54 & CTH W – too few cars can get through (9/20/2022)
  - Chestnut & 8<sup>th</sup> St – too few cars can get through (9/20/2022)
  - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

## Project Designs/Construction underway:

### Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – preparations will be made in March to solicit work from a contractor for the 2023 concrete maintenance work.

### 2023 Reconstruction Projects

Project plans have been updated on the Engineering Dpt website and plans have been delivered to utilities along with city staff for their review and preparations for the upcoming construction season.

A preconstruction meeting is scheduled for March 1st to review the projects and proposed work schedules.

Letters to Oak St property owners were mailed out in February. Letters to Shorewood T. and Apricot St projects will be mailed in early March.

- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - Shorewood Terrace (1<sup>st</sup> St N to Termini) – 100%



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- Apricot St and Broadway St – 100%
- 2023 Contracts
  - Crushing Contract – Bid date is 3/2/2023
  - Asphalt Contract – Bid date is 3/2/2023
  - Concrete Contract – Bid date is 3/2/2023

#### 2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
  - Lincoln St (Expressway to Peach St) – 100%
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 100%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 5%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 5%
  - McKinley St (8<sup>th</sup> Ave to 14<sup>th</sup> Ave) – 5%
- Design for 2024 Projects
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 60%
  - Lincoln St (Expressway to Peach St) – 15%
    - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
    - Due to the uniqueness of this project and the potential given the ROW width available we will refer the review of the preliminary concept plan to the committee at the March meeting.
  - Wylie St (8<sup>th</sup> St N to 10<sup>th</sup> St N) – 60%
  - 14<sup>th</sup> Ave N (W Grand Ave to Fremont St) – 0%
  - 15<sup>th</sup> Ave N (W Grand Ave to High St) – 0%

#### Projects Involving Grants

- 8<sup>th</sup> St S and Wood Ave - Highway safety Improvement Grant (HSIP).
  - 2023 Design and possible 2024 construction
- Grand Ave Bridge Rehabilitation
  - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
  - Local Bridge Program Application is proposed to be submitted to DOT by March 24<sup>th</sup>, 2023.

#### Storm Water Utility

- Storm Utility Billing Update/Audit – Final data has been compiled and returned to the Engineering Department. This data has been sent to WWLC for review. WWLC and Engineering are scheduled to meet March 6<sup>th</sup> to discuss the integration of the updated account data.
- One Mile Cr. – All easements for the project are now secured.



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- Dredging Permit - Sediment sampling is complete. The Engineering Dept is still working with the DNR to complete our pre-application necessary for the dredging permit.
- Dam Permit – All data has been submitted to DNR. We are awaiting their review.

#### Transportation Utility

- A routine of monthly updates has now occurred over the past couple months and is set to continue.

#### Capital Improvement Planning

- CIP updates to be reviewed in March for review and approval in April.

#### Other Highlights

- Rail Feasibility Study - A final report was delivered Feb. 6<sup>th</sup>. The document has been posted on the City's website and provided for those interested in reviewing the report. A follow-up meeting was held with Patrick Engineering on February 21<sup>st</sup> to further discuss the report and answer some preliminary questions.
  - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12<sup>th</sup>.
- W Jackson St Update
  - The final lighting equipment was installed the week of February 20<sup>th</sup>. All lighting work is now complete, except for the repair of a light standard that was hit by a truck at 3<sup>rd</sup> Ave.
  - Final restoration work will be done immediately as soon as weather allows.
- Downtown Riverwall project scoping
  - No new updates
- Dog Park Fence Bids were prepared and advertised. The bid opening is set for March 6<sup>th</sup>.
- Centralia Center Roof bids were opened February 6<sup>th</sup>. Results were reviewed with the Finance & Property Committee in February with a motion to rebid. This will be rebid in March.



## **PUBLIC WORKS DEPARTMENT**

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

### **February 2023**

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

- Garbage Collection estimate 315.25 tons (2022 307.52 tons)
- Recycling Collection estimate 95.44 tons (2022 82.02 tons)

#### ***Construction***

##### **Cherry Street (Riverview Drive – 1<sup>st</sup> St North, Smith St (Railroad St – Riverview Drive)**

- Project completed

##### **Rosecrans Street (9<sup>th</sup> Ave – Dead End)**

- Project completed

##### **Lyons Park Flood Levee (1681 2<sup>nd</sup> Ave to Lyon Park)**

###### ***Items to complete in spring:***

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

##### **18<sup>th</sup> Ave South (Russel Street – West Grand Ave)**

- Project completed

##### **West Jackson Street (West Riverview Expressway – Wisconsin River)**

- City portion of project completed

##### **Freemont Street (14<sup>th</sup> Street – 13<sup>th</sup> Street)**

- Project completed

##### **9<sup>th</sup> Ave North (West Grand Ave – Freemont Street)**

###### ***Items to complete in spring:***

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

##### **Freemont Street (7<sup>th</sup> Ave N – 10<sup>th</sup> Ave N)**

###### ***Items to complete:***

- Concrete sidewalks and curb ramps
- Asphalt patch driveways
- Backfill of curb and site restoration

### **17<sup>th</sup> Ave North (Rosecrans Ave – Jefferson Street)**

- Project completed

### ***Streets Maintenance***

- Patched city streets with cold patch
- Bike trail, and dead end tree and brush trimming
- Check sand barrels
- Equipment training for employees who may fill in
- Plowed or salted multiple snow and ice events
- Removed snow from Sidewalk complaints
- Removed snow from downtown business areas
- Winged back snow from blowing
- Loaded out snow from parking lots
- Building Maintenance
- Completed Confined Space and Forklift training with required staff
- Removed snow from plugged Catch Basins and uncleared crosswalks
- Assisted with Kafka Construction in grinding brush from the Compost sites and Dog Park
- Hauled Wood Chips from Dog Park to East Compost site
- Assisted Parks with tree removal throughout the city
- Worked at removing Ice Pack from city streets during warm temperatures
- Building maintenance and painting at Library
- Worked on building maintenance at Mead Field ball diamonds
- Sanitary manhole repairs
- City Garage building maintenance
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Rebuilt or replace traffic control barricades
- Assisted Waste Water with flushing of dead end manholes
- Filled snow boxes for Humane Society for their snow sculpting fund raiser
- Review plans and order and take delivery of supplies for 2023 Construction season

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

- Repaired damaged signs due to vehicle hits
- Replaced 30” Stop signs that no longer meet the MUTCD requirements as well as Speed Limit signs and Yield signs
- Replace seasonal banners
- Installed WIAA banners for State Gymnastics meet
- Continue to review Parking Ordinance Signs when possible
- Preparing new signs for 2023 Construction Season

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

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Paint Machine, Dozer, Excavator Bucket
- Service Police and Fire’s fleet
- Repaired packer and Hydraulic Cylinder in Garbage Truck
- Fixed broken plows from snow event
- Took delivery of two trucks and put into service
- Transfer case replacement in Police Vehicle



**SOUTH WOOD COUNTY AIRPORT**  
Jeremy Sickler, Airport Manager

**February 2023**

**Airport Development:**

Fuel System Construction: MSA provided a brief update regarding the fuel system at the February meeting. Final inspection and punch list items will be addressed in the near future.

Obstruction Removal/Easement Acquisition: MSA provided an update to the Commission at the February meeting. Easement purchase has gone smoothly and tree removal is expected to take place in winter of 2023/2024.

WI BOA funding and future project update: The Wisconsin DOT Bureau of Aeronautics provided an update on current and future project funding at the February meeting. The primary focus in upcoming months will be the Airport Master Plan which will be the impetus for pursuit of funding for future projects, especially terminal upgrades and runway reconstruction.

<b>Fuel Type</b>	<b>Previous month</b>	<b>Current month</b>	<b>This month last year</b>	<b>2023 year to date</b>	<b>2022 year to date</b>	<b>Year over Year</b>
<b>100 LL</b>	318.70	414.97	534.57	733.67	853.13	86%
<b>Jet A</b>	265.61	1200.60	685.22	1466.21	2271.95	65%
<b>TOTAL</b>	584.31	1615.57	1219.79	2199.88	3125.08	70%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$9617.92
Ramp Fee:	\$100.00
Lav Fee:	\$0.00
GPU:	\$0.00
Call Out Fee:	\$0.00
Transient Hangar:	\$1260.00
Catering:	\$0.00
Oil:	\$0.00



Year over year total fuel gallon sales comparison through February:

2021 - 1735.29 gallons

2020 - 2239.08 gallons

### **Airport Activities:**

2022 Petition: The WI BOA will provide an update at the February 2023 meeting.

Airfield Lighting: Van Ert has received and installed the new power supply boards and the REILs are back in service.

Drive through gates have been experiencing a lot of downtime lately. American Fence has been contacted and on site several times to find solutions.

TO: Mayor Shane Blaser  
FROM: Derek Budsberg  
SUBJECT: Monthly Supervisory Report  
Month of: February 2023

Report:

**Collections**

- Televised-660 ft
  - Laterals inspected-2
  - Dead ends flushed- 224, approximately 67,200 ft
  - Root cut- 720 ft
  - Sewer calls- 4
- 
- The collections crew also performed fleet maintenance, snow removal, and assisted in repairing the Vac truck water tank that was leaking due to a bad weld.

**Operations/Maintenance**

- Parts came in to rebuild the inner rings of the Fournier fan press. This was an outlay item for 2022. Staff began cleaning and disassembling the unit. This project will take close to a month to complete.
- Administration worked on an RFP to help create a Facilities Plan for the Westside interceptor and Gaynor Avenue.
- Staff replaced a diaphragm on one of the primary sludge pumps to insure proper pumping.
- #2 RAS pump VFD was installed. The pump is now in operation.
- Maintenance rebuilt a spare pump for Pepper Avenue, that will be ready to be used as a spare.
- Administration spent time getting quotes gathered for running conduit at the westside lift station.
- Administration met with the city attorney and the Lawyers working on the Biron contract dispute to discuss strategy about moving forward.
- Yearly submittals to the DNR, for air emissions were due.



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council  
From: Todd Eckes, WRFD Fire Chief  
Date: March 1, 2023  
RE: Monthly Summary for February 2023

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

- Police and Fire Commission meeting
- Three Firefighter/Medics Began week of 2-20
- Common Council meeting
- Mayors Monthly Touch Base Meeting
- Training Committee Meeting
- Human Resources Meeting
- Management meeting
- Officers Meeting
- Public Education meeting
- FD/PTD training
- Car seat Clinic at Station I
- North Central Fire Chiefs meeting
- 1 member attended the Community Care meeting Riverview/Aspirus
- 1 member attended the Area 9 Fire Inspectors monthly meeting
- All members completed their annual Haz-Mat Physicals
- 4 Members Attended State Fire Chiefs Winter In Service
- 2 Members attended the Incident safety Officer class at the WAHMR conference
- EMS Training – Our Billing agent presented training to all crews on Documentation
- Fire Training – FF-Firefighter Down, MPO-MPO Calculations/Flows, Officer – Scene Size Up, Tech Rescue – Rope systems & Knots.
- DNR presented training to all members on Wildland Fires
- WE Energies presented training to all members on Natural Gas Emergencies
- Held EMR Training
- Cadet training Topic – Two minute Drills Low visibility search & Rescue
- Ambulance standby at the Polar Plunge at Anchor Bay
- Ambulance Standby at Wrestling tournament
- Station Tours and talks with 50 2<sup>nd</sup> Graders from Washington Elementary
- Station Tour and Presentation to 30 Cub Scouts

February Anniversaries: Joel Fetterer 17 Years, Ashlyn Wagner 5 Years,

Notable Responses:



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## WRFD Notes:

February was a historical year for WRFD with the addition of three personnel, one on each shift. The week of 2-20, our three newest Firefighter/Medics started their career with WRFD. Joining Crew 1 was James Hibbard. James comes to us from the Mauston Fire Department where he has been serving since 2018 as a Firefighter while also working for the Mauston Ambulance service as a Paramedic. James also spent 4 years in the Marines from 2011–2015 prior to his involvement in the Fire/EMS service. James is also a member of Team Rubicon. A quick response unit deployed for large-scale catastrophes comprised of former military personnel and First Responders. Welcome James to our Family.

Joining Crew 2 is Justin Shaffer. Justin is finishing Paramedic training at Madison Area Technical College (MATC). Justin has been serving on Fitchburg Fire & rescue while he attended MATC. Justin joins our department certified as FFI, FFII, Haz-Mat Operations, Fire Inspector, Driver Operator, and soon Paramedic. We welcome Justin and his wife and new baby girl to our family.

Joining Crew 3 is Addy Cronkrite. Addy is returning to her original area after completing her Fire/Medic degree at Fox Valley Technical College (FVIC). Addy grew up in Port Edwards, and is completing her Paramedic degree at FVIC. Addy comes to us with certification in FFI, FFI, Fire Investigator, and soon Paramedic. Addy was formerly a member of Clayton Fire & rescue while she attended FVIC. We want to welcome Addy and her family to our WRFD family.

This month was also busy with Grant applications. Submission of the Assistance to Firefighters Grant (AFG) was completed, asking FEMA for \$108,000 to replace our existing Vehicle Exhaust collection system that is 16 years old and starting to fail. We also submitted an application for a Staffing for Adequate Fire & Emergency Response, (SAFER) grant. The Request for this grant was \$1,055,000. This grant would pay for Wages and Benefits for three Firefighters for three years. This is the final piece in the proposal for 6 Firefighters in late 2022.

February was filled with many Public Education opportunities. Ambulance Standby at both the Polar Plunge event at Anchor Bay, and the State Middle School wrestling tournament at East Junior High school. Other events were Station tours and presentations to 50 2<sup>nd</sup> Graders, and 30 Cub scouts to station I. It is important for the public to know we are here for them and public events gives them and our members a chance to talk and answer questions that they may have about their Fire Department.

As always, I encourage all members of the Council or PFC to visit the department and spend some time with the crews and find out everything that we offer our Citizens on a day-to-day basis.



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## WRFD FEBRUARY 2023 MONTHLY RESPONSE REPORT

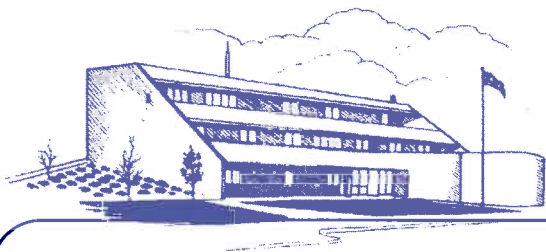
Type of Emergency	February 2023 Responses	Total # of 2023 Responses	February 2022 Responses	Total # of 2022 Responses
EMS 911	300	641	295	706
EMS IFT	3	0	4	11
COMMUNITY PARAMEDICINE	0	0	0	7
FIRE	0	3	3	5
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	2	6	2	4
SERVICE CALLS	0	2	2	6
GOOD INTENT	4	7	2	11
FALSE ALARMS/WEATHER	5	9	7	16
TOTAL CALLS FOR SERVICE	314	668	315	759

### Notes:

- Fire 100 Series: Fire (*structure, vehicle, wildland*)
- Fire 200 Series: Overpressure, Rupture, Explosion, Overheat (*No Fire*)
- Fire 300 Series: Rescue & Emergency Service Incident (*Motor vehicle accident, EMS Calls*)
- Fire 400 Series: *Hazardous Condition (spills, leaks with no fire)*
- Fire 500 Series: Service Calls (water & smoke problems, burning complaints)
- Fire 600 Series: Good Intent (*Dispatched and cancelled, Citizen needs help*)
- Fire 700/800 Series: (700) False Alarms (800) Severe Weather/Natural Disasters

Runs by District	February 2023	2023 Totals	February 2022	2022 Totals
Wisconsin Rapids	238	521	237	572
Saratoga	22	43	22	51
Village Port Edwards	11	20	9	24
Village Biron	16	24	9	25
Town of Port Edwards	4	13	11	19
Nekoosa	22	38	22	52
Granmoor	0	1	0	2
Mutual Aid Given	1	2	3	12
Mutual Aid Received	0	6	2	2
<b>TOTALS</b>	314	668	315	759

Confined Space Stand-by	February 2023	Total # 2023	February 2022	Total # 2022
TOTALS	43	86	50	87



## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: February 28, 2023  
To: Mayor Shane Blaser  
Wisconsin Rapids Police and Fire Commission  
Wisconsin Rapids Common Council  
From: Mike Potocki, Interim Chief of Police  
RE: Report on the Police Department activity for February 2023

### **Departmental Activity/Training:**

Wood County Law Enforcement Executive meeting.

WRPD and WRFD management meeting.

Police Department Staff meeting.

Police Department Clerical meeting.

Police Department Recruitment Team meeting.

Common Counsel meeting.

Human Resources Committee meeting. (PD and FD Recruitment.)

ATV/UTV meeting.

Hospital Tour for all Patrol Officers.

Interim Police Chief Potocki attended the Active Threat Integrated Response Conference.

SROs Pelot, Olivares, and Officers Andrys and Plowman attended ALICE Instructor Certification training.

Officers Van Berkel, Zalewski, and Jaye attended AR15 Armorer Certification training.

Officer Krummel attended Vehicle Contacts Instructor Certification training.

Officer Burger and Krummel attended the Wisconsin Traffic Safety Officers Association Conference.

Officers Burger and Krummel attended Drug Recognition Expert recertification training.