



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
THURSDAY, APRIL 14, 2022
6:00 P.M.
CITY HALL COUNCIL CHAMBERS
AND VIA VIDEOCONFERENCE

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Thursday, April 14, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 820 3190 8081.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on March 15, 2022 (See Attachment #1)
5. Consider for approval an Ordinance amending Chapter 11 of the Municipal Code to define Towing Business and place it within zoning districts. This is a second reading of this ordinance. (See Attachment #2)
6. Consider for approval the Transportation Utility Ordinance. This is a second reading of this ordinance. (See Attachment #3)
7. Consider for Adoption the Actions of the Planning Commission at its meeting held on April 4, 2022:
 1. Approval of the report from the March 7, 2022, Plan Commission meeting
 2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
 3. Philip M Dachel; Extraterritorial CSM – request for Certified Survey Map approval for the creation of 1 lot, which is under 5 acres, within the Town of Rudolph. The subject property is west of 3rd Avenue, and north of Oak Road (Parcel ID1700425).
 4. James Walloch; Extraterritorial CSM – request for Certified Survey Map approval for the creation of 2 lots, one of which is under 5 acres, within the Town of Rudolph. The subject property is east of 6th Avenue, and north of Pine Road (Parcel ID1700375).
 5. PLAN-22-000184; Chad Wirl – request for a site plan review to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550)
 6. PLAN-22-000198; C & C Steckbauer LLC. – request for an architectural review to perform façade improvements to the building at 150 2nd Street North (Parcel ID 3408144), which falls within the Downtown Design Overlay District
 7. Adjourn
8. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:
 - A. Finance and Property Committee meeting held on April 5, 2022:
 1. Call to Order
 2. Consider a request from the Fire Department to apply for a grant to purchase two LUCAS devices through the Aspirus foundation. (A LUCAS device is a mechanical CPR machine)
 3. Consider a request from the Park and Building Supervisor to replace the humidifier at City Hall
 4. Consider a request from the Park and Building Supervisor to remove all the windows at the Centralia Center and reinsulate around the windows
 5. Consider a request from Wisconsin Rapids Women's Softball Association, Jamie L. McDonald, agent, for a renewal of the 6-month Retail Class "B" Fermented Malt Beverages License from May 1, 2022 to

October 31, 2022, for the premises located at Mead Field, 311 17th Avenue South

6. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, April 29, 2022 from 7:00 p.m. to 10:00 p.m.
7. Review and consider for approval proposals for acquisition and upgrade of financial software
8. Review and consider for approval 2022 Budget Amendment
9. Audit of the Bills
10. Set next meeting date
11. Consider the sale of a vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 3408157
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".
In closed session, the committee may discuss negotiations and strategy regarding the sale of the above property.
The Committee will return to open session.
In open session, the Committee may continue to discuss the sale of a vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 3408157, and may take action on the sale of said property.
12. The Committee 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".
In closed session, the Committee will discuss a proposal for an organizational study and analysis of the police department and police chief candidate recruitment.
The Committee will return to open session.
The Committee may continue discussion regarding a proposal for an organizational study and analysis of the police department and police chief candidate recruitment, and the appropriation of funds for the study and police chief candidate recruitment, and may take action on those items.
13. Adjourn.

The Council may vote to go into closed session at the end of the Council meeting to discuss items #11 and #12.

B. Public Works Committee meeting held on April 7, 2022:

1. Call to order
2. Review Engineering & Street Department Activities Report.
3. Review and consider proposals for Environmental Services related to W Jackson St and 9th Ave N reconstruction projects.
4. Review the Municipal Separate Storm Sewer System (MS4) Annual Report.
5. Review referral list
6. Adjourn

C. Human Resources Committee meeting held on April 14, 2022:

1. Call to order
2. Discuss and consider for approval an increase in compensation for the Wastewater Treatment Plant intern from \$14.00 to \$16.00 per hour
3. Discuss and consider for approval modifications to the position descriptions for the Recreation Supervisor and Parks and Recreation Coordinator. Attachments will be provided.
4. Discuss and consider for approval a 2022 general wage increase for non-represented City employees
5. Update on wage study
6. Discuss and consider for ratification a successor collective bargaining agreement with IAFF Local 425
7. Discuss and consider for ratification a successor collective bargaining agreement with WRPPA
8. Adjournment.

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

- A. Wisconsin Rapids Fire Department Annual Report for 2021 and Monthly Summary for March 2022
- B. Wisconsin Rapids Housing Authority held January 26
- C. Police and Fire Commission held February 9, March 16 and March 23
- D. McMillan Memorial Library Board held February 16 and Personnel Committee held March 9
- E. South Wood County Airport Commission held March 3
- F. Water Works and Lighting Commission held March 9
- G. Wastewater Treatment Commission held March 9 and Monthly Summary for March 2022
- H. Engineering Department Monthly Summary for March 2022
- I. Public Works Department Monthly Summary for March 2022
- J. Wisconsin Rapids Police Department Monthly Summary for March 2022
- K. Park and Recreation Commission held April 11

10. Referrals to Committees

- 11. Regarding Finance and Property Committee item #11, 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".**

In closed session, the Council may discuss negotiations and strategy regarding the sale of a vacant City-owned building located at 161 and 163 3rd Street North, Parcel IDs: 34-08156 and 34-08157.

The Council will return to open session.

In open session, the Council may continue to discuss the sale of the above property, and may take action on the sale of said property.

- 12. Regarding Finance and Property Committee item #12, 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".**

In closed session, the Council may discuss a proposal for an organizational study and analysis of the police department and police chief candidate recruitment.

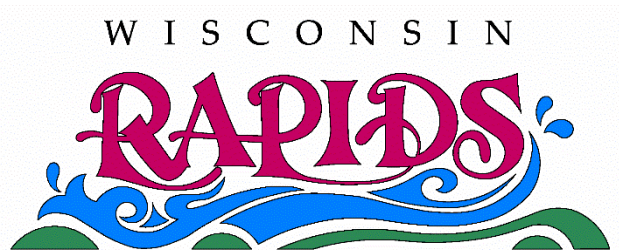
The Council will return to open session.

In open session, the Council may continue to discuss a proposal for an organizational study and analysis of the police department and police chief candidate recruitment, and the appropriation of funds for the study and police chief candidate recruitment, and may take action on those items.

13. Adjournment.

Jennifer M. Gossick, City Clerk

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



Attachment #1

MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, MARCH 15, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, March 15, 2022, 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. Members of the public who wished to submit comments to the Council regarding an agenda item were directed to contact the Mayor. No comments were received by the Mayor.

1. Call to Order

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

2. Roll Call

Roll call indicated that all alderpersons were present:

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

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

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

4. Reading of the Minutes of the Previous Meeting held on February 15, 2022

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

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

5. Recognition of Wisconsin Rapids Community Media Department's Multimedia Coordinator, Joe Bachman, recipient of the Heart of Wisconsin Chamber of Commerce Chamber Champion Award

Mayor Blaser recognized Joe Bachman, recipient of the Heart of Wisconsin Chamber of Commerce Chamber Champion Award

6. Presentation from Nicotine Prevention Alliance of Central Wisconsin about local nicotine data and trends, and prevention

A presentation was made by Laura Fischer and Jenna Flynn of the Nicotine Prevention Alliance of Central Wisconsin about local nicotine data and trends, and prevention.

7. Consider a Resolution Ratifying and Affirming the Alexander Field - South Wood County Airport Commission petition for state airport development aid approved February 3, 2022

It was moved by Bemke, seconded by Veneman to approve a Resolution Ratifying and Affirming the Alexander Field - South Wood County Airport Commission petition for state airport development aid. Motion carried, 8 ayes and 0 nays. Resolution No. 3 (2022):

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

8. Consider a Resolution for No Mow May

It was moved by Bemke, seconded by Delaney to approve a Resolution for No Mow May. Motion carried, 6 ayes, 1 nay, and 1 abstention. Resolution No. 4 (2022)

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

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

Date of Meeting: March 7, 2022

Reported to Council: March 15, 2022

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

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

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

Motion by Thao to approve the staff reports from the February 7, 2022 Plan Commission meeting; second by Feith. Motion carried (5 – 0)

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

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

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

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

Public hearing opened at 4:07 p.m.

Speaking in favor: none

Speaking against: none

Attachment #1

Public hearing closed at 4:08 p.m.

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

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

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

Motion carried (5 – 0). **Resolution No. 5 (2022)**

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

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

Public hearing opened at 4:14 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:14 p.m.

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

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

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

Motion carried (5 – 0). **Resolution No. 6 (2022)**

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

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

Public hearing opened at 4:20 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 4:21 p.m.

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

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

Motion carried (5 – 0)

6. Adjourn

Motion by Thao to adjourn; second by Austin. Motion carried (5 – 0). Meeting adjourned at 4:27 p.m.

It was moved by Austin, seconded by Zacher to approve and adopt the actions of the Commission, including a first reading of an Ordinance amending Chapter 11, Zoning Code, of the City's Municipal Code, to define Towing Business and place it within zoning districts. Motion carried, 7 ayes and 1 nay.

Since the vote on the adoption of Ordinance defining Towing Business was not unanimous at its first reading, the Ordinance will be considered for adoption at its second reading at the next Council meeting:

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

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

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

Tom Rayome, Chairperson

Jake Cattanaach, Secretary

Jay Bemke

Date of Meeting: March 1, 2022

Reported to Council: March 15, 2022

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

All members of the Finance and Property Committee were present. Also in attendance were, Interim Fire Chief Eckes, Joe Eichsteadt, Mayor Blaser, Jennifer Gossick, and Tim Desorcy. A list of others in attendance is on file in the Clerk's office.

1. Call to Order

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

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

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

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

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

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

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

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

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

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

Attachment #1

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

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

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

8. Discuss issuance of 2022 General Obligation Promissory Notes

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

9. Audit of the Bills

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

10. Set next meeting date

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

11. Adjourn

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

It was moved by Rayome, seconded by Cattanaach to approve and adopt the actions of the Committee. Bemke requested that item #2 and item #3 be held out for separate vote. Mayor Blaser asked for unanimous consent to amend the motion holding out item #2 and item #3. There was no objection and the motion was so amended. Motion carried, 8 ayes and 0 nays:

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

Regarding item #2, it was moved by Bemke, seconded by Cattanaach to approve a Resolution setting the new Ambulance Fee Schedule. Motion carried, 8 ayes and 0 nays. Resolution No. 7 (2022):

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

Regarding item #3, it was moved by Cattanaach, seconded by Austin to approve the easement, disallowing the following items from Exhibit "A":

(d) the use of herbicidal chemicals by the Utility for weed and brush control

(h) the use of land by the Utility beyond the boundaries of the easement for ingress and egress for personnel, equipment and vehicles during construction and maintenance activities

Motion carried, 8 ayes and 0 nays:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
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Attachment #1

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

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

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: March 3, 2022

Reported to Council: March 15, 2022

The Public Works Committee met on Thursday, March 3rd, 2022 in the First Floor Conference Room at City Hall and via remote videoconference. Ryan Austin and Matt Zacher were in attendance. Patrick Delaney was excused. Others attending were Mayor Blaser, Alderpersons Veneman, Rayome, Bemke and Cattnach, Paul Vollert, Nick Dums, Joe Eichsteadt, and John Foti.

1. Call to order

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

2. Review the Snow Removal Policy

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

3. Review Engineering & Street Department activities report

Reports were reviewed.

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

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

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

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

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

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

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

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

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

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

8. Review referral list

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

9. Adjourn

Attachment #1

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

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

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

C. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MARCH 14, 2022:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: March 14, 2022

Reported to Council: March 15, 2022

The Public Works Committee met on Monday, March 14th, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Matt Zacher and Patrick Delaney were in attendance. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:05 PM.

2. Review request by residents along Smith St and Cherry St to not reinstall sidewalk along these 2022 road projects.

Dave Judnic at 1780 Smith St and Jeran Goodwin of 1761 Smith St spoke on why sidewalk was not needed.

Motion by Delaney, second by Zacher to approve not reinstalling sidewalk on Smith St and Cherry St as part of the 2022 road projects. Motion carried 3-0.

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

Ordinance changes that were discussed at the prior Public Works meeting were presented in the draft ordinance. The Assessed Party Fee Credit (Option 1) was discussed along with an additional option (Option 2) to write-off special assessment balances and associated refunds for assessments invoiced in 2020 and 2021.

Tim Desorcy, Finance Director, stated that under this option, the balance being written-off would be \$651,281 and the refund amount would be \$357,096 and could be paid through the General Fund Reserves.

Attorney Sue Schill noted the Assessed Party Fee Credit was less of a potential legal concern whereas refunds & write-off of balances was more suspect.

A motion was made by Austin, second by Zacher, to approve the draft ordinance language as presented along with associated special assessment language in Chapter 5 and Chapter 6.

Discussion followed regarding the 2/3 vote and automatic adjustment to the transportation utility charge. There was unanimous consent to amend the motion as follows: to approve the draft ordinance language as presented except for adding language to allow for an automatic adjustment to the utility charge consistent with the CPI without requiring a 2/3rds vote, along with associated special assessment language in Chapter 5 and Chapter 6. Motion carried 3-0.

4. Review bid results for the 2022 Concrete Contract for Reconstruction Projects & Local Road Improvement Projects and consider bid award.

Motion by Austin, second by Delaney to accept the bids and award the 2022 Concrete Contract to SD Ellenbecker in the amount of \$557,264.45. Motion carried 3-0.

5. Review referral list

Remove Item 8: Smith St and Cherry St sidewalk.

6. Adjourn

Motion by Austin, second by Zacher to adjourn at 6:30 pm. Motion carried (3-0).

It was moved by Austin, seconded by Bemke to approve and adopt the actions of the Committee. Cattanaach requested that item #2 be held out for separate vote. Evanson requested that item #3 be held out for

Attachment #1

separate vote. Mayor Blaser asked for unanimous consent to amend the motion holding out item #2 and item #3. There was no objection and the motion was so amended. Motion carried, 8 ayes and 0 nays:

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

Regarding item #2, it was moved by Austin, seconded by Veneman to approve the item as presented. Motion carried, 6 ayes and 2 nays:

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

Regarding item #3, it was moved by Evanson, seconded by Austin to approve and adopt the Ordinance at its first reading, as presented to Council, with the following change to Section 51.09(2) of the Ordinance:

51.09(2) The base fee and per-trip rate shall be in an amount set forth from time to time by resolution of the City Common Council and as shall initially be as established in Table A. Staff shall present the City Common Council with a draft resolution proposing an adjustment based on the proposed transportation system improvements budget for the projected improvement program time frame. A resolution to increase the transportation utility budget above the CPI-U (Consumer Price Index for all urban consumers for the 12 months ending August 31 of the preceding year) shall require a 2/3 vote of all members voting. Any adjustment of the charge shall be effective on the date determined in the resolution.

Motion carried, 7 ayes and 1 nay. Since the vote on the adoption of the ordinance was not unanimous at its first reading, the ordinance will be considered for adoption at its second reading at the next Council meeting:

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

D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON MARCH 10, 2022:

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: March 10, 2022

Reported to Council: March 15, 2022

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

Attachment #1

1. Call to order

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

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

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

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

Motion by Veneman, seconded by Bemke to approve the appointment of a Relief Supervisor within the Parks & Recreation Department as needed determined by the Parks & Building Superintendent. Motion carried 3-0.

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

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

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

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

6. Update on combining of hiring policies.

Discussion- no action taken.

7. Update regarding the wage study.

Discussion- no action taken.

8. Adjournment.

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

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

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

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

- Wastewater Treatment Commission held December 8, 2021, January 12, February 9, and Monthly Summary for February 2022
- Wisconsin Rapids Police Department Monthly Summary for January 2022 and February 2022
- Engineering Department Monthly Summary for February 2022
- Public Works Department Monthly Summary for February 2022
- Wisconsin Rapids Fire Department monthly summary for February 2022
- McMillan Memorial Library Personnel Committee held February 2, 2022, Finance Committee and Services Committee held February 8, 2022
- South Wood County Airport Commission held February 3, 2022
- Water Works and Lighting Commission held February 9, 2022
- Park and Recreation Commission held February 14, 2022
- Zoning Board of Appeals held February 23, 2022

It was moved by Bemke, seconded by Veneman to place the reports on file. Motion carried, 6 ayes, 1 nay, and 1 abstention:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

12. Referrals to Committee

No referrals were received.

13. Adjournment

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

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

The meeting adjourned at 8:40 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

ORDINANCE NO. MC___ CITY OF WISCONSIN RAPIDS

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

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

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

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

7.04 Vehicle Repair Shop

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

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

Supplemental Standards:

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

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

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

ORDINANCE NO. MC____
CITY OF WISCONSIN RAPIDS

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

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

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

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

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

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

(Text of ordinance follows on next page)

Chapter 51Transportation Utility

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

51.01 FINDINGS AND DECLARATIONS OF POLICY

The City of Wisconsin Rapids finds that the management of the transportation system within the City of Wisconsin Rapids is a matter that affects the health, safety and welfare of the City, its citizens and businesses, and others in the surrounding area. Timely maintenance, construction and reconstruction of the City's transportation system ensures safe and efficient travel throughout the City. A sound transportation system enhances livability, property values and economic vitality. A transportation utility provides an equitable, sustainable source of funds for the maintenance, construction, and reconstruction of transportation infrastructure under the jurisdiction of the City of Wisconsin Rapids. The Common Council has reviewed funding options to develop a sustainable model for its transportation system funding, including a Transportation Utility, during 2020, 2021 and 2022 and determined that establishment of a Transportation Utility with fees based on trips generated by property uses is the most appropriate method to address all three issues. In order to protect the health, safety and welfare of the public, the City of Wisconsin Rapids is exercising its authority to establish a Transportation Utility for transportation management services. The City is acting under the authority granted by Chapters 62 and 66 of the Wisconsin Statutes, including but not limited to Sections 62.04, 62.11, 66.0101, 66.0621, 66.0627, 66.0628, 66.0809, and 66.0811.

51.02 ESTABLISHMENT

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

51.03 AUTHORITY

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

51.04 INTERPRETATION

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

51.05 SEVERABILITY OF ORDINANCE PROVISIONS

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

51.06 DEFINITIONS

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

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

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

51.07 TRANSPORTATION UTILITY FUND.

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

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

51.08 TRANSPORTATION USER FEE

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

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

51.09 DETERMINATION OF TRANSPORTATION USER FEE

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

budget above the CPI-U (Consumer Price Index for all urban consumers for the 12 months ending August 31 of the preceding year) shall require a 2/3 vote of all members voting. Any adjustment of the charge shall be effective on the date determined in the resolution.

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

51.10 EXCEPTIONS, CREDITS AND WAIVERS

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

(2) VACANCY FEE CREDIT

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

(3) ASSESSED PARTY FEE CREDIT

- (a) Within 30 days of the commencement of the Transportation Utility, each Assessed Party will be issued a credit towards their Transportation Utility account in a sum equal to:

The Transportation Utility Fee as calculated for said property as of the date the credit is given, as extrapolated and accrued to the date the Assessed Party's assessment payments would have ended had the Assessed Party (or if the Assessed Party) deferred payments and paid installments as allowed in the original notice of assessment
- (b) Assessed Party Fee Credits shall be limited to no more than the amount of the Assessed Party's total special assessment for the street portion of the project. Assessed Party Fee Credits shall be removed and terminated if the property is sold or transferred.
- (c) Notwithstanding the credit above, the Assessed Party will be charged the Transportation Utility Fees as outlined in this Chapter

51.11 APPEAL

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

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

51.12 BILLING AND COLLECTION OF FEES

- (1) The Transportation User Fee shall be billed and collected monthly with and as part of the combined City utility billing which includes electric, water, wastewater, and stormwater fees through the city's Water Works and Lighting utility. The property owner shall ultimately be responsible for payment of the Transportation Utility fee.

- (2) In the event payments received from the City's billings, described in subsection (1) of this section, are inadequate to satisfy in full all of the electric, water, sanitary sewer, stormwater, and Transportation User Fees, credit shall be given first to penalty fees and interest, and then divided evenly between the funds.
- (3) Failure to pay the charges within 20 days of the billing date will be subject to a late payment charge of three (3) percent of the most recent past due charge.
- (4) If the Transportation User Fee is not paid when due, the City shall proceed to collect such charges in any manner provided by law, or seek imposition of the charges in the property tax bill for the benefitted property.

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

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

Table A

(Future utility budgets, base fees and per-trip rates shall be established by resolution of the Common Council)

Year: 2022

Utility Budget:

Public Works Construction/Maintenance: \$350,000

Pavement Replacement Program: \$150,000

Total Utility Budget: \$500,000

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

Number of accounts: 9,775

Base Fee (10% of total): \$5.12/year = \$.043/month

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

Number of trips: 304,000 per day

Trip Rate (90% of total): \$1.48/trip annually = \$.0041/trip

Appeal Administrative Fee: \$150

The Appeal Administrative Fee for an appeal to the City Engineer shall be waived for the 6 months after the effective date of this ordinance.

REPORT OF THE PLANNING COMMISSION

Date of Meeting: April 4, 2022

Report #1

The Planning Commission met at 4:00 p.m. on April 4, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Lee Thao, Eric Daven, Ryan Austin (acting chair), and Ben Goodreau; Susan Feith and Shane Burkart attended remotely. Shane Blaser was excused. Also present were Kyle Kearns, Carrie Edmondson, Chris Steckbauer, Bert Steckbauer, and Chad Wirl.

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

1. Approval of the reports from the March 7, 2022 Plan Commission meeting

Motion by Feith to approve the reports from the March 7 Plan Commission meeting; second Thao.

Motion carried (5 – 0)

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

Community Development Director Kyle Kearns provided the most recent update regarding the special Common Council and Plan Commission meeting on May 10th at 5:00 p.m. at the Aquatic Center. A public meeting is also tentatively scheduled for a date later in May.

Shane Burkart joined the meeting

3. Phillip M Dachel; Extraterritorial CSM – request for Certified Survey Map approval for the creation of 1 lot, which is under 5 acres, within the Town of Rudolph. The subject property is west of 3rd Avenue, and north of Oak Road (Parcel ID 1700425).

Kyle Kearns provided an overview of Agenda items 3 and 4, recommending approvals.

Motion by Daven to accept the request for Certified Survey Map for the creation of 1 lot, which is under 5 acres, within the Town of Rudolph, subject property being west of 3rd Avenue, and north of Oak Road (Parcel ID 1700425); second by Thao.

Motion carried (6 – 0)

4. James Walloch; Extraterritorial CSM – request for Certified Map approval for the creation of 2 lots, one of which is under 5 acres, within the Town of Rudolph. The subject property is east of 6th Avenue, and north of Pine Road (Parcel ID 1700375).

Motion by Goodreau to accept the request for Certified Map approval for the creation of 2 lots, one of which is under 5 acres, within the Town of Rudolph, the subject property being east of 6th Avenue, and north of Pine Road (Parcel ID 1700375); second by Austin.

Motion carried (6 – 0)

5. PLAN-22-000184; Chad Wirl – request for a site plan review to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550)

Associate Planner Carrie Edmondson provided a review of PLAN-22-000184, recommending approval with the conditions outlined in the staff report.

Commissioner Goodreau asked the Mr. Wirl about the fence line to which the applicant responded. Chad Wirl requested that the conditions c, f and g be removed from staff report. Eric Daven inquired about lighting on the property, to which both Mr. Wirl and Kyle Kearns responded. Mr. Kearns and Commissioner Thao also addressed the applicant's concerns regarding the conditions of approval.

Motion by Austin to approve the PLAN-22-000184; Chad Wirl – request for a site plan review to construct an accessory structure at 850 Rosecrans Street (Parcel ID 3401550), subject to the following conditions:

- a) The exterior materials of the building shall match the design and color of the principal building.
- b) The applicant would be required to install a paved driveway to access the accessory structure.
- c) Light from the business shall not exceed 0.1 foot-candles at neighboring property lines to the north and west and 0.2 footcandles at properties to the south.
- d) Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
- e) This approval is contingent upon a Zoning Board of Appeals variance(s) approval.
- f) A building permit may be obtained only for a structure that matches the dimensions as specified on the plans submitted with this application.
- g) Community development staff shall have the authority to approve minor modifications to the plans.

Second by Goodreau

Motion carried (6 – 0)

- 6. PLAN-22-000198; C & C Steckbauer LLC.** – request for an architectural review to perform façade improvements to the building at 150 2nd Street North (Parcel ID 3408114), which falls within the Downtown Design Overlay District.

Kyle Kearns provided a synopsis of the request, recommending approval with the condition outlined in the staff report.

Commissioner Goodreau inquired about painting of the brick on the property and Mr. Steckbauer responded. Susan Feith asked about a viable jump exit platform to which and Mr. Kearns responded, noting that the jump platform is not part of this approval. Chris Steckbauer also provided comment.

Motion by Goodreau to approve PLAN-22-000198; C & C Steckbauer LLC. – request for an architectural review to perform façade improvements to the building at 150 2nd Street North (Parcel ID 3408114), which falls within the Downtown Design Overlay, subject to the following condition:

- a) Minor modifications to the façade improvement can be approved by the Community Development Department.

Second by Thao

Motion carried (6 – 0)

- 7. Adjourn**

Motion to adjourn by Austin, second by Goodreau

Motion carried (6 – 0)

Meeting adjourned at 4:32 p.m.

Respectfully submitted by Erika Esser, Secretary



Report of the Finance and Property Committee

Tom Rayome, Chairperson
 Jake Cattanach, Secretary
 Jay Bemke

Date of Meeting: April 5, 2022
 Reported to Council: April 14, 2022

The Finance and Property Committee met at 4:30 p.m. on Tuesday, April 5, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Veneman, Sue Schill, Interim Fire Chief Eckes, Kyle Kearns, Jake Klingforth, Tyler Mickelson and Tim Desorcy. A list of others in attendance is on file in the clerk's office.

1. Call to Order

Chairperson Rayome called the meeting to order at 4:31 p.m.

2. Consider a request from the Fire Department to apply for a grant to purchase two LUCAS devices through the Aspirus Foundation. (A LUCAS device is a mechanical CPR machine)

It was moved by Bemke, seconded by Rayome, to approve the application for a grant to purchase two LUCAS devices through the Aspirus Foundation for \$34,521.22. Motion carried 3-0.

3. Consider a request from the Park and Building Supervisor to replace the humidifier at City Hall

It was moved by Cattanach, seconded by Rayome, to accept a bid from Tri City Services for replacement of the humidifier at City Hall for \$14,599. Motion carried 3-0.

4. Consider a request from the Park and Building Supervisor to remove all the windows at the Centralia Center and reinsulate around the windows

It was moved by Cattanach, seconded by Bemke, to accept the proposal in the amount of \$16,906 from K&W Glass to remove and reinsulate the Centralia Center windows. Motion carried 3-0.

5. Consider a request from Wisconsin Rapids Women's Softball Association, Jamie L. McDonald, agent, for a renewal of the 6-month Retail Class "B" Fermented Malt Beverages License from May 1, 2022, to October 31, 2022, for the premises located at Mead Field, 311 17th Avenue South

It was moved by Bemke, seconded by Rayome, to approve a 6-month Retail Class "B" Fermented Malt Beverages License for Wisconsin Rapids Women's Softball Association, Jamie L. McDonald, agent, from May 1, 2022, to October 31, 2022, for the premises located at Mead Field, 311 17th Avenue South. Motion carried 3-0.

6. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, April 29, 2022, from 7:00 p.m. to 10:00 p.m.

It was moved by Bemke, seconded by Rayome, to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, April 29, 2022, from 7:00 p.m. to 10:00 p.m. Motion carried 3-0.

7. Review and consider for approval proposals for acquisition and upgrade of financial software

It was moved by Cattnach, seconded by Bemke, to approve a proposal for NewRoads Public Works Management System software in the amount of \$12,000, and RT Vision software for \$4,500, with yearly maintenance fees. Motion carried 3-0.

8. Review and consider for approval 2022 Budget Amendment

It was moved by Cattnach, seconded by Bemke to approve the 2022 Budget Amendment resolution. Motion carried 3-0.

9. Audit of the Bills

It was moved by Cattnach, seconded by Rayome to approve check numbers 11992 to 12431. Motion carried 3-0.

10. Set next meeting date

The new Committee will set a date at the reorganizational meeting of the Council.

11. Consider the sale of a vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 3408157

In open session, it was moved by Bemke, seconded by Rayome 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".

Roll call vote was taken. All members voted in the affirmative. Motion carried 3-0. The Committee went into closed session.

In closed session, the committee discussed negotiations and strategy regarding the sale of the above property.

It was moved by Cattnach, seconded by Bemke to return to open session. Motion carried 3-0. The Committee returned to open session.

It was moved by Cattnach, seconded by Bemke to sell the vacant City-owned building located at 161 & 163 3rd Street North, Parcel IDs: 34-08156 & 3408157, pursuant to the offer presented, for the amount of \$38,000, with development contingencies as outlined in the offer. Motion carried 3-0.

12. In open session, it was moved by Bemke, seconded by Cattnach 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.

Roll call vote taken. All members voted in the affirmative. Motion carried 3-0. The Committee went into closed session.

In closed session, the Committee discussed a proposal for an organizational study and analysis of the police department and police chief candidate recruitment.

It was moved by Bemke, seconded by Rayome to return to open session. Motion carried 3-0. The Committee returned to open session.

It was moved by Cattnach, seconded by Bemke, to proceed with the proposal from CSS for an organizational study and analysis of the police department and police chief candidate recruitment, and the appropriation of funds to the Police and Fire Commission for the police chief candidate recruitment portion. Motion carried 3-0.

13. It was moved by Bemke, seconded by Rayome to adjourn. Motion carried 3-0. The meeting adjourned at 6:04 p.m.



640 25th Avenue North
Wisconsin Rapids, WI 54495
(715) 887.4400
Fax (715) 887.3330

804 North 4th Avenue
Edgar, WI 54426
(715) 301.1670
Fax (715) 352.2370

425 Holton Avenue
Sparta, WI 54656

**Attn: Jacob Klingforth
City of Wisconsin Rapids
444 West Grand Ave
Wisconsin Rapids, WI 5449**

Revision: 1
Date: 01/19/22
Proposal Number: 2245011

Project: Replace Gas-Fired Humidifier

Included:

- Demo existing unit.
- Provide and Install: (1) Pure GX-3 Gas Fired Humidifier provided with:
 - 120/1 Primary Voltage / 24v Control Voltage / Natural Gas 100 Lbs/Hr Capacity Intac Microprocessor Controller (Factory Mounted & Wired) Sealed Combustion Air Kit Wall Mount Modulating Humidity Sensor Support Legs Electric Air Flow Switch On/Off High-Limit Humidistat Drain Tempering Kit Indoor Unit.
- Electrical, vent new unit into existing venting, miscellaneous piping.
- Start-up and test unit to verify running.

Total: \$ 19,500.00

Thank you for the opportunity to quote the above-mentioned project for you.
Work to be performed during normal business hours Monday – Friday.

This proposal is conditioned on acceptance of the attached Terms and Conditions of Sale, which are Incorporated into this agreement by reference in full upon written acceptance by Buyer.

Proposal Accepted:
Complete Control, Inc. is authorized to proceed.

Proposal Submitted:
Complete Control, Inc.

Buyer _____	Seller: Complete Control, Inc.
By _____	By: Brad Behrens
Title _____	Title: Sales Engineer
Date _____	Date: 01/19/22

This proposal may be withdrawn by Complete Control Inc. if not accepted within (30) days

Complete Control, Inc.
STANDARD TERMS AND CONDITIONS OF SALE

All products and services of Complete Control, Inc. ("Complete Control") are furnished to the buyer ("Buyer") only on the terms and conditions stated in this document and in the applicable Complete Control proposal to the exclusion of any terms and conditions submitted by Buyer in any purchase order or other order documentation, preprinted or otherwise, except as to the identification and quantity of such products and/or services. Complete Control's performance of any contract is expressly conditioned on Buyer's agreement to these terms and conditions of sale, and in the absence of such agreement shall be for Buyer's convenience only, shall not create any contractual obligation, and shall not be construed as acceptance by Complete Control of any of Buyer's terms and conditions printed or stated in its orders. Buyer's signed acceptance of a proposal or submission of a signed purchase order for any products or services of Complete Control shall be deemed acceptance of these standard terms and conditions in their entirety and without alteration or supplementation. These terms and conditions may **not** be altered, supplemented, or amended by the use of any other document(s), and any additional or different terms and conditions contained in any purchase order or other document of Buyer will be null and void.

1. Proposal and Prices. Complete Control's proposal(s) for any identified temperature control materials or software and any related and incidental installation or maintenance services ("Products") are firm for the period, and expire on the date, set forth in the proposal. All typographical or clerical errors are subject to correction. The prices quoted are net F.O.B. from Complete Control's headquarters, Wisconsin Rapids, Wisconsin. Unless expressly indicated otherwise on Complete Control's proposal, the price does not include and Buyer shall be responsible for any and all taxes and duties incurred on the Products and taxes may be added to the proposal to be paid by Buyer.

2. Payment Terms, Security Interest and Lien Rights Notice. Complete Control reserves the right to invoice Buyer monthly as the work progresses, for all Products delivered to the job site or to an off-site facility of Buyer and for all work performed on-site and off-site. Engineering, drafting and other mobilization costs incurred prior to installation shall be included in Complete Control's initial invoice and be equal to twenty-five percent (25%) of the contract price. Invoices are due upon receipt by Buyer. If Buyer becomes overdue on any progress payment, Complete Control shall be entitled to suspend or work or terminate the agreement, and shall be entitled to interest at the annual rate of 18% or the maximum otherwise permitted by the State of Wisconsin, whichever is larger, in addition to any and all other remedies available under this agreement.

If requested, Buyer shall furnish Complete Control with all information, including financial statements, necessary to make a proper credit appraisal. Refusal to do so shall be grounds for termination of this agreement.

As required by the Wisconsin construction lien law, Complete Control also hereby notifies Buyer that persons or companies furnishing labor or materials for the construction on Buyer's land may have lien rights on Buyer's land and buildings if not paid. Those entitled to lien rights, in addition to Complete Control, are those who contract directly with the Buyer or those who give the Buyer notice within 60 days after they first furnish labor and materials for the construction. Accordingly, Buyer probably will receive notices from those who furnish labor and materials for the construction, and should give a copy of each notice received to the mortgage lender, if any. Complete Control agrees to cooperate with the Buyer and the Buyer's lender, if any, to see that all lien claimants are duly paid.

3. Software License. In the event software is included within the Products provided, Complete Control grants to Buyer a nonexclusive and nontransferable license to use the Software, but only to the extent allowed under and subject to the licensing terms of the original software manufacture.

4. Warranty. (a) Product Warranty. For a period of 12 months from the date of installation of the Products, Complete Control warrants that the Products will be free from defects in material and workmanship. If such defects are revealed within the 12 month period and brought by Buyer to the attention of Complete Control, Complete Control will repair or replace the Products at its cost.

This Product Warranty is subject to the following conditions: the Products (i) if not installed by Complete Control, are to be installed in accordance with all Complete Control's and the original manufacturer's instructions; (ii) is to be operated only by personnel duly trained in the proper operation of the Products; (iii) is to be operated according to all operation manuals provided with the Products; and (iv) is to be maintained in strict compliance with all recommended and scheduled maintenance instructions provided with the Products.

(b) Exclusions. Warranty coverage does not include any defect or performance deficiency which is the direct or indirect result of (i) accident, abuse or misuse; (ii) operation of the Products outside of specified environmental, electrical, or performance requirements, conditions, capabilities, or standards; (iii) power fluctuation or failure; (iv) vandalism or any other damage or alteration of the Products by the persons other than Complete Control employees; (v) combination of incompatible products; (vi) fires, floods, decomposition by chemical or galvanic action and other natural causes; or (vii) damage, neglect, alteration, or any impairment of the Products resulting from (a) causes or conditions not associated with ordinary storage, handling, installation, maintenance, service, or use, or (b) maintenance or service by any party other than Complete Control and its authorized personnel, (c) any acts, omissions, causes, or events beyond the control of Complete Control. Complete Control retains the right to seek reimbursement under any warranty issued of the original manufacturer of any Product subject to a warranty claim. In addition, alteration or removal of any serial number, identification mark or patent marking voids Complete Control's warranty.

(c) Disclaimer.

THE WARRANTIES SET FORTH ABOVE ARE EXPRESSLY IN LIEU OF ANY OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION ANY WARRANTY OF MERCHANTABILITY, NONINFRINGEMENT, OR FITNESS FOR PARTICULAR PURPOSE. COMPLETE CONTROL NEITHER ASSUMES (NOR HAS AUTHORIZED ANY PERSON TO ASSUME FOR IT) ANY OTHER WARRANTY IN CONNECTION WITH THE PRODUCTS. CUSTOMER'S SOLE REMEDIES FOR BREACH OF SUCH WARRANTIES ARE SET FORTH IN THIS WARRANTY, AND SUCH REMEDIES ARE SUBJECT TO THE TERMS AND LIMITATIONS OF SECTION 5, BELOW.

5. Damages and Liability.

COMPLETE CONTROL'S TOTAL LIABILITY IN DAMAGES OR OTHERWISE FOR ANY CLAIM ARISING FROM OR IN CONNECTION WITH THE PRODUCTS OR ANY SERVICES PROVIDED BY COMPLETE CONTROL IN CONNECTION THEREWITH SHALL NOT EXCEED THE PAYMENT, IF ANY, RECEIVED BY COMPLETE CONTROL FOR SUCH PRODUCTS OR SERVICES. IN NO EVENT SHALL COMPLETE CONTROL BE LIABLE FOR ANY CONSEQUENTIAL, INCIDENTAL, INDIRECT, PUNITIVE, OR SPECIAL DAMAGES, INCLUDING BUT NOT LIMITED TO ANY LOSS OF USE, LOST REVENUES, LOST PROFITS, DAMAGE TO ASSOCIATED PRODUCTS OR FACILITIES, COSTS OF REPLACEMENT POWER, COSTS ASSOCIATED WITH DOWNTIME, AND ANY SIMILAR OR DISSIMILAR DAMAGES, EXPENSES, OR LOSSES, AND REGARDLESS OF HOWEVER CAUSED, WHETHER BASED ON CONTRACT, TORT, OR ANY OTHER LEGAL THEORY. It is expressly recognized and agreed by the parties that the predominant purpose of this agreement is the provision of goods. Liability to third parties for bodily injury or death resulting from Complete Control's performance or Products shall not be affected by the limitations set forth above in this Section 5 and shall be determined in accordance with Section 6, below, in proportion to Complete Control's relative fault under applicable law.

6. Indemnity. With respect to bodily injury to or death of third parties, Buyer shall be responsible for all liability for damages arising from or in any way related to the use or operation of any Products by Buyer, its employees, agents, and other non-Complete Control personnel. Notwithstanding the foregoing and notwithstanding any fault or neglect attributable to Complete Control, Complete Control shall have no responsibility whatsoever for, and Buyer shall indemnify, defend, and hold Complete Control harmless from, any and all damages or injury that arises from or relates to any use, operation, or service of any Products contrary to written warning or instructions given by

Complete Control with respect to such Products, including but not limited to unauthorized use and/or modification of any Products or components thereof.

- 7. Cancellation Before Full Performance.** If the Buyer cancels this contract before complete performance, the Buyer shall pay to Complete Control, as liquidated damages, in lieu of any and all other remedies, (a) 25% of the full contract price for engineering, drafting and mobilization costs, and if Complete Control has commenced post-mobilization work, that percentage of the full contract price as is equal to the percentage of such work then completed and in place at the time of cancellation, and (b) the costs which the Complete Control shall have incurred at the time of such cancellation by reason of its having ordered materials and supplies required to effect its performance under this agreement, provided that no payment for such costs shall be required until such time as such materials and supplies in question shall have been delivered to the jobsite or to such alternative site as the Buyer may reasonably direct.
- 8. Changes.** Without nullifying this agreement, the Buyer may make reasonable changes adding to the scope of the work performed or Products provided under this agreement (an "extra"). Buyer's authorization for an extra may be oral or in writing. Absent a contemporaneous agreement on the price of such extra at the time of authorization, through such authorization, Buyer commits to compensate Complete Control for the reasonable cost of such extra, plus a reasonable markup for Complete Control's general conditions and overhead. Complete Control's proposals are based on straight-time labor, and any request by Buyer for overtime work shall also constitute an extra.
- 9. Limitation of Claims.** No claims, regardless of form, arising out of or in connection with the Products or services provided by Complete Control may be brought against Complete Control more than one year after the earlier of the date on which the cause of action accrued or the date on which Complete Control's performance with respect to such Products or services was completed or terminated.
- 10. Dispute Resolution and Fee Shifting.** Buyer agrees that in the event of a dispute between the Buyer and Complete Control in any way arising from this agreement or either parties' performance there under, that at Complete Control's option and request the parties shall submit said dispute to binding arbitration in Madison, Wisconsin. The arbitrator shall have at least 10 years of experience mediating and arbitrating construction disputes and shall be selected by mutual agreement of the Buyer and Complete Control. If the parties can not come to a mutual agreement on an arbitrator the arbitrator shall be appointed by application to a circuit court judge for Dane County. The binding arbitration shall be conducted in accordance with the Wisconsin Rules for Arbitration of Construction Disputes. In the event Complete Control prevails, in whole or in part, in the arbitration with the Buyer, the Buyer shall be required by the arbitration award to reimburse Complete Control for all of Complete Control's costs and expenses, including attorneys fees, incurred by Complete Control in connection with any and all disputes between Complete Control and Buyer in any way arising from this subcontract or the parties' performance there under.
- 11. Governing Law, Compliance with Laws.** These terms and conditions shall be governed by and construed in accordance with the laws of the State of Wisconsin.
- 12. Miscellaneous.** (a) Performance. Complete Control shall not be liable for any loss, damage, delay or other default in delivery or performance that is due to unforeseen circumstances, or to causes beyond its control, including without limitation, strike, lockout, riot, war, civil unrest, fire, flood, and other similar and dissimilar natural causes, act of God, acts of third parties, sabotage, vandalism, embargoes, labor disputes, unforeseen delays in obtaining any permits or licenses, or other delays caused by government action or inaction or contractors or subcontractors (other than those contractors or subcontractors under the control of Complete Control), acts of civil or military authorities, and any other cause or condition beyond Complete Control's reasonable control. Provided any such delay or default is neither material nor indefinite, the time for Complete Control's performance shall be extended for a commercially reasonable period of time and thereafter Buyer shall accept performance hereunder. In the event of delay occasioned in whole or in part by factors under the control of the Buyer,

Complete Control shall be entitled both to an extension of time to perform as well as compensation as an extra.

(b) Default. Buyer's failure to either make any payment when due or comply with any other material term or condition of these terms and conditions shall constitute default. If Buyer has not cured the default within 30 days after Complete Control gives written notice of such default, Complete Control may, in addition to any other rights and remedies provided herein or under law, terminate the agreement between itself and Buyer and terminate its obligations to perform thereunder by giving Buyer written notice to take effect upon receipt. In such event, and in addition to any other damages provided herein or allowed under applicable law, Complete Control shall recover all costs, expenses, and attorney fees incurred in connection with such default and termination.

(c) Changes. Prior to delivery, Complete Control may change the construction, design or configuration of the Products without notice to Buyer as long as the general function of the Products is not thereby altered. If, prior to delivery, the general function of the Products will be altered by a change in construction, design, or configuration then Complete Control shall notify Buyer, and Buyer shall then have the option to terminate the agreement between itself and Complete Control for such Products and recover any and all monies paid to Complete Control thereunder.

(d) Assignment. Neither party may assign any of its rights or delegate any of its duties hereunder without the prior written consent of the other party, such consent not to be unreasonably withheld. Notwithstanding the foregoing, Complete Control may, without the prior approval of Buyer, assign its rights and obligations hereunder to a surviving corporation in the event of a merger or consolidation between Complete Control and the surviving corporation or to an entity that acquires substantially all the assets of Complete Control relating to the subject matter hereof; provided that the surviving corporation or an entity that acquires substantially all the assets of Complete Control shall assume all the duties, liabilities and obligations of Complete Control hereunder.

(e) Waiver. The failure of Buyer or Complete Control at any time to require the performance of any obligation will not affect the right to require such performance at any time thereafter. The waiver of any remedy with respect to any default will not be taken as a waiver of any remedy for any succeeding default. Unless otherwise provided herein, no limitation or restriction on the remedies available to either party is intended by these terms and conditions.

(f) Invalidity and Interpretation. The invalidity or unenforceability of any provision hereof, whether in whole or in part, for any reason, will not affect the remaining provisions, and all terms and conditions will be construed in all respects as if any such invalid or unenforceable provision(s) were omitted. Course of dealing, course of performance, course of conduct, prior dealings, usage of trade, community standards, industry standards, and customary practice or interpretation in matters involving the sale, delivery, installation, use, or service of the Products and services provided hereunder or similar or dissimilar Products, goods, or services shall not serve as references in interpreting the terms and conditions hereof.

(g) Entire Agreement. These terms and conditions together with the applicable proposal(s) for Products and any related documents expressly agreed to in writing by the parties contain the complete and exclusive statement of the terms of agreement of the parties with respect to the subject matter hereof and supersede all prior understandings, representations, and warranties, written or oral.

(h) Survival. The provisions of, and respective obligations of the parties under, Sections 2, and 5 through 12, inclusive, shall survive any termination this agreement with respect to the Products or services of Complete Control.

(i) Conflicts. In the event of any ambiguity or conflict between or among these terms and conditions, Complete Control's proposal(s) for the Product(s), and any other agreement or writing signed by Complete Control, the express terms of the proposal, and if there are no such terms with respect to the subject matter in question, these Standard Terms and Conditions shall govern and control. In no event, however, shall any additional, differing, conflicting, supplemental or other terms and conditions stated in any purchase order, acknowledgment, contract or other document issued by Buyer have any effect or bind Complete Control unless such terms are specifically accepted in writing by the President of Complete Control.



QUOTE

Rapids Sheet Metal Heating & Cooling

Family owned and operated for over 105 years!

DATE: JANUARY 11, 2022

631 17th St. N, Wisconsin Rapids, WI 54494
715-421-5555
rapidsheating@gmail.com

TO City of Wisconsin Rapids
Attn: Jake Klingforth

JOB	PAYMENT TERMS	DUE DATE
Gas fired humidifier replacement	Due on receipt	TBD

QTY	DESCRIPTION	UNIT PRICE
1	Replacement of existing "GX" Series gas fired humidifier Re-using existing steam distribution tubes Tying into existing gas line, electrical, and venting New drain piping from unit to floor drain Re-using existing controls Removal and disposal of old equipment and job waste	\$15,362.00

Quotation prepared by: Nathan Schill

This is a quotation on the goods named, subject to the conditions noted below: All prices good for 30 days. Prices subject to change

To accept this quotation, sign here and return: _____

THANK YOU FOR YOUR BUSINESS!

CUSTOM SHEET METAL FABRICATION
RADIANT FLOOR HEATING
REFRIGERATION
CONTROLS
HEATING



MAINTENANCE PLANS
NEW HOME DESIGN
AIR CONDITIONING
DUCT CLEANING
DESIGN BUILD

PART OF YOUR COMMUNITY SINCE 1945 • COMPLETE COMFORT SERVICES FOR YOUR HOME OR BUSINESS
WWW.CALLTRICITY.COM • CERTIFIED WI WOMEN OWNED BUSINESS ENTERPRISE

Name: City of Wisconsin Rapids	Date: December 14, 2021
Address: 444 W Grand Ave	Quote #1240-21
City, State, Zip: Wisconsin Rapids, WI 54495	Location: City hall
Attention: Jacob	Phone: 715-421-8240

We are pleased to offer this price for replacing the humidifier.

Items included:

1. New Humidifier
2. Labor to install,
3. Re-Connected to existing controls, dispersion grid, electrical and gas,
4. Start up and test.

Items not included:

1. Freight (unit is 4-6 weeks out)
2. Any modifications that require additional labor/materials over and above a typical re-connection.
3. Any city or town permits and/or State of WI approved plans,
4. Overtime labor.

We look forward to working with you on this project, if there are any other areas of your heating, air conditioning or refrigeration that we can be of service, please let us know.

We propose to furnish complete as specified above, for the sum of:

Fourteen Thousand Five Hundred Ninety-Nine Dollars and 00 Cents

Payment terms as follows: Payment due in full 10 days from invoice date.

The undersigned has authority to accept the proposal set forth above and agrees to pay all costs and reasonable attorneys' fees if this contract is placed in the hands of an attorney for collection. Contract completion is contingent upon lack of strikes, acts of God, accidents and other delays beyond our control. Customer shall provide fire and extended insurance coverage. Contractor's employees are covered by Worker's Compensation Insurance. The undersigned has read this proposal carefully including the NOTICE OF LIEN RIGHTS on the reverse side and by signing below hereby accepts the contract. The undersigned hereby agrees to pay interest on the unpaid balance at the rate of 1.5% per month. Accounts are payable in full Ten (10) days from date of billing.

Price Good for 30 Days

Tri-City Refrigeration

By: Andy Jensen

Executed in triplicate this date:

Customer:

By _____

By _____



Turn to the Experts.™



K & W GLASS, INC.

131 3rd Street North
Wisconsin Rapids, WI 54494
Phone 715/423-5450
Fax 715/423-5407

Email: kwglass@hobbsind.com

February 2nd 2022

Attn: Jacob Klingforth

Re: Centralia Building

We propose the following:

We will Remove and Re install Existing Frames, and insulate them. We will remove operators and Glass, then remove the existing frames and fill in any Gaps inbetween interior wall and Exterior Brick. We will put Hardboard in existing frames Reinstall frames and Glass then backer Rod Foam and Re Caulk. We will Also Be Replacing Break Metal at Bottom of Windows and Columns or Posts.

Customer responsible for any unforeseen structural problems & building permits

3% charge if paid by credit card.

Price with installation -disposal-& tax included :\$ 16,906.00

Thank You,
K&W Glass

This proposal offer is valid for 30 days from the above date. If the proposal offer is not accepted within the specified period this offer becomes null and void, unless extended in writing by the parties. This proposal offer is subject to the following terms and conditions which are an integral part of this offer.

We reserve the right to correct any clerical errors, notwithstanding prior acceptance, if the error is one of substance rather than form, and acceptance of the of the proposal occurs before its correction, such acceptance may be withdrawn if correction renders the proposal unacceptable. Work will be commenced as promptly as possible after contractor notifies us that sufficient areas are ready for glazing to insure continuous working conditions without imposing on us unnecessary trips to and from the job. Where extra trips are required by the contractor, additional charges will be made. Work will be executed as promptly as possible, but subject to delays occasioned by strikes, lockouts, fires, carriers and other causes beyond our control. We do not replace breakage or damaged materials unless caused directly by our own employees. This proposal is based on all work being performed during regular work hours. Extra charge will be made for any overtime work. This proposal, if accepted, is subject to the approval of our credit department. We will not assume pro rata charges of any description. We agree to remove our own debris and will not assume and charge for removal by others. Scaffolding is to be provided by the general contractor without charge to us, unless otherwise agreed. The general contractor will provide adequate storage space for material without charge within the building. Our proposal does not include any special barricade or enclosure to continue work in adverse weather. This proposal will be incorporated and made part of any contract. The terms and conditions of our proposal shall supersede any conflicting provisions in other contract documents. We will not accept changes or extras to the contract without prior written authorization providing equitable adjustment to the contract. We are to be afforded adequate use of the hoist during regular working hours for transportation of our materials. No charge is to be made for our employees use of temporary elevators or other conveyance. It is understood that we are to be provide with suitable space on the project site for storage of materials without any charge. All materials will be furnished in accordance with manufactures tolerance for color variation, thickness, size, finish texture and performance standards. We do not clean any materials, glass metal construction r spandrels. This proposal does not include any cleaning of installed materials. Terms: To be paid each month upon presentation of invoice. The balance in full within 30 days after completion of our work.

ACCEPTED:

K & W Glass

BY:

BY:

DATE

From: [Klingforth, Jacob](#)
To: [Gossick, Jennifer](#)
Subject: FW: Centralia window"s
Date: Tuesday, March 29, 2022 12:00:40 PM
Attachments: [Centralia Building Quote.pdf](#)

From: Klingforth, Jacob
Sent: Thursday, February 3, 2022 8:26 AM
To: Desorcy, Tim <TDesorcy@wirapids.org>; Blaser, Shane <sblaser@wirapids.org>; Ashbeck, Gordon <GAshbeck@wirapids.org>; Arndt, Travis <TArndt@wirapids.org>
Subject: Centralia window's

The price quote that was attached is from K&W, they are resending me a different one because they included tax. So K& W will be probably \$2,000 cheaper. This bottom one for \$17,950 is from Precision Glass.

But I would like to make a decision soon or at least find out if this is something that we can do this year.

Thanks

Good afternoon Jake,

Apparently you and Randy got together and looked at the rest of this project.....

I have a total, including labor and materials of \$17,950.00

We would do the same remove and reinstall that we did on the last one (description below)

Please call or email me if you have any questions or would like us to proceed – I can also send you a formal proposal if required!

Have a great day! Thanks for the opportunity!

Precision Glass

5489 3/18/2022 \$70.00

Renewal Alcohol Beverage License Application

(Submit to municipal clerk. Read instructions on page 3.)

For the license period beginning: 07 01 2022 ending: 06 30 2023
(mm dd yyyy) (mm dd yyyy)

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

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

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

Complete A or B. All must complete C.

A. Individual or Partnership:

Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Full Name (Last)	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

B. LLC or Corporation (and Agent):

Full Legal Name of Corporation / Nonprofit Organization / Limited Liability Company	Address of Corporation / Limited Liability Company (if different from licensed premises)
WISCONSIN RAPIDS WOMENS SOFTBALL ASSOCIATION	1140 ROSECRANS STREET, WISC. RAPIDS WI, 54495

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent.

Agent Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
MCDONALD	JAMIE	L	1140 ROSECRANS ST. WISC. RAPIDS, WI 54495

All Officer(s) Director(s) of Corporation and Members / Managers of Limited Liability Company:

President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
MCDONALD	JAMIE	L	1140 ROSECRANS ST. WISC. RAPIDS, WI 54495
Vice President / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Secretary / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Treasurer / Member Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

C. Business Information

1. Trade Name WISCONSIN RAPIDS WOMEN'S SOFTBALL Business Phone Number 715-421-5121 715-213-5102

2. Address of Premises MEAD FIELD - 17TH AVENUE SOUTH Post Office & Zip Code WISC. RAPIDS, WI 54495

3. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? Yes ☒ No ☐

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

CONCESSION STAND AND SEASONAL SOFTBALL DIAMOND AREA

Applicant's Wisconsin Seller's Permit Number 456-0000560690-02	
FEIN Number 80-0684417	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input checked="" type="checkbox"/> Class B beer	\$ 50
<input type="checkbox"/> Class C wine	\$
<input type="checkbox"/> Class A liquor	\$
<input type="checkbox"/> Class A liquor (cider only)	\$ N/A
<input type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$ 20
TOTAL FEE	\$ 70

5. Legal description (omit if street address is given on previous page): _____
6. a. Since filing of the last application, has the named licensee, any member of a partnership licensee, or any member, officer, director, manager or agent for either a limited liability company licensee, or nonprofit organization licensee been **convicted of any offenses** (excluding traffic offenses not related to alcohol) for violation of any federal laws, any Wisconsin laws, any laws of other states, or ordinances of any county or municipality? **If yes, complete page 3** ☐ Yes ☒ No
- b. Are **charges for any offenses** presently **pending** (excluding traffic offenses not related to alcohol) against the named licensee or any other persons affiliated with this license? **If yes, explain fully on page 3.** ☐ Yes ☒ No
7. Except for questions 6a and 6b, have there been any changes in the answers to the questions as submitted by you on your last application for this license? **If yes, explain** ☐ Yes ☒ No
- _____
- _____
- _____
8. Was the profit or loss from the sale of alcohol beverages for the previous year reported on the Wisconsin Income or Franchise Tax return of the licensee? **If not, explain** ☒ Yes ☐ No
- _____
- _____
- _____
9. Does the applicant understand they must hold a Wisconsin Seller's Permit? ☒ Yes ☐ No
[phone (808) 266-2776]
10. Does the applicant understand that alcohol beverage invoices must be kept at the licensed premises for 2 years from the date of invoice and made available for inspection by law enforcement? ☒ Yes ☐ No
11. Is the applicant indebted to any wholesaler beyond 15 days for beer or 30 days for liquor? ☐ Yes ☒ No
12. Does the applicant owe municipal property taxes, assessments, or other fees? ☐ Yes ☒ No
(Note: Renewal of licenses may be denied pursuant to a local ordinance, if the licensee owes municipal taxes, assessments or other fees).

READ CAREFULLY BEFORE SIGNING: Under penalty provided by law, the undersigned states that each of the above questions has been truthfully answered to the best of the knowledge of the signer. The signer agrees that he/she is the person named in the foregoing application; that the applicant has read and made a complete answer to each question, and that the answers in each instance are true and correct. The undersigned further understands that any license issued contrary to Chapter 125 of the Wisconsin Statutes shall be void, and under penalty of state law, the applicant may be prosecuted for submitting false statements and affidavits in connection with this application. Any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000.

Contact Person's Name (Last, First, M.I.) <i>McDONALD Jamie Lynn</i>	Title / Member <i>President</i>	Date <i>3/15/22</i>
Signature <i>Jamie McDonald</i>	Phone Number <i>715-213-5102</i>	Email Address <i>jmcDonald@mbaogroupfoods.com</i>

TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk	Date reported to council / board	Date license granted
License number issued	Date license issued	Signature of Clerk / Deputy Clerk

CK#8179 3/22/2022 #5497

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

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

FEE \$5.00

City of Wisconsin Rapids
County of Wood

Application Date: 2/22/2022

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

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.81 (10), Wis. Stats.

at the premises described below during a special event beginning Apr 29, 2022 at 7pm and ending at 10pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) Bona fide Club Church Lodge/Society
→ Veteran's Organization Fair Association

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

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

(b) Address **2651 8th St South, Wisconsin Rapids, WI 54494**

(c) Date organized **1996**

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

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

(f) Names and addresses of all officers:

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

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

Secretary **Stephany Hartman, 3130 45th Ct, Wisconsin Rapids, WI 54494**

Treasurer

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

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

(a) Street number **Same as above.**

(b) Lot Block

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

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

3. Name of Event

(a) List name of the event: Open Mic

(b) Dates of event

April 29, 2022 7-10pm

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1000.

Stephen Kipper 2/22/2022

PRESIDENT (Officer Signature / Date)

Central Wisconsin Cultural Center (Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



Finance Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Fax #: (715) 421-8250
Phone #: (715) 421-8235

Included in your Agenda packet you will find a Proposal for **New Roads Public Works Management System.**

This proposal is to upgrade our current ACS cost software to the newest version. This upgrade will allow us to transition off the AS400 system that is no longer supported. It will also allow us to import time entered for all employees who record time in the cost system into Munis to process payroll.

City of Wisconsin Rapids

Proposal for NewRoads Public Works Management System



March 18, 2022

Submitted By:
Mary Dilenschneider, Client Success Manager
Avenu Insights & Analytics

Cover Letter

March 18, 2022

VIA EMAIL: KTimm@wirapids.org
Karen Timm, Assistant Finance Director
City of Wisconsin Rapids
444 W. Grand Ave
Wisconsin Rapids, WI 54495
715-421-8235

RE: NewRoads Public Works Management System

Dear Karen:

Thank you for taking the time to meet with the Avenu team to discuss the NewRoads Public Works Management System solution. As a follow-up to our conversation, the Avenu team is pleased to provide you with this proposal for migrating to NewRoads.

For over 40 years, Avenu has worked exclusively with state and local governments throughout the United States, so we have an in-depth understanding of the public sector and the requirements that must be fulfilled for public servants to faithfully meet the demands of their professions.

- ▶ **Experience:** We are a full-service provider of technology and finance solutions with over 40 years of history providing similar products and services to hundreds of towns, cities, and counties throughout the country.
- ▶ **National Footprint:** Avenu has over 800 employees actively supporting more than 3,000 customers – which gives us both a national and local perspective.
- ▶ **Public Sector Experts:** Avenu focuses solely on the public sector, and we have a dedicated team of finance software and application experts available to assist with implementation and ongoing support.

At Avenu, we are proud of the strong partnerships we have developed with government staff across the nation. On behalf of the team at Avenu Insights & Analytics, we welcome the opportunity to offer the NewRoads Public Works Management System to the City of Wisconsin Rapids. If you have any questions about this proposal, please let me know and we will be happy to respond.

Sincerely,

Mary Dilenschneider

Mary Dilenschneider
Client Success Manager
Mary.Dilenschneider@avenuinsights.com

Company Information

Founded in 1978, Avenu Insights & Analytics, LLC (Avenu) is a privately-owned Information Technology (IT) services company headquartered in Northern Virginia but with offices across the country that offer a full range of state-of-the-art solutions to State and Local governments in all 50 states. With over 800 employees actively supporting over 3,000 clients, **Avenu is a public sector expert that offers complete IT solutions at every level.**

Avenu is technology-agnostic and, as technology evolves, Avenu will continue to evaluate emerging technologies that are present in the market to identify solutions which will meet and exceed the needs of local government teams.

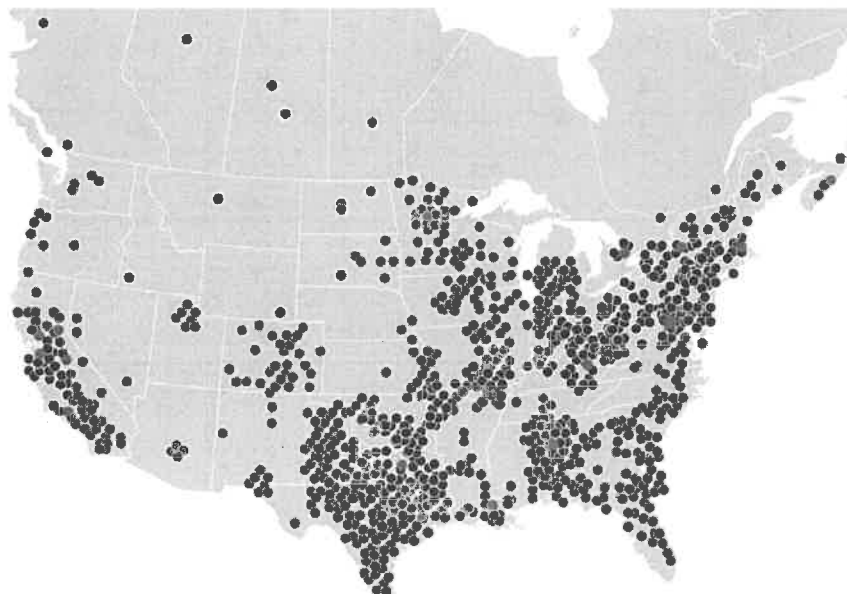


Figure 1 - Map illustrating Avenu/MuniServices national footprint with Red representing Avenu/MuniServices' offices and Blue representing clients

Proposed Software Solution

NewRoads Public Works Management System

An end-to-end cost accounting application for county highway departments that provides complete cost information on completed projects and cost estimates for future projects. Equipped with a customizable chart of accounts and robust reporting across all categories including labor, equipment, inventory, customer, vendor, project, and road/job.

Cost Proposal

Avenu is pleased to provide the City of Wisconsin Rapids with the following pricing for our proposed NewRoads Public Works Management System and various options that the City may want to consider:

- (1) **NewRoads software:** \$9,500
- (2) **Conversion of Highway Costing database to SQL:** \$1,500
- (3) **Munis interface:** if you need a custom query for Munis, we can work on that at the hourly rate of \$155 per hour
- (4) **RTVision**
 - **OPTION 1:** RTVision has an **on-premise** solution for eTimecard. The **on-premise** solution is compatible with the **Import Daily Time from eTimecard** feature in NewRoads. The cost for implementing the **Import Daily Time from eTimecard** feature is a one-time fee of \$1,000 for the initial setup and an additional \$200/year for support.
 - **OPTION 2:** RTVision also has a **hosted** solution (using AWS) for eTimecard. The RTVision **hosted** solution is compatible with the **Import Spreadsheets** feature in NewRoads. The cost for implementing **Import Spreadsheets - Daily Time** would be a one-time fee of \$775 with no annual support fee.
- (5) **Importing spreadsheets into NewRoads:** the cost for the **Import Spreadsheets** feature is a one-time fee of \$775 per channel (Daily Time/Inventory Withdrawal/Purchase).

We would also like to note that the cost of **Software Support** will not change if you migrate to NewRoads. It will remain at the same amount of \$560.77 per month currently in place until January 31, 2023.



Finance Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Fax #: (715) 421-8250
Phone #: (715) 421-8235

Included in your Agenda packet you will find a **Proposal for RT Vision Software Solutions.**

This Proposal is for a Time Keeping software that will allow the cost employees to enter their time and equipment used for specific projects daily in the field or on a computer in the office. The RT Vision software is designed to work with New Roads and the time and equipment can be exported into New Roads for cost reports and data used to invoice work for others. This will streamline our payroll process by eliminating data entry of time for all the cost employees.



www.rtvision.com
115 2nd St NE
Little Falls, MN 56345

03/18/2022

Hello Karen,

RTVision is pleased to provide you with an agreement for the Time Plus solution. Time Plus allows employees to enter their time electronically. The integration with cost accounting streamlines the process for the Highway department.

We appreciate your business, and if you have any questions regarding this agreement, please contact me at 612.990.0336 or RyanJ@RTVision.com.

Thanks,

Ryan Juker
Business Development

Exhibit A – Estimated Project Fees

Product	Description	Unit Price	Quantity	Line Total
Timecard-Plus	Timecard-Plus subscription fee. Fee includes application, digital signatures, automatic e-mail notifications, time off request module, road and bridge costing, and support/maintenance. (55 FTE's and 18 Seasonal). Seasonal employees count as .5 FTE	\$130/Employee/Year	64 Employees	\$8,320
Implementation of Timecard-Plus	Installation, setup, training, and project management. Services to be performed remotely. Software can be installed and hosted by RTVision using Amazon Web Services (AWS) or can be installed on premise	\$4,500	1.00	\$4,500
Integration	Integration with New Roads	Included	1.00	Included
Support & Maintenance	Annual support/maintenance to keep software up to date, along with ongoing phone and e-mail support (included in annual subscription fee).	Included	1 Year	Included
			Total – Year 1	\$12,820
			Total – Year 2	\$8,320
			Total – Year 3	\$8,320

The proposed fees are:

☒

\$_____ Fixed service fee based upon the scope of services.

☐

\$_____ Estimated fees to be performed and invoiced on an hourly basis commensurate with the current fee schedule shown below under Exhibit B. Your assigned account manager will provide ongoing communication including the amount of time used to date. If the estimated project fees are exhausted, RTVision and client will proceed with work based upon authorization from client.

Exhibit B – Current Fee Schedule

- Additional Services \$175/hour

Exhibit C – Terms and Conditions

All invoices submitted are net 30 and will carry a 1% per month interest charge for overdue payments. Failure to make payment when due may result in work delays on your project.

Upon execution of the agreement, the software fee (\$8,320) and 50% of the implementation fees (\$2,250) are invoiced. Remaining implementation fee (\$2,250) is invoiced once training is completed. The initial term of this agreement is three years, with the initial term commencing 8 weeks from the date of our kick-off call and subsequent renewals commencing on the third anniversary of this date. In the event you wish to terminate your subscription at the end of a term, you will provide written notice to RTVision prior to the end of a term. If you do not provide a termination notice, the agreement will automatically renew for an additional three years and shall continue to do so until you provide termination notice.

Upon expiration of each contract term (three years), RTVision's renewal price will be based on current software pricing, not to exceed five percent increase from the price paid during the previous term.

RTVision will assign an account manager to represent the project performance, progress, and execution of the project, throughout the duration of the project. This account manager will be the main contact at RTVision throughout the duration of the services.

Billable time will be invoiced in 15-minute increments.



www.rtvision.com

115 2nd St NE
Little Falls, MN 56345

Exhibit D – Service Level Agreement

Support/maintenance begins upon completion of installation of the software. ‘Support’ is considered to be a report of an issue or a question(s) and assistance that does not involve more than 15 minutes.

Phone and email support: Phone and email support are available at 320.632.0760 and support@rtvision.com during ‘RTVision normal business’ hours. ‘RTVision normal business’ hours are from 7:30 AM- 5PM CST, with the exception of annual holidays:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Thanksgiving Holiday
- Christmas Eve
- Christmas Day

Online support services: Online support is available from application user guides, found in each application. Additionally, links to online support services, via Service Desk, are also available within each application. Online assistance can also be provided during ‘RTVision normal business’ hours, via a third-party online meeting provider, GoToMeeting.

Maintenance and Application Updates: There may be up to four scheduled releases per year. Major application updates are typically applied once or twice annually, with additional minor and patch updates on a more frequent basis. Should the parties need to reschedule, then a written modification of this agreement will be required and entered by the parties hereto.

Application updates will occur automatically overnight. Operating System updates for SaaS and hardware installs will be scheduled to occur after business hours.

Update notifications: Notifications for planned major application and OS updates will be sent one week in advance. Notifications for planned minor application and OS updates will be sent 24 hours in advance. RTVision reserves the right to provide critical updates without advanced notice if use of applications is severely impacted.

For on premise installations, RTVision will support the latest Operating System, and Operating System upgrades available for those systems that are on the previous version or the one prior.

Backups: RTVision uses Amazon Web Services (AWS) for SaaS installs and provides remote backups to an offsite SSAE18 secure facility for additional backup redundancy. Full backups are performed daily.

Exclusions to the SLA:

- Onsite support visits. If onsite support is necessary, travel expenses will be incurred, and service fees will apply.
- Any support or issues that occur as a result of application misuse
- Support or issues that occur as a result of unauthorized development or modifications to the application
- Support or services during non 'RTVision business hours', except as outlined
- Support for non-supported browsers, databases, operating systems, and 3rd party vendor integrations, and devices. 'Supported' is defined as having mainstream support; whereas, 'non-supported' is defined as anything outside of mainstream support (including extended support and/or specialized support contracts)
- Custom-enhancements or modifications to the application
- Reinstalling applications, application migrations, and/or non-RTVision upgrades
- Custom report modifications and custom application extensions
- Manual and/or custom updates

As part of signing this agreement, customer agrees to RTVision's software license agreement, which can be viewed at [Software License Agreement](#).

RTVision reserves the right to change this SLA Support and Maintenance Document, however modifications to the SLA will be sent out 60 days or more before they take effect.

Name

Date



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2022)

2022 Budget Amendment No. 2

WHEREAS, at fiscal year-end, fund balances, unless legally restricted, for all funds are deemed to be unassigned fund balance unless the fund balances are committed for carryover; and

WHEREAS, the fiscal year 2021 budget included appropriations for certain items which were expected to be completed in 2021 but for a variety of reasons were not and also included appropriations designated for future expenditures; and

WHEREAS, the 2022 budget included estimates of the 2021 unexpended funds and the budgets for those accounts are therefore amended to reflect the actual amount of the 2021 carryover funds; and

WHEREAS, there were unexpended 2021 grant and revolving loan funds and it is necessary to appropriate these carryover funds for expenditure in 2022; and

THEREFORE, BE IT RESOLVED, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2022 budget be amended as follows:

BE IT FURTHER RESOLVED for certain budgetary accounts identified below, the following expenditure approval thresholds will be adhered to unless specifically identified in the 2022 budget:

Expenditure Amount	Approval Authority
Expenditures \$2,500 or less	Department Head
Expenditures more than \$2,500 but less than \$10,000	Mayor
Expenditures \$10,000 or more	Finance Committee or Commission

Expenditure thresholds on carryover funds apply to the following budgetary accounts:

IT - Computer Equipment	61109.56108	Municipal Building	64140.58100
Centralia Center Replacement	75000.56132	City Hall Outlay	64151.58100
Information Technology	61106	Economic Development	56206.56135
Office Equipment	61110.58100	Park Outlay	65402.58100
Police Department Vehicles	62102.58100	Ambulance Outlay	62603.58100
Fire Department Vehicles	62202.58100	Fire Equipment	62203.58100
Public Works Fleet Equipment	64145.58100	Elections Outlay	61117.58100

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

General Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
		\$ -	McMillan Library	55701.56101	\$ 175,021
		-	IT - Computer Equipment	61109.56108	27,199
		-	Munis Software & Implementation	61109.56114	34,053
		-	Elections Outlay	61117.58100	12,500
		-	Fire Equipment Outlay	62203.58100	27,960
		-	Witter Field Outlay	65201.58100	10,800
		-	Non-lapsing Funds	51560.56106	(287,533)
Total		\$ -	Total		\$ -

Centralia Center Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20150.49302	\$ 200,706	Replacement Reserves - City	75000.56132	\$ 200,706
Total		\$ 200,706	Total		\$ 200,706



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2022)

2022 Budget Amendment No. 2

Housing Rehabilitation Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20250.49302	\$ 364,421	Housing Rehabilitation Expenditures	56202.56120	\$ 364,421
Total		\$ 364,421	Total		\$ 364,421

EMS Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20350.49302	\$ 110,646	EMS Funding Assistance Program	52605.53223	\$ 3,934
		-	EMS Funding Assistance Program	52605.53224	757
		-	Ambulance Outlay	62603.58100	105,955
Total		\$ 110,646	Total		\$ 110,646

Room Tax Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20450.49302	\$ 308,516	Economic Development	56208.56135	\$ 59,265
		-	Park Department Outlay	65402.58100	249,251
Total		\$ 308,516	Total		\$ 308,516

HCRI Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20550.49302	\$ 47,337	Housing Rehabilitation Expenditures	56205.56121	\$ 47,337
Total		\$ 47,337	Total		\$ 47,337

Grants and Donations Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	20650.49302	\$ 392,558	Police Department - Federal Forfeiture	52102.55122	\$ 4,592
		-	Police Department - K-9 Program	52102.55126	4,189
		-	Fire Department - HazMat	52202.56101	5,417
		-	City Zoo - Donations	55802.55118	19,729
		-	City Zoo - Teske Memorial	55802.55132	296,448
		-	League Park Grant	55802.55134	18,372
		-	Flower Basket - Donations	55904.55129	4,655
		-	Rapids Rediscovered Program	56206.53501	39,256
Total		\$ 392,558	Total		\$ 392,658

Public Works Construction Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	40450.49302	\$ 77,582	RECC Industrial Rail Spur	64142.56101	\$ 77,582
Total		\$ 77,582	Total		\$ 77,582



CITY OF WISCONSIN RAPIDS

Resolution No. XX (2022)

2022 Budget Amendment No. 2

Municipal Building Improvement Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	40750.49302	\$ 245,890	Municipal Building Outlay	64140.53501	\$ 103,328
		-	City Hall Outlay	64151.53501	142,562
Total		\$ 245,890	Total		\$ 245,890

Equipment Replacement Fund

Revenue Account Name	Account No.	Amount	Expenditure Account Name	Account No.	Amount
Appropriation - Carryover	40850.49302	\$ 1,158,873	Information Technology - Computers	61106.56139	\$ 27,554
		-	Information Technology - Network	61106.56140	46,316
		-	Information Technology - Software	61106.56153	35,938
		-	Engineering Equipment	61112.58100	54,000
		-	Office Equipment	61110.58100	26,983
		-	Police Department Vehicles	62102.58100	57,452
		-	Fire Department Vehicles	62202.58100	187,644
		-	Public Works Fleet Equipment	64145.58100	722,986
Total		\$ 1,158,873	Total		\$ 1,158,873

Adopted the 19th day of April, 2022

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

City of Wisconsin Rapids
2022 Budget Amendment No. 2
Budget Amendment Explanations

General Fund

McMillan Library	55701.56101	\$	175,021
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Unexpended 2021 McMillan Library appropriation. On an annual basis, any unspent budget funds from the previous year are carried forward to the current year budget.

IT - Computer Equipment	61109.56108	\$	27,199
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This account serves as a contingency account for any unanticipated IT needs or future special IT projects. Funds are budgeted on an annual basis including \$15,000 earmarked in the 2022 budget.

Munis Software & Implementation	61109.56114	\$	34,053
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The \$34,053 represents unspent funds designated for completion of the Munis software implementation project.

Elections Outlay	61117.58100	\$	12,500
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On an annual basis, the City budgets \$2,500 for the replacement of voting machines and related equipment. The \$12,500 represents the amount in the replacement account as of 12/31/2021.

Fire Equipment Outlay	62203.58100	\$	27,960
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2021 carryover funds for the replacement of Fire Department equipment (i.e. hoses, SCBA, turnout gear). Annually, \$27,250 is budgeted to fund the account.

Witter Field Outlay	65201.581	\$	10,800
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Revenues from the cell tower located at Witter Field are earmarked for improvements to Witter Field. The amount represents the unspent funds from the 2021 budget.

Centralia Center Fund

Replacement Reserves - City	75000.56132	\$ 200,706
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The City budgets and levies \$25,000 annually for the City's portion of any major repair and replacement costs at the Centralia Center. As of 12/31/2021 the balance of the account is \$200,706. Future projects that the replacement account could be utilized to fund are the replacement of the roof and windows and major repairs or replacement to the facility's mechanical systems.

Housing Rehabilitation Fund

Housing Rehabilitation Expenditures	56202.56120	\$ 364,421
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The \$364,421 represents unspent Community Development Block Grant funds for the City's housing grant program. The grant program is administered by CAP Services, Inc. The funds are restricted for eligible grant purposes.

EMS Fund

EMS Funding Assistance Program	52605.53223 / 53224	\$ 4,691
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On annual basis the City receives funds from the State of Wisconsin Department of Health Services for the Emergency Medical Services Funding Assistance Program. The funds are only allowed to be expended for certain purposes as defined in the State Statutes. The two categories are: Support and improvement per Statute 256.12 (4) and EMT and EMR training costs per Statute 256.12 (5). The \$4,691 represent unexpended program funds as of 12/31/2021.

Ambulance Outlay	52603.58100	\$ 105,955
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On an annual basis the City budgets \$57,500 to fund the replacement of ambulance vehicles and related equipment. The \$105,955 represents the amount in the replacement account as of 12/31/2021.

Room Tax Fund

Economic Development	56208.56135	\$	59,265
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City ordinance dictates that 11.25% of room tax revenue is allocated for economic development purposes. These funds were utilized to fund the design of the City's wayfinding signs and will be used to partially fund the making and installation of the wayfinding signs.

Park Department Outlay	65402.58100	\$	249,251
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City ordinance dictates that 18.75% of room tax revenue is allocated for Park Department Outlay. The \$249,251 represents the unspent funds as of 12/31/2021.

HCRI Fund

HCRI Expenditures	56205.56121	\$	47,337
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The \$47,337 represents unspent Housing Cost Reduction Initiative Grant funds for the City's housing grant program. The grant program is administered by CAP Services, Inc. The funds are restricted for eligible grant purposes.

Grants and Donations Fund

Police Department - Federal Forfeitures	52102.55122	\$	4,592
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The \$4,592 represents unspent grant funds that the Police Department receives from the U.S. Department of Justice for assistance in forfeitures cases. The funds are restricted for eligible grant purposes.

Police Department - K-9 Donations	52102.55126	\$	4,189
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The \$4,189 represents unspent donations that the Police Department received for the Department's K-9 program. The funds are designated for future K-9 Program related expenditures.

Fire Department - Haz-Mat	52202.56101	\$	5,417
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The City receives annual funding from the State of Wisconsin and Wood County for being the regional hazardous materials response team and a state certified level III hazardous materials team. The \$5,417 represents the unspent portion of that funding.

City Zoo - Donations	55802.55118	\$	19,729
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Annual donations and zoo feed revenues that the City receives are placed in a separate account and designated for City Zoo projects and maintenance.

City Zoo - Teske Memorial	55802.55132	\$	296,448
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The \$296,448 represents the unspent funds that the City received from the David and Judith Teske estate for improvements to the City Zoo.

League Park Grant	55802.55134	\$	18,372
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The League of Wisconsin Municipalities Mutual Insurance awarded the City an \$18,372 grant that is designated for the benefit of parks.

Flower Baskets - Donations	55904.55129	\$	4,655
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The \$4,655 represents the unspent donations that the City received for downtown flower baskets.

Rapids Rediscovered Program	56206.53501	\$	39,256
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The \$40,000 development fee paid by Arbor Terrace Wisconsin Rapids for the development at 301 7th Ave S was designated by the Council to fund the creation of the City's Rapids Rediscovered Program. The \$39,256 represents the unspent program funds as of 12/31/2021.

Public Works Construction Fund

RECC Industrial Rail Spur	64142.56101	\$	77,582
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Unexpended rail car fees generated from agreements with tenants of the Rapids East Commerce Center that are designated for the maintenance of the Rapids East Commerce Center industrial rail spur.

Municipal Building Improvement Fund

Municipal Building Outlay	64140.53501	\$	103,328
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Unexpended appropriations for past funds designated for improvements for municipal building improvements.

City Hall Outlay	64151.53501	\$	142,562
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Unexpended appropriations for past funds designated for improvements to City Hall building. On an annual basis, the City budgets \$10,000 for City Hall improvements and major maintenance through the annual City Hall rent line item that is budgeted within each respective department operating budget that resides in City Hall.

Equipment Replacement Fund

IT - Computers	61106.56139	\$	27,554
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On an annual basis the City budgets \$25,000 for the replacement of computers, police in-squad computers, printers, scanners and related equipment. As of 12/31/2021, the replacement account had a balance of \$27,554.

IT - Network	61106.56140	\$	46,316
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On an annual basis the City budgets \$14,500 for the replacement of network equipment that includes servers, routers, switches and related network equipment. As of 12/31/2021, the replacement account had a balance of \$46,316.

IT - Software	61106.56153	\$	35,938
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The account represents funds budgeted for the purchase of new software, upgrades or existing software and the cost related to the implementation of software. As of 12/31/2021, the software account had a balance of \$35,938.

Engineering Equipment	61112.58100	\$ 54,000
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On an annual basis the City budgets \$9,000 for the replacement of engineering equipment that includes plotters, printers and survey equipment. As of 12/31/2021, the software account had a balance of \$54,000.

Office Equipment	61110.58100	\$ 26,983
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On an annual basis the City budgets \$20,052 for the replacement of copiers and other office equipment and furniture through the copier charges that are allocated to the various operating budgets. As of 12/31/2021, the office equipment account had a balance of \$50,967 with \$38,984 designated in the 2022 budget.

Police Department Vehicles	62102.58100	\$ 57,452
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On an annual basis the City budgets funds for the replacement of Police Department patrol, SRT and administrative vehicles. As of 12/31/2021, the account had a balance of \$57,452.

Fire Department Vehicles	62202.58100	\$ 187,644
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On an annual basis the City budgets \$36,950 for the purchase of Fire Department vehicles, major repairs and related equipment. As of 12/31/2021, the account had a balance of \$187,644.

Street Department Fleet Equipment	64145.58100	\$ 722,986
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On an annual basis the City includes in the equipment rates that it charges to various City budgets for the utilization of the Public Works fleet equipment the amount of the annual depreciation of that equipment. The depreciation that is recaptured through those rates are accumulated in the Street Department Fleet Equipment account to fund replacement of that equipment. As of 12/31/2021, the account had a balance of \$722,986.

REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: 4/7/2022
Reported to Council: 4/14/2022

The Public Works Committee met on Thursday, April 7th, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Matt Zacher and Patrick Delaney were in attendance. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:04 PM.

2. Review Engineering and Street Department Activities Report.

Reports were reviewed.

3. Review and consider proposals for Environmental Services related to W. Jackson Street and 9th Avenue reconstruction projects.

Environmental service proposals were reviewed with Engineering Department's recommendation to hire Robert E. Lee based on hourly rates and past working experience with the City.

Motion by Zacher, second by Austin to approve hiring Robert E. Lee for environmental services up to \$20,000. Motion carried (3-0).

4. Review the Municipal Separate Storm Sewer System (MS4) Annual Report.

Annual MS4 report was reviewed.

5. Review referral list

No items to update.

6. Adjourn

Motion by Zacher, second by Austin to adjourn at 5:25 pm. Motion carried (3-0).

Others in attendance:

See sign-in sheet.

Public Works Meeting

Sign-in Sheet

Date: 4-7-22

	Name	Representing	Address
1	Ryan Austin		
2	Matt Zacher		
3	Patrick Delaney		
4	Tom Rayome		
5	Dean Veneman		
6	Jake Cottanach		
7	Paul Vollert		
8	Dennis Polach		
9	Nick Dums		
10			
11			
12			
13			
14			
15			
16			



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

ENGINEERING DEPARTMENT Monthly Activity Report

March 2022

Transportation Utility

- Public Comment Period (2/25/2022 to 3/31/2022) - ~20 comments and inquiries
 - (2/16/2022 to 2/24/2022) - 21 comments and inquiries
- Met with WWLC on 3/22/22 to discuss utility billing.
- Met with RaSmith on 3/29/22 to review final account discrepancies and adjustments.

Permits & Degradation

- 25 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (3), storm water (2 – in progress), excavating (20), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (0)
 - Major Permit Applications Include:
 - Nsight Fiber Optic ~10 mile fiber optic project
 - Marshfield Clinic Expansion
 - WE Energies High Pressure Supply to ND Papers
 - Caribou Coffee
- 27 Diggers Locates for Storm Sewer & Sanitary Sewer (1/26/22 – 2/23/22)
 - 3 Emergency locates during work hours
 - 3 Emergency locates after hours
- Degradation fees - this year = \$11,288.70
 - This month =\$14,766.84

Traffic

- Vision Triangle Complaints
 - E Grand Ave and 16th St S – reviewed.
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – N/A
- ITS Standalone Signal Grant
 - Consultant is fast-tracking plans for bid letting in May so materials can be procured prior to winter. Construction is expected to commence in August or September.
 - Two weekly design progress meetings occurred in March.
- Signal complaints
 - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16th.
 - 2/8/2022 - 8th St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.



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- 8th St sign bridge at Chestnut St fell and needs replacing – The new pole is set to be delivered April 8th.
- Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – Governor Evers and Mayor Blaser released statements in March on the success of the economic efforts related to this project.
- Construction is substantially complete as of January 8th, 2022. A final walk-thru occurred January 31st. Subsequent punch list and close-out items have been ongoing.

Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – RFPs will be sent out in April.
- Sidewalk and Curb & Gutter Maintenance – RFP documents have been advertised and mailed. We have received one proposal and a couple inquiries. Proposals are due April 8th.

2022 Reconstruction Projects

- Design for 2022 Projects – All project designs are complete. Permits are still pending on a couple projects, but are otherwise ready for construction.
- Design for 2022 Projects
 - Fremont St – 13th to 14th Ave design - 100% complete
 - W Jackson St – Expressway to Jackson St Bridge – 100% complete
 - 9th Ave N (8th Ave N to Fremont St) – 100% complete
 - Smith St (Railroad to Riverview Dr) – 100% complete
 - Cherry St (Riverview Dr to 1st St N) – 100% complete
 - Fremont St – 7th to 10th Ave design is 99% complete
 - Rosecrans St (9th Ave N to east dead end) –100% complete
- Construction for 2022 Projects
 - DOA/Lyon Park Levee – The DNR approved the flood protection project on March 15, 2022. Local issuance from the City's Flood Plain Zoning Administrator is still pending. A meeting was held with the DOA on March 22nd to review construction scheduling, staging, etc. Materials are being ordered.
 - A preconstruction walk-thru is scheduled for Cherry and Smith St on 4/6/22.
 - W Jackson St and 9th Ave N will require hiring a hazardous material consultant, per the DNR, to be on call during excavations on these projects. Three proposals were returned on March 25th and will be considered at the April 7th Public Works meeting.
- 2022 Contracts



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

- Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting was held the first week of March. Work activity started mid-March and is on-going.
- Crushing Contract – Work began March 17th.
- Asphalt Contract – Bids were awarded and contracts signed.
- Concrete Contract – Bids were awarded and contracts signed.

2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 25%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 25%
 - Apricot St and Broadway St – 100%
- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
 - Oak St (E Jackson St to 16th St) – 10%; Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - Apricot St and Broadway St – 75%; Geotech work was complete by Nov. 15th. Report has been received and reviewed.

Storm Water Utility

- Annual MS4 Report was submitted to DNR.
- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.
- One Mile Cr. – Met with residents on March 7th, 2022 as we still had not received several easement documents. Residents had some additional concerns with language and the process. Additionally, the dam removal and rehab plans are being reviewed in preparation for sending to DNR for permit approval.



Public Works Committee

Date of Request: 4/1/2022

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider proposals for Environmental Services related to W Jackson St and 9th Ave N reconstruction.

Background information: Both 2022 projects contain areas where hazardous material will likely be found and may need to be excavated to install underground utilities. The solicitation for proposals is in preparation of environmental services to determine the proper course of action and handling and disposal of the material while work is occurring. The work is only on an as needed basis.

Hazardous material is regulated by WI DNR.

Robert E Lee (REL) has performed work for the city at various times over the past twenty years and has the lowest per hour rates.

\$20,000 is an estimate of dollars needed to cover the anticipated work based upon up to 10 full days of field services.

Options available: Consider the 3 proposals received

Action you are requesting the committee take: Approve hiring Robert E Lee for environmental services up to \$20,000.

How will the item be financed? Thru the Public Works Construction Fund. Most charges are expected to be utility related fees, but some could be street related.

Environmental Services - W Jackson St and 9th Ave N

	REL	REI	TRC
Project Mgr	\$ 84.00	\$ 138.00	\$ 95.05
Geologist	\$ 90.00	\$ 107.00	---
Scientist	---	---	\$ 95.00
Env. Tech	\$ 72.00	\$ 87.00	---
Clerical	\$ 55.00	\$ 68.00	\$ 51.24
Time & Materials	YES	YES	YES
Not to Exceed	n/a	n/a	\$ 24,821.81
Location	Hobart	Wausau	Madison



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
PHONE - 715.421.8205

REQUEST FOR PROPOSALS

City of Wisconsin Rapids, WI

**Environmental Services
For**

**West Jackson St Project
&
9th Ave (W Grand Ave to Fremont St)**

Due: March 25th, 2022

Submit Proposals to:
Joe Eichsteadt, PE
City of Wisconsin Rapids
444 W Grand Ave
Wisconsin Rapids, WI 54495
jeichsteadt@wirapids.org
Phone: 715-421-8251



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
PHONE - 715.421.8205

The City of Wisconsin Rapids is seeking proposals for environmental consulting services necessary for proper handling, management, and disposal of hazardous materials (contaminated soils and/or groundwater) potentially encountered during the W. Jackson St (W Riverview Expy to Jackson St Bridge) reconstruction project AND the 9th Ave N (W Grand Ave to Fremont St) reconstruction project. The City is interested in 'turn-key' consulting services for the aforementioned work.

The City of Wisconsin Rapids is proposing to reconstruct W. Jackson St (W Riverview Expy to Jackson St Bridge) during the 2022 construction season as a WisDOT STP-Urban project. Work on the W. Jackson St corridor could start in May of 2022 and will likely continue through a majority of the 2022 construction season. Additionally, the City is proposing to reconstruct 9th Ave N (W Grand Ave to Fremont St) as a local reconstruction project with a tentative start date in July of 2022.

Underground utilities (storm sewer, water main, and sanitary sewer) will be replaced with both projects. It is anticipated that contaminated soils and/or groundwater may be uncovered during the installation of the proposed underground utilities. WisDOT's contractor as well as the City's Street Dept. will need the aforementioned consulting services to ensure proper handling and disposal of any hazardous materials encountered. A Phase 2.5 Hazardous Material Investigation has been completed for the W Jackson St corridor and reports related to the closed LUST side on 9th Ave N can be downloaded at the following links:

W Jackson St - https://wirapids-my.sharepoint.com/:f/g/personal/jeichsteadt_wirapids_org/Eoj_jieY1CBGvcDQNZAAqOL8Bbm1YlodAXt5xD2aLbLIIFw?e=KPXMMc
9th Ave N - https://wirapids-my.sharepoint.com/:f/g/personal/jeichsteadt_wirapids_org/Eg774r5mqfRJjN-BwkrDHgEBWWrTR286R3JiKHJc4hFBaw?e=dSgdou

Also found at the sharepoint links are WisDOT and City construction plans for the W. Jackson St corridor and 9th Ave N project available for download and review.

As previously mentioned, the City is requesting proposals for environmental consulting services necessary for the proper handling, management, and disposal of contaminated soils and/or groundwater potentially encountered during the installation of underground utilities along the W. Jackson St and 9th Ave N corridors during the 2022 construction season. Proposal shall be a typed document and shall include a scope of services to be provided by consultant necessary to comply with all applicable state and federal requirements. Proposals shall also include estimated time and costs for any meetings or deliverables the consultant deems necessary. Each proposal shall also include the consultant's statement of qualifications. The statement of qualifications shall include any of the consultant's similar project experience.

Consultant's proposal shall also include a statement of understanding of the City's overall approach and information included in this email. A summary shall also be included in the proposal providing the Consultant's overall approach to the project and shall list any assumptions used in completing the proposal. Each proposal shall include a time/materials hourly rate as well as an estimated per incident cost (and any assumptions used) necessary to properly manage the required and safe handling and disposal of any encountered hazardous materials along the W. Jackson St and 9th Ave N corridors.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
PHONE - 715.421.8205

We are requesting completed proposals by Friday, March 25th, 2022.

Selection of consultant is anticipated to be by April 19th, 2022.

Proposals should be submitted to Joe Eichsteadt, P.E. (City Engineer) at 444 W. Grand Avenue, Wisconsin Rapids, WI 54495-2780 or jeichsteadt@wirapids.org

For questions about this RFP, please contact Joe Eichsteadt at 715.421.8251 or email at jeichsteadt@wirapids.org



PROPOSAL TO PROVIDE ENVIRONMENTAL CONSULTING SERVICES

Prepared For:
The City of Wisconsin Rapids
March 25, 2022

Bruce D. Meissner, P.G., V.P.
bmeissner@releeinc.com
www.releeinc.com
920.662.9641



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March 25, 2022

Mr. Joe Eichsteadt, P.E.
CITY OF WISCONSIN RAPIDS
444 West Grand Avenue
Wisconsin Rapids, WI 54301-5026

RE: Request for Proposal - 2022 Environmental Consulting Services – West Jackson Street
(W. Riverview Expy to Jackson Street Bridge) Reconstruction Project and 9th Avenue N. (W.
Grand Ave. to Fremont St.) Reconstruction project

Dear Mr. Dums:

Robert E. Lee & Associates, Inc. (REL) is pleased to submit this proposal to provide Environmental Consulting Services to the City of Wisconsin Rapids (the City). This proposal includes our statement of qualifications, project examples, project team, overall project approach and fees. We are a locally-owned firm and have been providing engineering and environmental services for over 60 years. Our staff features hydrogeologists, geologists, environmental engineers, ecologists, and scientists with over 75 years of environmental consulting experience. This experience provides REL with strong relationships with local communities, businesses, contractors, and regulatory personnel. REL has 55 employees at our office located in the Village of Hobart on the west side of Green Bay. Our mission is “Quality First” with a dedication to long-term relationships, created through listening to our client’s needs, and providing a high-quality and timely product, at a tremendous value to the clients we serve.

Our team will be led by Bruce D. Meissner, P.G., V.P. and Alan Gustafson, Project Manager. Other staff will also be relied upon for assistance. We believe our firm provides a wealth of experience across many environmental issues that may impact your construction area. REL believes in working as a direct extension of our clients. Together with our in-house engineering, surveying, and ecological division (NES Ecological Services), REL is uniquely positioned to provide the expertise needed to successfully complete multi-faceted projects from a single location.

Based upon our firm’s personnel and experience, we are confident Robert E. Lee & Associates would be an excellent resource for the City of Wisconsin Rapids.

EXPERIENCE

Our staff is highly experienced in the completion of corridor studies and assisting with contamination encountered during construction. We have assisted the City with several contamination issues over the past 10 years and in 2019 assisted with oversight during the East Grand Avenue Reconstruction.

RATES

Our environmental staff doing the majority of work on the project all have greater than 15 years of experience; however, the hourly rate for these staff members that would be working on project range from \$70 to \$95 per hour. By comparison to our competition, these rates are generally 10% - 15% lower for the level of experience provided.

Once again, thank you for the opportunity. If you have any questions or need any additional information, please call our office at (920) 662-9641 or e-mail Bruce at bmeissner@releeinc.com.

Sincerely,

ROBERT E. LEE & ASSOCIATES, INC.



Alan J. Gustafson
Environmental Compliance Geologist

AJG/BDM/NJM

ENC.



Bruce D. Meissner, P.G., V.P.
Environmental Compliance Manager

Section 1: Statement of Qualifications

Statement of Qualifications

The City of Wisconsin Rapids (the City) is soliciting Requests for Proposal (RFP) for environmental consulting services for proper handling, management, and disposal of hazardous materials (contaminated soils and/or groundwater) potentially encountered during the West Jackson Street Project and 9th Avenue (W. Grand Ave to Fremont St) reconstruction projects.

Robert E. Lee and Associates, Inc., (REL) is very interested in providing these services to the City, and we feel uniquely qualified for the project for the following reasons:

LOCAL RELATIONSHIPS AND KNOWLEDGE

We are a locally-owned firm and have been providing engineering services throughout Wisconsin for over 60 years. REL has completed numerous projects in the City as the consultant for an EPA Brownfield Assessment Grant and assisting public works on contamination issues encountered during utility construction most recently in 2019. The members of our environmental department have spent nearly their entire careers providing environmental consulting services in Wisconsin. Our staff features hydrogeologists, geologists, environmental engineers, ecologists, and scientists with many years of environmental consulting experience in Wisconsin. This local experience provides REL with strong relationships with local communities, businesses, contractors, and regulatory personnel.

EXTENSIVE EXPERIENCE

Our staff is highly experienced in Environmental Site Assessments (ESA), site investigation, and remediation projects throughout Northeast Wisconsin. Our project experience includes former and current gas stations, dry cleaners, machine shops, petroleum bulk plants, paper mills, historic fill sites, plating operations, manufacturing facilities, spill sites, and illegal dumping sites. We have completed many utility corridor evaluations and response actions when contamination is encountered for many municipal clients.

PROJECT MANAGEMENT APPROACH

REL's management and staff have executed thousands of projects throughout Wisconsin, including a number of them in the City of Wisconsin Rapids. REL's policy is to have project managers maintain control over the project from conception through construction. Also, REL's policy is to have the principals actively involved in projects. For this project, Bruce Meissner will be the Principal/Client Manager. Project manager duties will be split between Nicole LaPlant and Alan Gustafson.

Our philosophy is to develop and maintain a personal partnership with the City throughout the duration of a project. For all of our projects, REL will review all the potential options with the City to determine the most cost-effective alternative. Kick-off meetings will be held with the City, as necessary, to ensure an open line of communication between all involved parties.

Statement of Qualifications

We recognize that cost is an important factor in the services we provide. We work to control costs by ensuring we have a thorough understanding of the project scope and communicate with the City during the project so that all the necessary information is used to perform the project. In addition, REL's billing rates are very competitive with other engineering firms in the area.

PERSONNEL AND WORK PRODUCTS

REL employs five full-time environmental staff members that are qualified to perform environmental sampling and reporting per Wisconsin Administration Code Chapter NR 200. This includes two staff members who are licensed Professional Geologist (PG) in the State of WI. REL also employs nine licensed Professional Engineers (PE).

All reports are completed and supervised by a PG and PE.

INSURANCE

REL maintains the following insurance coverage. Copies of insurance certificates are included in Attachment A.

• Professional Liability (E&O)	\$2,000,000
• Automobile	\$1,000,000
• Commercial General Liability	\$1,000,000
• Workman's Compensation	Statutory Requirements
• Umbrella	\$5,000,000

WORKLOAD

The REL Environmental Compliance team staff is well equipped to complete this project within the deadlines provided.



Statement of Qualifications

OTHER SERVICES

REL provides full-service environmental compliance capabilities. Additional services provided are listed below:

- Vapor intrusion sampling and evaluations.
- Asbestos and lead-based paint assessments.
- Soil and groundwater remediation experience.
- Demolition planning. Development of plans and specifications for building demolition, and coordination and oversight of building demolition.
- Environmental audits and SPCC plans.
- Surveying.
- Site development engineering.
- Wetland delineation services.
- Spill response.
- Voluntary Party Liability Exemptions.
- Lender Liability Exemptions.
- Drilling services. REL owns a Geoprobe® drill rig and is able to initiate Phase II work often times weeks earlier than our competition, as we are not dependent on a drilling company's schedule, which often times can cause a two to three-week delay.



Section 2: Firm Introduction / Staff Overview

REL Overview



Firm Principals

Mark J. Larson, CPA, CGMA President
Bruce D. Meissner, P.G., Vice President
Jared G. Schmidt, P.E., Vice President

Disciplines Represented

Civil Engineering
Environmental Engineering
Geology
Land Surveying
Transportation Engineering
Ecology
Economics
Environmental Sciences
Hydrogeology
Soil Sciences
Urban and Regional Planning
Cartography

Project Types

Feasibility Studies
Concept Development
Preliminary Engineering Studies
Grant Application
Detailed Engineering Design and Specifications
Permit Application Assistance
Environmental Assessment
Construction Observation and Supervision
Start-up Services

Introduction to the Firm

Robert E. Lee & Associates, Inc. was established in 1956. Our full-service consulting firm specializes in civil and environmental engineering, surveying, and natural resources services. This spectrum of services provides an integrated approach to project management for our commercial, industrial, and municipal clients throughout Wisconsin and Michigan.

Specialty Services

- Sanitary Sewer Collection Systems
- Solid/Hazardous Waste Management
- Water/Wastewater Engineering
- Construction Administration
- Contamination Investigations
- Land Surveying
- Remediation System Design
- Bridge Painting Observation
- Street & Roadway Design
- Environmental Due Diligence Services
- Natural Resources
- Road and Bridge Engineering
- Site Development
- Storm Water Management
- Land Use Planning
- Agricultural Engineering
- Hydrologic and Hydraulic Engineering
- Flood Studies

Professional Registrations & Certifications

- Professional Engineers (9)
- Engineer-In-Training/Designers (4)
- Underground Storage Tank Site Assessors (1)
- Grade III and IV Wastewater Treatment Plant Operator (2)
- Land Surveyors (8)
- Professional Geologist (2)
- Certified Hydrogeologist (2)
- Geologist (4)
- Asbestos Inspectors (1)
- OSHA Hazardous Waste Site Workers (6)
- Ecologists (5)

Construction Certifications

- Environmental Engineering & Sciences
- Civil Engineering
- Economics
- Profilograph
- Grading
- Aggtec/I/P/IPP
- Asphtec/I/II/III
- PCC Tec-1



Section 3: Project Examples

Project Examples

All due diligence work will be conducted in accordance with applicable American Society for Testing and Materials (ASTM) standards (1527-13). Similarly, all investigative work will be conducted in accordance with applicable WDNR standards and guidance.

REL environmental staff has completed thousands of Phase I ESAs and hundreds of Phase II ESAs, site investigations, and remediation projects throughout Northeast Wisconsin. Our investigation and remediation project experience includes former and current farm cooperatives, gas stations, dry cleaners, machine shops, petroleum bulk plants, paper mills, historic fill sites, plating operations, manufacturing facilities, spill sites, and illegal dumping sites. Our expertise has not gone unnoticed, as we have been recognized as the preferred due diligence provider for many local financial institutions and often receive referrals from our clients and regulatory agencies. All work will be performed by an Environmental Professional as defined in 312.10 of 40 Code of Federal Regulations and also meeting the appropriate qualifications under Chapter NR712, Wisconsin Administrative Code.

REL regularly completes corridor studies for road reconstruction and utility projects that we design for the communities we work with. Over the past ten years, it has become our standard practice as part of REL's design process. Our environmental staff is well versed in reviewing available records (historical and environmental) as well as interviews with local residents to determine areas of potential concern along the construction corridor. During construction, REL is "on-call" to assist as impacted soil and/or groundwater is encountered. When called, REL coordinates execution and disposal.

Several recent examples of utility corridor evaluations are provided below.

City of Green Bay, WI – REL has been retained for many construction seasons to provide environmental oversight during utility construction projects. During these projects, REL is on-call should impacts be encountered. Once notified, REL assesses the impacts and directs execution and disposal of impacted media.

City of Oshkosh, WI – REL completed Phase I environmental reviews on 16 corridors as part of the 2019 CIP.

City of Wisconsin Rapids, WI – REL completed pre-planning and oversight of the East Grand Avenue reconstruction in 2019. REL assisted on pre-screening environmental items of concern along corridor, coordinating prior approval of contaminated soil and groundwater to prevent contractor delays. REL was on call during construction, mobilizing to the site, as needed, to assist City crews properly handle and dispose of impacted material. REL also coordinated PECFA reimbursement for soil generated from a closed LUST case along the corridor.

Project Examples

Village of Wrightstown, WI – REL completed an environmental review of an 11-mile water transmission line connecting Wrightstown to Green Bay.

Pulaski, WI (multiple reviews throughout the Village) – REL performed the review and identified potential concern sites. Additional investigation was conducted adjacent to several sites identified as posing a significant concern. Contamination was identified and REL in consort with Pulaski officials were able to plan for the impacts and coordinate payment for several sites through the PECFA program.

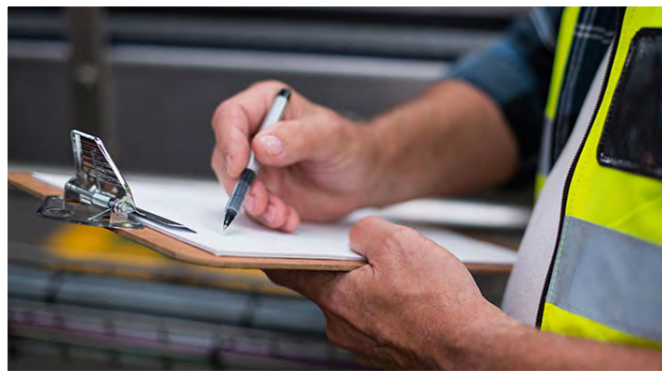
Shawano, WI WisDOT Phase I/II – East 5th Street, utility and road reconstruction, Phase I and Phase II ESA work was completed. REL completed a Phase I through the corridor under the direction of WisDOT identifying multiple areas of potential concern and proceeded with a Phase II investigation to assess contaminant levels. Results were shared with the WisDOT and local utility officials to aid in planning for proposed road and utility reconstruction work.

Wisconsin Rapids, WI – Two corridor studies were completed under the direction of Bruce Meissner including a 4-block area along West Grand Avenue and an 8-block area along East Grand Avenue prior to road and utility reconstruction. Several former USTs were identified and concern areas were provided to the City of Wisconsin Rapids to aid in planning for construction.

Peshtigo, WI – French Street reconstruction. Nine block area of French Street (a main street in Peshtigo) was reviewed by REL identifying seven potential sites of concern that were evaluated and planned for during construction.

Junction City, WI – Corridor study related to installation of new water main and a new municipal wells as part of a CDBG grant.

Town of Wrightstown, WI – Corridor Study related to the installation of water and sewer as part of a CDBG grant.



Section 4: Project Team

Project Team

All the work on the project will be performed by the REL Environmental Services Department out of our local office at 1250 Centennial Centre Boulevard., Hobart, WI 54155. The project team assembled for this project includes Mr. Bruce Meissner as principal/client manager, Alan Gustafson as project manager, Nicole La Plant assisting with technical issues, and Cody Applekamp and Jonah Oettinger, assisting with field coordination.

The members of the project team have spent nearly their entire careers providing environmental consulting services in Northeast Wisconsin. Our staff features hydrogeologists, environmental engineers, ecologists, and scientists with extensive environmental consulting experience in the Green Bay area. This provides REL with significant local knowledge as well as strong relationships with local WDNR personnel.

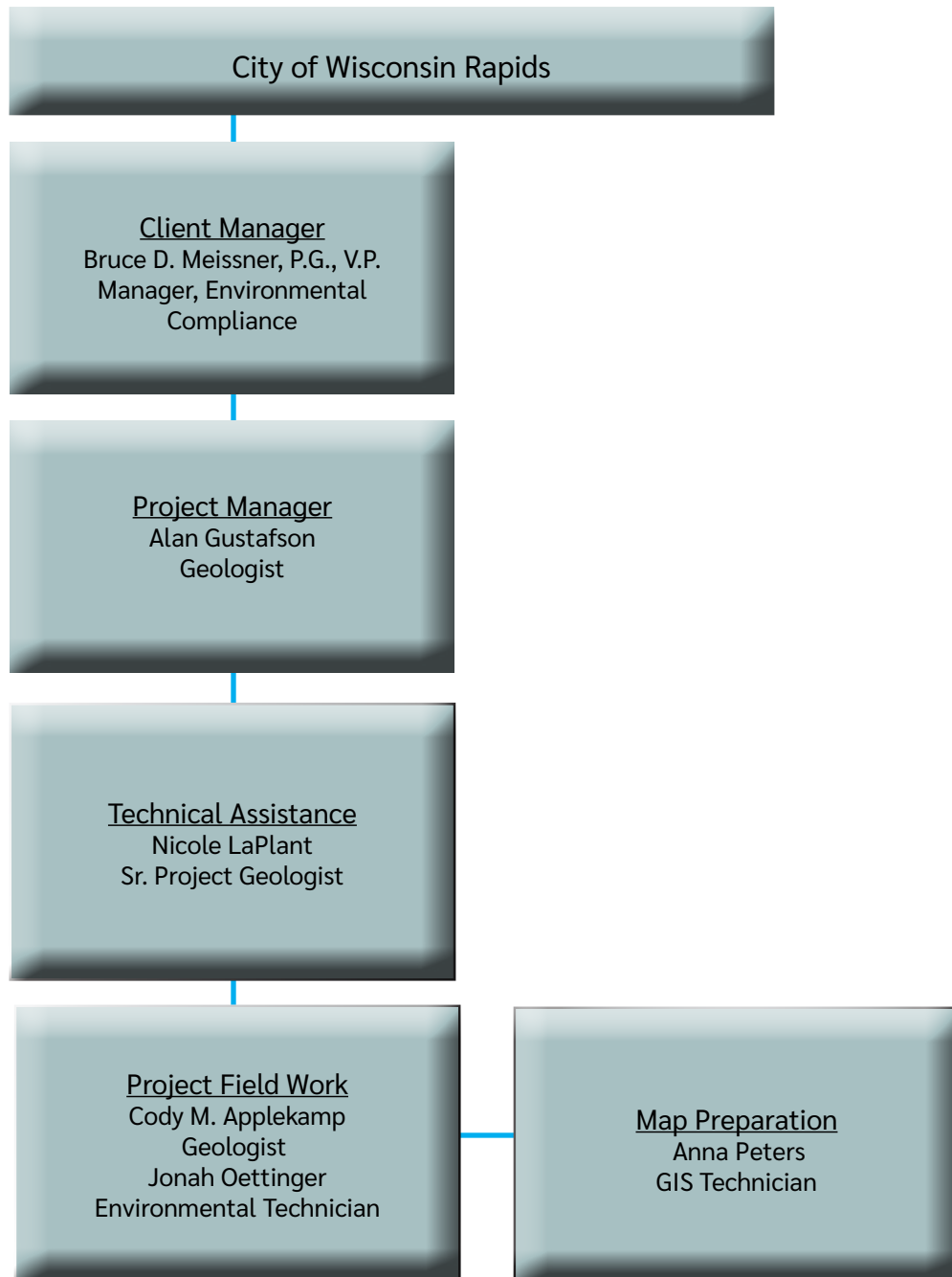
The project team will also rely on REL's GIS department for production of maps. Our administrative department will support report production and generation of meeting materials.

Resumes of the project team are attached.



Project Team

The below organization chart shows the key project team members that will be assigned to this project. Resumes of key staff are also included.



Project Team

The following is a list of the key personnel and respective roles or services that they will provide.

PROJECT TEAM

All the work on the project will be performed out of our local office at 1250 Centennial Centre Blvd. Hobart, WI 54155. The project team assembled for this project includes six REL professional staff. The project team members and their roles are presented below. Resumes of key staff are included.

Bruce D. Meissner, PG, VP, Manager, Environmental Compliance - Bruce has over 30 years of experience addressing all aspects of environmental investigation and remediation of contaminated properties. Bruce will provide quality assurance for all documents generated for the City.

Alan Gustafson, Geologist - Alan has 8 years of environmental consulting experience, and specializes in site investigation services. Alan will be conducting much of the field oversight and represent REL at all meetings with City officials.

Nicole L. LaPlant, Senior Project Geologist - Nicole has over 25 years of environmental experience beginning her career with the WDNR. Nicole will provide technical assistance during the project.

Jonah Oettinger, Environmental Technician - Jonah has over 1 year of experience and specializes in field activities and reporting.

Cody M. Applekamp, Geologist - Cody has 7 years of environmental consulting experience. Cody will be assisting Alan in his duties.

Anna Peters, GIS Technician

Anna has 5 years of GIS and mapping experience, specializing in environmental and wetland maps, utility asset GIS systems, and site planning and analysis. Anna will prepare maps and figures, as needed, for the project, utilizing ArcMap GIS software.



Bruce D. Meissner, P.G.

Vice President

Environmental Compliance Manager

EXPERIENCE

30 years experience in environmental consulting covering the following areas of expertise:

- *Environmental Due Diligence*
- *Brownfield Redevelopment*
- *Solid Waste Landfill Siting and Monitoring*
- *Contamination Assessment and Remediation*
- *Municipal Water Supply Well Siting*
- *Environmental Compliance*

Environmental Due Diligence

Completion of Record Search with Risk Assessments, Transaction Screens, Phase I and II Environmental Site Assessment reports for private and public sector clients including lending institutions, attorneys, private land owners, Bureau of Aeronautics and Department of Transportation. Provide environmental risk analysis related to property transactions, loan refinancing and redevelopment of contaminated properties. Facilitated development of numerous contaminated properties. Conducted numerous Environmental Risk training seminars to lenders and commercial brokers. Knowledgeable provider of Environmental Policy and Procedure requirements for Small Business Administration Basic 7(a) Loan Guaranty Program and 504 Certified Development Corporation Program. Project examples include:

Environmental Due Diligence

- *SBA Environmental Assessments*
- *Lender Liability Exemptions*
- *Completion of over 2500 Environmental Due Diligence projects at commercial and industrial properties throughout WI and MI*
- *Completed numerous utility corridor environmental reviews*

Brownfield Redevelopment

Knowledgeable of State and Federal Brownfield grant programs. Experienced in grant application preparation and Quality Assurance Project Plan (QAPP) preparation for US Environmental Protection Agency Brownfields Assessment Grant projects. Project examples include:

- *City of Kiel, WEDC Site Assessment Grant - Fremont Street property*
- *City of Wisconsin Rapids, EPA Community-wide Brownfield Assessment Grant*
- *City of Green Bay, EPA Community-Wide Brownfield Assessment Grant*
- *City of Wisconsin Rapids - RCH Enterprises, Site Assessment Grant*
- *City of New Holstein - Former Tecumseh Facility, WI Assessment Money*
- *City of Kiel - Former Stoelting Manufacturing Property Ready for Re-use Grant*
- *Village of Hobart - Former West Side Garage, Site Assessment Grant*

Education

St. Norbert College

Bachelor of Science
Natural Science/Geology

Michigan State University

Master of Science
Geochemistry/Hydrogeology

Registration & Certification

Professional Geologist

Wisconsin

Hydrogeologist

per NR700, Wisconsin

Environmental Professional

per ASTM 1527-13

Professional Organizations

National Groundwater Association
Wisconsin Groundwater Association
Federation of Environmental Technologists
St. Norbert College Geology Department,
Adjunct Instructor

Continuing Education

Conducting Comprehensive Environmental
Property Assessments, UW-Madison
Monitoring Well Tech, UW-Madison
Improving Hydrogeologic Investigations: glaciated
areas, Ohio State University
Ground Water MODFLOW, Natl Ground Water
Assoc.

Bruce D. Meissner, P.G.

Vice President

Environmental Compliance Manager

Continuing Education

OSHA 40-Hour HAZWOPER Training
Groundwater Movement through Glacial
Sequences, Ohio State University
ISO 14001 Env. Mgmt Systems, Lead Auditing,
Competitive Edge Env. Mgmt
Vapor Intrusion Pathways, Interstate Tech
Post-Closure Care at Municipal Solid Waste
Landfills, Interstate Tech
Asbestos Inspector Training, Good Armstrong &
Associates
Six Sigma Green Belt, University of Villanova

Solid Waste Landfill Siting and Monitoring

Siting of solid waste landfills and siting and evaluation of clay borrow sites. Development and implementation of landfill groundwater and gas monitoring programs. Completion of environmental contamination assessments and groundwater investigations at solid waste landfills. Responsible for the groundwater monitoring supervision, evaluation, and reporting of data from numerous landfills, responsible for WDNR compliance at closed landfills. Project examples include:

- *Brown, Door, Outagamie, Marathon, and Kewaunee County Landfills*
- *Washington Island Landfill*
- *Packaging Corporation of America Landfill, Tomahawk, WI*
- *Georgia-Pacific Landfill, Tomahawk, WI*

Contamination Assessment and Remediation

Completed hundreds of contaminant investigations, feasibility studies, and remedial design at sites contaminated with petroleum products, chlorinated solvents, and metals. Responsible regulatory agency negotiation and liaison.

Redevelopment of Contaminated Properties

- *Marinette Marine Corporation, Marinette Facility Contaminated Soil Assistance*
- *1428 Main Street, Marinette Phase I/II ESA – NWTC Acquisition of the former Goodwill Industries Building*
- *2209 Roosevelt Street, Two Rivers, WI, Holy Family Hospital acquisition and redevelopment of a former Hamilton Company property*

Municipal Water Supply Well Siting

Completion of groundwater source research, exploration, groundwater flow modeling, aquifer performance testing and analysis, and wellhead protection plan preparation. Project examples include:

- *Water Supply Investigation for Villages of Kronenwetter, Rothschild, and Hilbert; Cities of Crandon, Bessemer MI, and Wausau, WI*
- *Wellhead Protection Plans for Village of Greenwood, City of Shawano, Village of Kronenwetter, WI*

Environmental Compliance

Assist clients with variety of compliance needs including: SPCC plans, air permitting and reporting, WPDES permitting, land application of industrial & agricultural waste, and hazardous waste management. Completion of asbestos inspections, lead paint evaluations and pre-demolition building surveys.



Education

UW - Eau Claire

Bachelor of Science
Comprehensive Geology

UW - Eau Claire

Additional Coursework
Information Systems

Registration & Certification

Environmental Professional

Per ASTM 1527-13

Soil Tester

Wisconsin

Tank System Site Assessor

Wisconsin

Continuing Education

OSHA 10-hour Training
OSHA 40-Hour HAZWOPER Training

Alan Gustafson

Environmental Compliance Geologist

EXPERIENCE

7 years experience in environmental consulting covering the following areas of expertise:

- *Property Transaction Environmental Due Diligence*
- *Contamination Assessment and Remediation*
- *Solid Waste Landfill Monitoring*
- *Environmental Compliance*

Property Transaction Environmental Due Diligence

Completion of Record Search with Risk Assessments, Transaction Screens, Phase I and II Environmental Site Assessment reports for private and public sector clients including lending institutions, attorneys, private land owners. Provide environmental risk analysis related to redevelopment of contaminated properties.

Solid Waste Landfill Siting and Monitoring

Development and implementation of groundwater monitoring programs. Responsible for the groundwater monitoring supervision, evaluation, and reporting of data. Completion of solid waste transfer facility, initial site applications, and plans of operation.

- *Permitted Solid Waste Transfer Facility, Green Bay, WI.*

Contamination Assessment and Remediation

Contaminant investigations, remedial excavation oversight and coordination, remedial alternative evaluation and implementation. Regulatory agency negotiation and liaison.

Vapor Intrusion Monitoring

- *Completion of vapor intrusion monitoring, including sub-slab, gas probes, and indoor air sampling at residential, commercial and industrial properties.*

Spill Response

- *Oversight of emergency spill response, including direct clean up of petroleum, acids/caustics, other chemicals. Spill reporting, spill excavation, and material disposal coordination.*

Environmental Compliance

Assist clients with variety of compliance needs including: Spill Prevention, Control, and Countermeasure (SPCC) plans, Emergency Planning and Community Right-to-Know Act (EPCRA) compliance for Form R and Tier II reporting, and USDA NEPA reports.

United States Department of Agriculture (USDA) National Environmental Policy Act (NEPA) Environmental Reporting

- *Environmental Report, Wastewater Treatment Facility Modifications, Village of Sister Bay, WI*

WDNR Clean Water Fund Environmental Analysis

- *Environmental Analysis Report, Clarks Mills Sanitary District No. 1, Town of Cato, WI*



Nicole LaPlant

Environmental Compliance Project Manager

EXPERIENCE

26 years experience in environmental consulting covering the following areas of expertise:

- Contamination Assessment and Remediation
- Brownfield Redevelopment
- Property Transaction Environmental Due Diligence
- Environmental Compliance

Contamination Assessment and Remediation

Contaminant investigations, feasibility studies, remedial design natural attenuation: petroleum hydrocarbons, chlorinated solvents. Regulatory agency negotiation and liaison.

Redevelopment of Contaminated Properties

- Marinette Marine Corporation, Marinette Facility Contaminated Soil Assistance
- 1428 Main Street, Marinette Phase I/II ESA – NWTC Acquisition of the former Goodwill Industries Building
- 2209 Roosevelt Street, Two Rivers, WI, Holy Family Hospital acquisition and development of a former Hamilton Company property
- Door Artisan Cheese Company, Egg Harbor, WI, Redevelopment of former orchard
- Tier 1 Nutritionals, Madison, WI, Building expansion contaminated soil assistance
- Completed numerous PECFA & DERF funded projects

Brownfield Redevelopment

Knowledgeable of Brownfield grant programs. Experienced grant application preparation, Blight Elimination and Brownfield Redevelopment Grant, Site Assessment Grant and US EPA Site Assessment grant. Quality Assurance Project Plan (QAPP) preparation for US Environmental Protection Agency Brownfields Assessment Grant projects. Project examples include:

- City of Wisconsin Rapids, \$400,000 EPA Brownfield Assessment Grant
- City of Green Bay, EPA Community-Wide Brownfield Assessment Grant
- City of Wisconsin Rapids – RCH Enterprises, Brownfield Project
- City of Kaukauna -- Former Gunderson Cleaners
- City of Kiel – Former Stoelting Manufacturing Property
- Village of Hobart – Former West Side Garage Brownfield Property

Education

UW - Green Bay

Bachelor of Science
Urban and Public Affairs

UW - Oshkosh

Additional Courses
Geology and Hydrogeology

Registration & Certification

Petroleum Environmental Cleanup Fund

Act Consultant

Wisconsin

Asbestos Inspector

Wisconsin

Environmental Professional

Per ASTM 1527-23

Tank System Site Assessor

Wisconsin

Professional Organizations

WI Groundwater Association

Continuing Education

OSHA 40-Hour HAZWOPER Training

Nicole LaPlant

Environmental Compliance

Project Manager

Property Transaction Environmental Due Diligence

Completion of Transaction Screens and Phase I and II Environmental Site Assessment reports for private and public sector clients. Provide environmental risk analysis related to redevelopment of contaminated properties. Knowledgeable provider of environmental assessment requirements for Small Business Administration Basic 7(a) Loan Guaranty Program and 504 Certified Development Corporation Program. Project examples include:

Environmental Due Diligence

- *SBA Environmental Investigations*
- *Completed numerous Phase I ESAs at commercial and industrial properties throughout WI and MI*
- *Completed numerous utility corridor environmental reviews*

Environmental Compliance

Assist clients with variety of compliance needs including: SPCC plans, air permitting, WPDES permitting, land application of industrial & agricultural waste, and hazardous waste management.



Education

UW - Green Bay
Bachelor of Science
Geoscience

Registration

Professional Geologist
Wisconsin

Continuing Education

OSHA 40-Hour HAZWOPER Training

Cody Applekamp, P.G.

*Environmental Compliance Professional
Geologist*

EXPERIENCE

6 years experience in environmental consulting covering the following areas of expertise:

- *Property Transaction Environmental Due Diligence*
- *Solid Waste Landfill Monitoring*
- *Contamination Assessment and Remediation*
- *Confidential PFAs Sampling for Industrial Customers*

Property Transaction Environmental Due Diligence

Completion of Record Search with Risk Assessments, Transaction Screens, and Phase I and II Environmental Site Assessment reports for private and public sector clients. Project examples include:

Environmental Due Diligence

- *SBA Environmental Investigations*
- *Lender Liability Exemptions*
- *Property and Records Research*

Solid Waste Landfill Monitoring

Responsible for the groundwater, surface water, gas, private wells, and leachate monitoring programs at over 25 landfills totaling over 500 monitoring points. Responsible for the reporting of groundwater monitoring data. Current and past project examples include:

- *Brown, Door, and Kewaunee County Landfills*
- *Numerous closed municipal landfills*
- *Annual monitoring and cap inspections.*
- *Coordinate field investigations of historic landfills.*

Contamination Assessment and Remediation

Contaminant investigations at sites contaminated with: petroleum products, chlorinated solvents and metals. Regulatory agency negotiation and liaison. Project examples include:

- *Geoprobe Operator*
- *Soil and groundwater sampling*
- *Vapor sampling*
- *Low-flow sampling*
- *Data analysis and report writing*
- *Utility construction observation and contamination assessment*



Jonah Oettinger

Environmental Technician

EXPERIENCE

1 year experience in environmental consulting covering the following areas of expertise:

- *Solid Waste Landfill Monitoring*
- *Contamination Assessment and Remediation*

Solid Waste Landfill Siting and Monitoring

Development and implementation of groundwater monitoring programs. Responsible for the groundwater monitoring, evaluation, and reporting of data.

Contamination Assessment and Remediation

Contaminant investigations at sites contaminated with petroleum products, chlorinated solvents and metals. Project duties include:

- *Geoprobe operator*
- *Soil and groundwater sampling*
- *Low-flow sampling*
- *Vapor sampling*
- *Data analysis and report writing*

Education

NWTC

Associate Degree
Environmental Engineering Technology

Registration & Certification

HAZWOPER
Boating Safety NASBLA

Section 5: Project Approach

Project Approach

Our Project approach includes three stages – Initiation, Field Activities and Documentation. Each stage is discussed in greater detail below.

Project initiation. Under the Project Initiation stage of the project, REL focuses on gathering available information to understand the scope of the construction project, identify potential concern areas, and prepare for soil and groundwater disposal.

- Complete a review of potential concern areas.
- Communication with Wisconsin Rapids Public Works' staff to determine areas where dewatering may be needed. In these locations, a scope of work will be developed to allow sampling prior to dewatering, in an effort to be ready for disposal when the construction project reaches the impacted area (reduces delays). To collect water samples, REL has their own GeoProbe drill rig and is able to install temporary monitoring wells that allow the sampling of groundwater. If the option is selected by the City, a separate scope of work and estimated cost will be provided if groundwater sampling is needed.
- Communication with Wisconsin Rapids Public Works staff will take place to determine stockpile locations for impacted soil removed. The soil will need to be stockpiled until lab results are received to enable landfill approval.
- Contact the Waste Management, Cranberry Creek Landfill in Wisconsin Rapids, regarding the potential receipt of impacted soil. The discussion will center on landfill approval requirements, which will dictate soil sampling needs during construction.
- Contact Wisconsin Rapids Wastewater Treatment Plant Superintendent to discuss potential acceptance of impacted groundwater encountered during utility installation. The discussion will center on treatment plant approval requirements, which will dictate water sampling needs prior to disposal.
- Determine project construction schedule and potential timeframes where impacted areas are expected.

Field Activities. Under the Field Activities stage REL completes oversight of impacted areas upon notification from the City staff on-site during construction. REL will assist in determining impact materials, collect appropriate samples, and work to obtain approval for disposal.

- REL will be “on-call” during construction. Weekly discussions will take place between REL project manager and contractor foreman/City officials in an effort to alert REL of the potential need for our services.
- Once impacts are detected, REL is to be notified immediately. Typically within the same day within 24 hours, an REL staff member will be on-site to direct proper handling of impacted media. In the interim REL staff will communicate with the City staff with instructions of how to handle the material and proceed to predetermined stockpile location.

Project Approach

- In the case of soil removal, the impacted material will be relocated to a predetermined stockpile location. REL will field screen soils encountered to delineate the extent of the material that requires proper disposal. REL staff will stay on-site until the excavation area extends beyond the impacted area. Once sample results are received, REL will assist in the completion of a landfill profile for the impacted soil. The landfill profile will be provided to the City for signature and submittal. Upon approval from the landfill to accept the soil, the stockpiled material can then be hauled to the landfill for disposal.
- In the case of impacted groundwater that will require removal to allow utility construction, prior sampling results are expected to be available from the project initiation portion of the project to obtain disposal approval from the Wisconsin Rapids Wastewater Treatment Plant. With prior approval, it will be determined if the water can be directly discharged to the sanitary sewer or if it needs to be pumped to a tanker truck and discharged to the treatment plant. In the event that no prior sampling is completed, delays may take place to allow the sampling and analysis of a representative sample required for treatment plant acceptance. It is assumed all pumping and hauling costs will be borne by the general contractor for the project.

Documentation. Under the Documentation stage of the project, REL will prepare a summary of field activities, lab analysis results, and final disposition of the waste material that required special handling. The preparation of a documentation report is completed at the discretion of the City.

- REL will document all field activities performed.
- A documentation report is proposed to be prepared for each area that requires REL's involvement. The report will include a narrative of actions taken, summary of lab results of samples collected, tonnage and/or volume of waste disposed, and a map will be presented that delineates the impacted area addressed.
- A copy of the documentation report will be shared with the WDNR referencing the appropriate known contamination case that was the source of impacts encountered.



Section 6: Project Fee

Project Fee

Project initiation services

lump sum \$3,200

Field activities

- Mobilization - lump sum \$500 (includes vehicle and equipment costs)
- Site time - \$90/hour
- Per diem - \$200 (if overnight stays are needed)
- Lab fees - per lab rates (obtained from Pace Analytical)
- All equipment costs are included in the hourly rate (no charges will be incurred for photoionization detector, and sampling supplies)

Documentation (if needed)

Report preparation for each impacted area encountered
WDNR report submittal (if necessary)

lump sum \$1,750
no charge

Incident Cost Example (soil impacts):

- Mobilization \$500
- Site time \$540 (6 hours at \$90/hour)
- Lab fees assumed to be \$350 for soil samples related to a petroleum issue
- Landfill approval assistance \$400 (assistance with landfill profile and submittal)
- Coordination of disposal \$250 (ensure contractor hauls soil to the landfill and receives scale tickets)
- Documentation report \$1,750
- Total cost - \$3,790

Attached is REL's current rate sheet



2022 Labor Rates
Robert E. Lee & Associates, Inc.

Staff Type	Rate	Staff Type	Rate
CAD TECHNICIAN I	\$ 76	GEOLOGIST II	\$ 104
CAD TECHNICIAN II	\$ 91	GEOLOGIST III	\$ 116
CAD TECHNICIAN INTERN	\$ 48	GEOLOGIST IV	\$ 141
CIVIL ENGINEERING MANAGER	\$ 173	GIS SPECIALIST I	\$ 89
CLERICAL I	\$ 55	GIS SPECIALIST II	\$ 100
CLERICAL II	\$ 64	GIS TECHNICIAN	\$ 71
CLERICAL MANAGER	\$ 93	LAND USE PLANNER I	\$ 92
COMMUNITY PLANNER	\$ 108	LAND USE PLANNER II	\$ 124
CONSTRUCTION MANAGER	\$ 173	NATURAL RESOURCES SCIENTIST I	\$ 70
DESIGN MANAGER	\$ 155	NATURAL RESOURCES SCIENTIST II	\$ 85
DESIGNER I	\$ 115	NATURAL RESOURCES SCIENTIST III	\$ 101
DESIGNER II	\$ 123	NATURAL RESOURCES SCIENTIST IV	\$ 127
ENGINEER I	\$ 103	NATURAL RESOURCES TECHNICIAN I	\$ 42
ENGINEER II	\$ 115	NATURAL RESOURCES TECHNICIAN II	\$ 47
ENGINEER III	\$ 140	NATURAL RESOURCES TECHNICIAN III	\$ 68
ENGINEER IV	\$ 157	NES DIVISION MANAGER	\$ 127
ENGINEERING ASSISTANT	\$ 63	PROJECT COORDINATOR	\$ 84
ENGINEERING DIRECTOR	\$ 181	SENIOR CONSULTANT	\$ 163
ENGINEERING TECHNICIAN I	\$ 82	SENIOR GIS SPECIALIST	\$ 131
ENGINEERING TECHNICIAN II	\$ 97	SENIOR TRANSPORTATION CONSULTANT	\$ 129
ENGINEERING TECHNICIAN III	\$ 123	SOLID WASTE MANAGER	\$ 173
ENVIRONMENTAL COMPLIANCE MANAGER	\$ 151	SURVEY INTERN	\$ 56
ENVIRONMENTAL SCIENTIST I	\$ 93	SURVEY MANAGER	\$ 132
ENVIRONMENTAL SCIENTIST II	\$ 107	SURVEYOR TECHNICIAN I	\$ 74
ENVIRONMENTAL SCIENTIST III	\$ 118	SURVEYOR TECHNICIAN II	\$ 85
ENVIRONMENTAL SERVICES MANAGER	\$ 173	SURVEYOR TECHNICIAN III	\$ 98
ENVIRONMENTAL TECHNICIAN ASSISTANT I	\$ 50	SURVEYOR PROFESSIONAL I	\$ 92
ENVIRONMENTAL TECHNICIAN ASSISTANT II	\$ 68	SURVEYOR PROFESSIONAL II	\$ 100
ENVIRONMENTAL TECHNICIAN I	\$ 72	SURVEYOR PROFESSIONAL III	\$ 107
ENVIRONMENTAL TECHNICIAN II	\$ 82	SURVEY FIELD LEAD	\$ 105
ENVIRONMENTAL TECHNICIAN III	\$ 100	TECHNICAL SERVICES DIRECTOR	\$ 168
EROSION CONTROL/RESTORATION CREW LEADER	\$ 91	TRANSPORTATION MANAGER	\$ 173
EROSION CONTROL/RESTORATION TECHNICIAN I	\$ 50	WATER & WASTEWATER FACILITIES OPERATOR	\$ 96
EROSION CONTROL/RESTORATION TECHNICIAN II	\$ 78	WATER & WASTEWATER MANAGER	\$ 173
EROSION CONTROL/RESTORATION TECHNICIAN III	\$ 85	WATER & WASTEWATER OPERATOR TRAINER	\$ 107
GEOLOGIST I	\$ 90	WWTP FACILITIES OPERATOR ASSISTANT	\$ 54

Section 7: Insurance Certificate



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
05/26/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME: Willis Towers Watson Certificate Center PHONE (A/C, No. Ext): 1-877-945-7378 FAX (A/C, No): 1-888-467-2378 E-MAIL ADDRESS: certificates@willis.com														
INSURED Robert E. Lee & Associates Inc & Northern Ecological Services 1250 Centennial Centre Blvd Hobart, WI 541558995	<table border="1"> <tr> <th data-bbox="815 422 1430 453">INSURER(S) AFFORDING COVERAGE</th> <th data-bbox="1437 422 1568 453">NAIC #</th> </tr> <tr> <td data-bbox="815 453 1430 485">INSURER A: AXIS Surplus Insurance Company</td> <td data-bbox="1437 453 1568 485">26620</td> </tr> <tr> <td data-bbox="815 485 1430 516">INSURER B:</td> <td data-bbox="1437 485 1568 516"></td> </tr> <tr> <td data-bbox="815 516 1430 548">INSURER C:</td> <td data-bbox="1437 516 1568 548"></td> </tr> <tr> <td data-bbox="815 548 1430 579">INSURER D:</td> <td data-bbox="1437 548 1568 579"></td> </tr> <tr> <td data-bbox="815 579 1430 611">INSURER E:</td> <td data-bbox="1437 579 1568 611"></td> </tr> <tr> <td data-bbox="815 611 1430 634">INSURER F:</td> <td data-bbox="1437 611 1568 634"></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: AXIS Surplus Insurance Company	26620	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER B:															
INSURER C:															
INSURER D:															
INSURER E:															
INSURER F:															

COVERAGES

CERTIFICATE NUMBER: W21047444

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.


INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE AGGREGATE \$ \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT \$ \$ \$
A	Professional Liability			EMP19001053-03	06/01/2021	06/01/2022	Per Claim: \$5,000,000 Aggregate: \$5,000,000 Deductible: \$50,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

SEE ATTACHED

CERTIFICATE HOLDER

CANCELLATION

For Bid Purposes Only	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Midwest, Inc.		NAMED INSURED Robert E. Lee & Associates Inc & Northern Ecological Services 1250 Centennial Centre Blvd Hobart, WI 541558995	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: AXIS Surplus Insurance Company

NAIC#: 26620

POLICY NUMBER: EMP19001053-03

EFF DATE: 06/01/2021

EXP DATE: 06/01/2022

TYPE OF INSURANCE:
Pollution Liability

LIMIT DESCRIPTION:
Per Claim:
Aggregate:
Deductible:

LIMIT AMOUNT:
\$5,000,000
\$5,000,000
\$50,000



REI

**CIVIL & ENVIRONMENTAL
ENGINEERING, SURVEYING**

PROPOSAL FOR ENVIRONMENTAL SERVICES

**WEST JACKSON STREET &
9TH AVE (W. GRAND AVE TO FREMONT STREET)
PROJECTS**



Submitted To:

City of Wisconsin Rapids
Attn: Mr. Joe Eichsteadt, P.E.
444 W. Grand Avenue
Wisconsin Rapids, WI 54495
March 11, 2022

Prepared By:

REI Engineering, Inc.
4080 N 20th Avenue
Wausau, WI 54401
(715) 675-9784

COMPREHENSIVE SERVICES WITH PRACTICAL SOLUTIONS



March 11, 2022



City of Wisconsin Rapids
Engineering Department
Attn: Mr. Joe Eichsteadt, P.E.
444 West Grand Avenue
Wisconsin Rapids, WI 54495



Subject: Environmental Consulting Services
West Jackson Street &
9th Avenue (W. Grand Ave to Fremont Street) Projects
Wisconsin Rapids, WI

Dear Mr. Eichsteadt,

Thank you for the opportunity to present you with a proposal for environmental consulting services related to the reconstruction of the above reference streets in Wisconsin Rapids. REI is a successful civil engineering, survey, environmental, and regulatory compliance consulting firm. REI's team of professionals provides dynamic solutions to meet the needs of our business partners throughout the Midwest. REI is committed to exceeding client expectations through quick responsiveness and exceptional customer service and are beginning our 31st year in business.

This project in the City of Wisconsin Rapids requires knowledge and experience in identification and sampling of contaminated soil along with preparation of waste profile for disposal at a licensed facility. This is something that REI is familiar with and completes on a regular basis for our clients. REI is familiar with this area as we were the environmental consultant that provided oversight for the redevelopment of the former Rapids Mall property which also encountered substantial contamination during site redevelopment.

In the attached pages, REI has presented information about qualifications and professional staff that we expect would be involved with this project as well as our standard Statement of Qualifications document related specifically to environmental and regulatory compliance consulting and emergency spill response.

Thank you for giving REI consideration to for this project and we welcome the opportunity to provide a presentation to the city to further present our capabilities. We look forward to your positive response.

Sincerely,
REI Engineering, Inc.

A handwritten signature in blue ink, appearing to read "Kenneth J. Lassa".

Kenneth J. Lassa, P.S.
Vice President

A handwritten signature in black ink, appearing to read "Jen Nieuwenhuis".

Jen Nieuwenhuis, M.S.
President/Owner



RESPONSIVE. EFFICIENT. INNOVATIVE.

4080 N. 20th Avenue Wausau, WI 54401
715-675-9784 REIengineering.com

TECHNICAL ORGANIZATIONAL CAPABILITIES

REI was founded in 1991 and has grown to a team of forty (40) professionals. REI operates out of our headquarters in Wausau, WI including remote team members located in Michigan and Florida. REI is centrally located just off Highway 51/139 on the north side of Wausau and easy highway travel to Wisconsin Rapids in under one hour.

REI provides environmental consulting and emergency spill response as part of our professional environmental consulting services. REI has a team of dedicated environmental professionals that respond to hundreds of individual projects each year including an average of 50 - 60 spills each year. Therefore, we understand the requirements of being responsive to our clients. REI's team is proud to be **R**esponsive, **E**fficient, and **I**nnovative when it comes to managing issues involving releases of petroleum, non-hazardous and hazardous materials that adversely impact or threaten public health, welfare, or the environment. Our civil engineering capabilities include being a WisDOT approved consultant for construction oversight which also gives REI the experience in handling environmental issues involving the reconstruction of a street as with this project in the City of Wisconsin Rapids.

REI's professional services benefit our clients through:

- Prompt response
- Effective site management
- Experienced and industry trained environmental professionals
- Efficient and effective coordination of response with state agencies (WDNR)
- Quick response to mitigate impacts to human health and the environment
- Photographic documentation of site conditions
- Waste disposal coordination and documentation
- Timely communication with client during response and follow-up
- Timely summary report for documentation

Values

Honesty, Respect, Reliability,
Dedication, and Fun

Mission – Our Purpose

To serve our clients with engineering,
surveying, environmental, and
regulatory solutions

Vision – Our Guiding North Star

Responsive, efficient, innovative, and
inspired professionals serving
prosperous and loyal clients

PROFESSIONAL STAFF AVAILABLE FOR PROJECT

REI's team has compiled many years of combined experience in professional environmental consulting. REI's cohesive team stands above the competition with our diverse range of expertise, years of experience, and ability to rapidly respond to situations. We accomplish this while continuously communicating with our clients and related regulators. When a client needs REI's services, a re-prioritization of work schedules are completed which determines who may be able to respond. All personnel have the 40 - Hour Hazardous Waste Site Worker (HAZWOPER) Training under 29 CFR 1910.120 and appropriate annual refresher training. The resumes of personnel available for this project include:

Brian Bailey	Environmental Services Manager
Andrew R. Delforge, P.G.	Senior Hydrogeologist
David N. Larsen, P.G.	Senior Hydrogeologist
Chase Kresl, P.G.	Hydrogeologist
Matthew Michalski, P.G.	Hydrogeologist
Kaylin Felix	Hydrogeologist

Resumes can be provided upon request

REI'S PROJECT APPROACH FOR THE CITY OF WISCONSIN RAPIDS

REI has reviewed supporting documents from the RFP and understands that contamination is located at the following locations:

Petroleum contamination (bioremediation)

- Approximate station 21+10 to approximate station 22+00, from the reference line of the project limits RT, from the approximate depth of 10-12 feet.
- Approximate station 24+25 to approximate station 24+90, from the reference line to the project limits, from the approximate depth of 8-12 feet.

Metals Contamination (Direct landfill)

- Approximate station 14+25 to approximate station 14+65, from the reference line to the project limits LT, from the approximate depth of 1-8 feet.
- Approximate station 14+65 to approximate station 16+25, from project limits LT to project limits RT, from the approximate depth of 1-8 feet.

Project Planning

REI is pleased to participate in pre-construction planning meetings with the city and project construction team. REI understands the role of the environmental consultant and will be provided advance notice of fourteen calendar days of the preconstruction conference date and at least three calendar days prior to commencement of excavation activities in each of the contaminated areas.

Coordination

REI is prepared to coordinate site work and schedules with the City of Wisconsin Rapids staff and general contractors and subcontractors needed for this project.

Communication

REI will have regular communication through preferred means of the city (telephone, text, email, virtual meetings) and project construction team to determine work schedule and project progress into areas of known contamination or unexpected encountered contamination.

Project Disposal Profile

In advance of site work, REI will use existing data to setup soil disposal profile for approval for acceptance in advance of construction.

Excavation oversight

REI will stay in regular communication with the city and the construction team. When the project proceeds into the area identified by the initial assessment work, REI will mobilize to the site to conduct oversight for the excavation soil and make determination through visual observations and field screening with Photoionization Detector (PID) for soil greater than 10 ppm to determine if impacted and may need to be managed by removal and disposal at a licensed facility. Collection of soil confirmation samples with submittal to a state certified laboratory for project documentation along with photos and figures identifying sample locations. Sampling frequency will be a maximum of one sample every twenty cubic yards excavated.

Possible Dewatering

Prior site characterization reveals groundwater may be encountered near the terminal depth of the excavation. Groundwater samples may also be collected for determination of impact. REI will also coordinate with project personnel for any potential treatment needed to achieve approval for discharge to municipal sanitary system. REI understands that contaminated groundwater will only be pumped when the environmental consultant is on site for compliance with WPDES Permit No. WI-0046566-5) Table 1.

Transportation

REI will coordinate disposal at licensed facilities using haulers licensed to haul contaminated soil. REI will use pre-approved subcontracted services for transportation of large volumes of materials.

Disposal

All non-hazardous waste/solid waste will be disposed in compliance with state regulations. When materials are disposed of at a landfill, REI will use the Waste Management landfill on the northwest side (Cranberry Creek landfill) of Wisconsin Rapids.

Manifest

REI will provide copies of waste manifests (or obtain waivers) in the disposal documentation report.

Project Summary Documentation will include

- a. Timeframes and photo documentation of project
- b. Figures of locations of known contamination and sample collection locations
- c. Generated waste and quantities
- d. Soil profile (assumed to be for Cranberry Creek landfill in Wisconsin Rapids)
- e. Disposal documentation

RELEVANT PROJECT EXPERIENCE AND REFERENCES

REI has worked with many municipalities over the years in many different roles. Our Civil Construction team consists of eight professionals that have worked as construction oversight for WisDOT projects for roads and bridges in many parts of the state. Their experience in conducting oversight for similar projects in Eagle River, Minocqua, Tomahawk, Sister Bay, and others working with design and construction team to effectively manage the project to successful outcomes and schedules.

REI's environmental team has played a role in many street reconstruction projects over the years managing discovered Underground Storage Tanks (USTs) and associated contamination during street and road projects. The projects below are most recent examples and include project references and contact for reference.

REI has worked with the City of Schofield for the reconstruction of Drott Street and discovery of contamination. Mark Thuot, Director of Public Works can be contacted at 715-571-8286 or Mthuot@cityofschofield.org.

REI worked with the City of Wausau for the discovery of USTs during the reconstruction of Thomas Street. Eric Lindman, Director of Public Works, and Utilities can be contacted at 715-261-6745 or email at Eric.Lindman@ci.wausua.wi.us

Most recently in the summer of 2021, REI assisted the City of Waupaca with several instances where USTs and contamination was discovered. Justin Berrens, Director of Public Works was REI's point of contact. He can be contacted at 715-258-4420 or via email at jberrens@cityofwaupaca.org

In addition, REI worked extensively with South Wood County YMCA development at the site of the former Rapids Mall. REI conducted oversight, sampling and reporting of excavation activities related to contamination identified at the site from historical activities. This property related contamination is located adjacent to the project area for the W. Jackson Street reconstruction. Mr. Bret Salscheider, Chief Executive Officer, South Wood County YMCA can be contacted at 715-818-6020 or email at salscheider@swcymca.org

PROJECT COSTS

REI has provided our fee schedule for services. REI anticipates an hourly rate of field staff for project work of \$107-\$112/hour with project coordination and meetings with an hourly rate of \$107-\$125/hour. REI has provided our 2022 rate schedule and anticipated equipment costs associated with the field work proposed as part of this project.

2022 FEE SCHEDULE

Senior Consultant	\$148.00/Hour
Project Manager	\$138.00/Hour
Air Emission Compliance Consultant	\$135.00/Hour
Senior Hydrogeologist	\$125.00/Hour
Senior Environmental Compliance Consultant	\$125.00/Hour
Senior Scientist	\$120.00/Hour
Environmental Engineer	\$120.00/Hour
Environmental Compliance Consultant	\$114.00/Hour
Hydrogeologist II	\$112.00/Hour
Senior Safety Compliance Consultant	\$110.00/Hour
Hydrogeologist I	\$107.00/Hour
Scientist	\$107.00/Hour
Safety Compliance Consultant	\$102.00/Hour
Senior CAD Technician	\$101.00/Hour
CAD Technician	\$96.00/Hour
Environmental Technician II	\$92.00/Hour
Environmental Technician I	\$87.00/Hour
Asbestos Inspector	\$82.00/Hour
Administrative	\$68.00/Hour
Mileage (Standard Vehicle)	\$0.62/Mile
Mileage (Diesel Truck)	\$0.77/Mile

Anticipated equipment needed and associated costs

ITEM	UNIT	EXPENSE CODE	UNITS	LIST PRICE	TOTAL
Photo-Ionization Detector (PID)	Day	117	1	\$100.00	\$100.00
Electronic Scale	Day	284	1	\$25.00	\$25.00

REI has prepared an incident cost estimate for a scenario. This estimate is based on the need to mobilize to the site and be on site for six (6) hours. This estimate is as follows:

\$395.00	Mobilization/Travel/Job Preparation
\$642.00	Field time – excavation oversight, field screening and sample collection
\$265.00	Project management/landfill coordination/data interpretation
\$125.00	Equipment/Field Supplies
<u>\$114.00</u>	Laboratory cost - 2 soil samples submitted for analysis of PVOC+N and Lead
\$1,541.00	Total estimated cost

ADMINISTRATIVE ORGANIZATIONAL CAPABILITIES

REI has been in business since 1991. In 2002, REI earned the Wausau Region Small Business of the Year award. REI invests in the latest technology to be as efficient and effective as possible. REI has established Standard Operating Procedures (SOP's) for all functions of our administrative department (and other department's). The consistent and efficient approach to our business operations is linked to our projects and clients' success.

Each project that comes in the door is assigned a project number. All individuals working on a project enter their time records electronically into our business financial and project management system. The project manager sets up the project and provides administrative task codes with all valuable information to setup the project into the system. The project team also keeps track of and completes mileage and equipment lists are entered into the system by the administrative team. The administrative team establishes the project and enters all records associated with the project billings. Billing review reports can be produced at any time to determine the amount spent to date on a project. REI can customize reports to show as much, or as little detail as requested by the client. The project manager, department manager and administrative team review all project billings prior to submittal to the client. All records are retained electronically and on site. REI has no records retention policy as we have all historical project files in storage on the premises. Using the Zwieg White summary of small business operators as a benchmark, REI's internal administrative efficiencies are above industry standards.

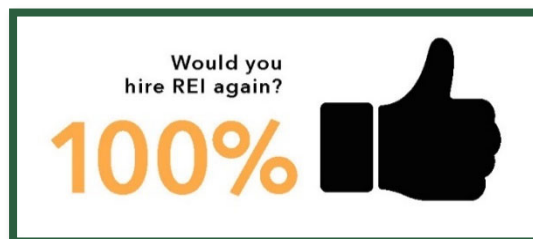
REI has provided a certificate of insurance to the City of Wisconsin Rapids.



Data collected from client surveys based on a 5-year average.

INVOICE REQUIREMENTS

REI provides detailed invoices which identify staff types and services conducted. All REI personnel enter work time into project management software. Individual timesheets can be provided to review detail if needed. Copies of all invoices associated with a project are kept in the project accounting file and would be available if requested.



Data collected from client surveys based on a 5-year average



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/25/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER M3 Insurance Solutions, Inc. One Corporate Drive, Suite 600 Wausau WI 54401	CONTACT NAME: Katie Johnson PHONE (A/C, No, Ext): 608-288-2845 E-MAIL ADDRESS: Katie.Johnson@m3ins.com FAX (A/C, No):
INSURED REI Engineering Inc. 4080 N. 20th Avenue Wausau WI 54401	INSURER(S) AFFORDING COVERAGE INSURER A: Admiral Insurance Company INSURER B: Middlesex Insurance INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1213126992**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			FEI-ECC-12053-08	7/1/2021	7/1/2022	EACH OCCURRENCE \$5,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$50,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$5,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$5,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			A0115675001	7/1/2021	7/1/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			A0115675005	7/1/2021	7/1/2022	EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> N	N/A	A0115675004	7/1/2021	7/1/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Professional Liability Pollution			FEI-ECC-12053-08	7/1/2021	7/1/2022	Aggregate 5,000,000 Each 5,000,000 Aggregate 5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Auto Liability and Employers Liability are scheduled under the Umbrella Policy.

CERTIFICATE HOLDER**CANCELLATION**

City Of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids WI 54495

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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708 Heartland Trl.
Suite 3000
Madison, WI 53717

T 608.826.3600
TRCcompanies.com

March 24, 2022

Mr. Joe Eichsteadt
City of Wisconsin Rapids
444 W. Grand Avenue
Wisconsin Rapids, WI 54495

Subject: Proposal for Environmental Services
City of Wisconsin Rapids – West Jackson Street and 9th Avenue

Dear Mr. Eichsteadt:

TRC Environmental Corporation (TRC) is pleased to submit our proposal to provide Environmental Services to the City of Wisconsin Rapids (City) for the West Jackson Street and 9th Avenue projects.

TRC offers a project team with extensive experience in providing customized environmental services with completing projects in challenging high-profile settings. With 100 staff in Wisconsin, we can respond quickly to immediate project needs and provide City staff easy access to our team for face-to-face project discussions.

Delivering solutions to meet the environmental needs for transportation projects has been the foundation of our successful 30-year history of working with the WisDOT and various counties and municipalities. A major cornerstone of this relationship is our understanding—built on a tradition of listening and learning—of the problems, issues, and pressures they face managing environmental issues.

As a result, TRC offers our in-depth understanding, cost-effective approaches, responsiveness, and expertise gained from our accumulated experience over these past 30 years. Specifically for the construction oversight of the West Jackson Street and 9th Avenue projects, TRC has worked on hundreds of similar projects in the past 30 years. Below is a listing of just a few of the more recent projects:

Dates	Name	Location	Description
2019-2021	USH 51	Portage, WI	TRC completed subsurface investigations, excavation management planning, and highway construction oversight for both the City of Portage utility project and the WisDOT highway reconstruction. Several contaminated sites affected the project, including petroleum- and solvent-contaminated soil and groundwater, and contaminated sediment from the Portage Canal. TRC properly abandoned by removal two underground storage tanks during the project.
2011-2021	STH 15 By-Pass	Hortonville, WI	TRC completed subsurface investigations, excavation management planning, and construction oversight of the removal of solid waste and recapping of a closed municipal landfill and quarry.

Mr. Joe Eichsteadt
City of Wisconsin Rapids
March 24, 2022
Page 2

Dates	Name	Location	Description
2020-2022	Racine Street	Menasha, WI	TRC completed subsurface investigations, sediment sampling, excavation management planning, and construction oversight for the demolition and reconstruction of the Racine Street Bridge over the Fox River. Prior to bridge construction, TRC completed asbestos inspections of the bridge and tender house, and environmental planning and sampling of the former publishing building, which was demolished to make room for the new bridge.
2017-2021	USH 2 Belknap Street	Superior, WI	TRC completed subsurface investigations, excavation management planning, and construction oversight at several contaminated sites. In addition, TRC completed investigations and site closure for sites which the City of Superior is the responsible party.
2019-2021	Omro Road	Town of Algoma, WI	TRC completed subsurface investigations, excavation management planning, and construction oversight at a petroleum-contaminated site and along a former trolley line. Obtained site closure for the Town of Algoma.
2010-2021	Verona Road and Beltline	Madison, WI	TRC completed subsurface investigations, excavation management planning, and construction oversight of several contaminated sites. TRC completed a number of construction emergency responses related to unknown soil and groundwater contamination, asbestos inspections and abatement, and underground storage tanks.

TRC's experience, capabilities, local focus, and management's commitment, provide the City with the assurance of continued excellent service under this contract and support the development and operation of a safe and efficient transportation system.

We welcome the opportunity to discuss our qualifications with you. If you have any questions, please feel free to contact me at (608) 826-3628.

Sincerely,

TRC



Dan Haak, P.E.
Senior Project Manager

**Work Order – Phase 4 On-Site Management and Documentation
of Excavated Contaminated Soil and Groundwater**

Projects: West Jackson Street and 9th Avenue
City: Wisconsin Rapids
County: Wood
Highway/Termini: W. Jackson St./W. Riverview to Jackson St. Bridge and 9th Ave./W. Grand Ave. to Fremont St.
TRC Project Number: 487049.9990.0000
Total Cost: ☒ Time & Material \$24,821.81

Report Recipients and Report Format

Recipient	Electronic (PDF) Copy
City of Wisconsin Rapids	X

Timetable for Completion

Complete Field Work: Spring/Summer 2022
Documentation Report: Within 30 days following field work

Project Background

The City of Wisconsin Rapids (City) and the Wisconsin Department of Transportation (WisDOT) are planning to reconstruct West Jackson Street, and the City is planning to reconstruct 9th Avenue in Wisconsin Rapids, Wisconsin. An estimated 100 tons of petroleum-contaminated soil and 1,110 tons of solid waste material (metals contamination) may require off-site treatment and disposal for the West Jackson Street project. Estimates for the 9th Avenue project have not been provided, but quantities are expected to be low because known contaminated soil is at the edge of the project.

Scope of Services

TRC will perform the following services:

- Review the project plans, proposal, previous environmental investigation reports, and Special Provisions.
- Attend the pre-construction meeting to review the requirements for the management of contaminated soil and groundwater with the highway and utility contractors.
- Prepare waste profiles for potentially contaminated soil to be excavated during construction.
- Prepare a site-specific Health and Safety Plan for TRC on-site personnel.
- Provide an environmental professional to field-screen potentially contaminated soil for volatile organic compounds (VOCs) using a photoionization detector (PID), and for visual and olfactory signs of contamination. Log the results of field-screening and management of soil excavated from the following areas:
 - Station 21+00 to 22+00, reference line to construction limits on right, from approximate depth of 10-12 feet.
 - Station 24+25 to 25+90, reference line to construction limits on right, from approximate depth of 8-12 feet.

- Station 14+25 to 14+65, reference line to construction limits on left, from approximate depth 1-8 feet.
- Station 14+65 to 16+25, from project limits left to project limits right, from approximate depth 1-8 feet
- Advise the project engineer and highway contractor on the requirements for the management of contaminated soil excavated, and groundwater if encountered, during the highway construction.
- Prepare a letter-style report documenting the results of the field-screening and management of potentially contaminated soil and groundwater, and submit to the City and the Wisconsin Department of Natural Resources (WDNR).

Assumptions:

- 12 days (11 days for Jackson Street and 1 day for 9th Avenue) on-site have been budgeted for field-screening and oversight during excavation of potentially contaminated soil. On-site time will be as required by the contractor's schedule.
- Analytical results from previous investigations will be used for waste characterization. No laboratory analysis of soil or groundwater samples is included in this Work Order. Based on the age and lack of soil analytical results for the Family Natural Health Foods site on 9th Avenue, additional soil waste characterization data may be required.
- Two sites along West Jackson Street are closed with the existing pavement acting as caps over contamination. Depending on the cap locations and planned roadway construction, cap modification requests to the WDNR may be required.
- Costs to excavate, transport, and dispose of contaminated soil will be billed by the contractor to the City of Wisconsin Rapids and the WisDOT. Such costs are therefore not included herein.
- The Scope of Services for this Work order will be performed under the State of Wisconsin's Cooperative Agreement with TRC for Environmental Consulting Services (Contract 395002-020-0510292-000-00).

Cost

Project Name: W. Jackson St. and 9th Ave., Wisconsin Rapids
TRC Project Number: 487049.9990

BASIS OF PAYMENT*: TIME AND EXPENSE (NOT TO EXCEED) TOTAL \$24,821.81

LABOR TOTAL: \$21,209.81

TASK	POSITION TITLE	HOURS	RATE	COST
	Project Supervisor	20	\$51.57	\$1,031.40
	Scientist	210	\$26.45	\$5,554.50
	Administrative Support	25	\$27.80	\$695.00
TOTAL LABOR AT DIRECT RATE				\$7,280.90
OVERHEAD (1.7225)			1.7225	\$12,541.35
PROFIT (7%)			0.07	\$1,387.56

SUBCONTRACT COSTS TOTAL: \$0.00

DIRECT EXPENSES TOTAL: \$3,612.00

ITEM	QUANTITY	UNIT	UNIT PRICE	COST
Meals - Daily Allowance	12	Day	\$41.00	\$492.00
Vehicle Rental (Enterprise):	12	Day	\$75.00	\$900.00
Rental Vehicle Gas (at 15 mpg)	150	Gallon	\$4.00	\$600.00
TRC Equipment Rental (PID)	12	Day	\$110.00	\$1,320.00
Misc Supplies	1	Allowance	\$300.00	\$300.00
TOTAL DIRECT EXPENSES				\$3,612.00

**The Scope of Services for this Work Order will be performed under the State of Wisconsin's Cooperative Agreement with TRC for Environmental Consulting Services (Contract 395002-020-0510292-000-00).*

TRC APPROVALS:



TRC Project Manager

3/24/2022

Date



TRC Quality Assurance

3/24/2022

Date

CLIENT APPROVAL:

City of Wisconsin Rapids

Date



Public Works Committee

Date of Request: 3/30/2022

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review the Municipal Separate Storm Sewer System (MS4) Annual Report.

Background information:

The MS4 permits require municipalities to reduce polluted storm water runoff by implementing storm water management programs with best management practices. The MS4 permits usually do not contain numerical effluent limits like other WPDES permits.

Municipal storm water management programs cover a wide array of activities that occur within a municipality. The permits usually contain requirements for the following.

- **Public Education and Outreach** - The MS4 permit specifies that public education and outreach programs be developed to encourage the public and businesses to modify their behaviors and procedures to reduce storm water pollution.
- **Public Involvement and Participation** - The MS4 permit requires municipalities to encourage participation from individuals to prevent storm water pollution. Some examples of public involvement are volunteer stream monitoring, storm drain stenciling, presenting information to established community groups, or planting a community rain garden.
- **Illicit Discharge Detection and Elimination** - Storm sewers that carry rain water runoff are not intended for other fluids and waste material. These pollutants are illicit discharges and may have the potential to harm people, animals and aquatic life in the downstream rivers, lakes and wetlands. Municipalities are required to develop programs to identify, prevent, and eliminate illicit discharges to their storm sewer systems.
- **Construction Site Pollutant Control** - Municipalities are required to develop a soil erosion control ordinance and enforce it on construction sites.
- **Post-Construction Storm Water Management** - Municipalities are required to develop a post-construction ordinance and enforce it to ensure that areas of new and redevelopment will include structural measures to control pollutants, control peak flow, maintain infiltration, and establish vegetated protective areas adjacent to waterways



and wetlands. Municipalities may use state-recommended technical standards for post-construction storm water management practices.

- **Pollution Prevention Practices for the Municipality** - MS4 storm water programs are to include practices to prevent pollutants from municipally-owned transportation infrastructure, maintenance areas, storage yards, sand and salt storage areas, and waste transfer stations entering the storm sewer system.
- **Developed Urbanized Area Standard** - Municipalities are required to control the Total Suspended Solids (TSS) carried in storm water from existing urban areas as compared to no controls. Many municipalities have already achieved the state standard of 20 percent TSS. Compliance with the standard is achieved by implementing a system of practices and activities, which has been verified by a storm water computer model.
- **Storm Sewer System Maps** - Municipalities covered by an MS4 permit area are required to maintain a map of the storm sewer system. These maps identify storm sewer conveyances such as pipes and ditches, and also identify roads, streams and lakes.

Options available:

Action you are requesting the committee take: No action

How will the item be financed? N/A

Submittal of Annual Reports and Other Compliance Documents for Municipal Separate Storm Sewer System (MS4) Permits

NOTE: Missing or incomplete fields are highlighted at the bottom of each page. You may save, close and return to your draft permit as often as necessary to complete your application. After 120 days your draft is **deleted**.

Form 3400-224(R8/2021)

Reporting Information :

Will you be completing the Annual Report or other submittal type? ☒ Annual Report ☐ Other

Project Name: 2021 Annual Report

County: Wood

Municipality: Wisconsin Rapids, City

Permit Number: S050075

Facility Number: 31440

Reporting Year: 2021

Is this submittal also satisfying an Urban Nonpoint Source Grant funded deliverable? ☐ Yes ☒ No

Required Attachments and Supplemental Information

Please complete the contents of each tab to submit your MS4 permit compliance document. The information included in this checklist is necessary for a complete submittal. A complete and detailed submittal will help us review about your MS4 permit document. To help us make a decision in the shortest amount of time possible, the following information must be submitted:

Annual Report

- Review related web site and instructions for [Municipal storm water permit eReporting](#) [Exit Form]
- Complete all required fields on the annual report form and upload required attachments
- Attach the following other supporting documents as appropriate using the attachments tab above
 - Public Education and Outreach Annual Report Summary
 - Public Involvement and Participation Annual Report Summary
 - Illicit Discharge Detection and Elimination Annual Report Summary
 - Construction Site Pollution Control Annual Report Summary
 - Post-Construction Storm Water Management Annual Report Summary
 - Pollution Prevention Annual Report Summary
 - Leaf and Yard Waste Management
 - Municipal Facility (BMP) Inspection Report
 - Municipal Property SWPPP
 - Municipally Property Inspection Report
 - Winter Road Maintenance
 - Storm Sewer Map Annual Report Attachment
 - Storm Water Quality Management Annual Report Attachment
 - TMDL Attachment
 - Storm Water Consortium/Group Report

- Municipal Cooperation Attachment
- Other Annual Report Attachment
- Attach the following permit compliance documents as appropriate using the attachments tab above
 - Storm Water Management Program
 - Public Education and Outreach Program
 - Public Involvement and Participation Program
 - Illicit Discharge Detection and Elimination Program
 - Construction Site Pollutant Control Program
 - Post-Construction Storm Water Management Program
 - Pollution Prevention Program
 - Municipal Storm Water Management Facility (BMP) Inventory
 - Municipal Storm Water Management Facility (BMP) Inspection and Maintenance Plan
 - Total Maximum Daily Load documents (**If applicable, see permit for due dates.*)
 - TMDL Mapping*
 - TMDL Modeling*
 - TMDL Implementation Plan*
 - Fecal Coliform Screening Parameter *
 - Fecal Coliform Inventory and Map (*S050075-03 general permittees Appendix B B.5.2 – document due to the department by March 31, 2022*)
 - Fecal Coliform Source Elimination Plan (*S050075-03 general permittees Appendix B - document due to the department by October 31, 2023*)
- Sign and Submit form

Municipal Contact Information- Complete

Notice: Pursuant to s. NR 216.07(8), Wis. Adm. Code, an owner or operator of a Municipal Separate Storm Sewer System (MS4) is required to submit an annual report to the Department of Natural Resources (Department) by March 31 of each year to report on activities for the previous calendar year ("reporting year"). This form is being provided by the Department for the user's convenience for reporting on activities undertaken in each reporting year of the permit term. Personal information collected will be used for administrative purposes and may be provided to the extent required by Wisconsin's Open Records Law [ss. 19.31-19.39, Wis. Stats.].

Note: Compliance items must be submitted using the Attachments tab.

Municipality Information

Name of Municipality Wisconsin Rapids, City

Facility ID # or (FIN): 31440

Updated Information: ☐ Check to update mailing address information

Mailing Address: 444 W Grand Avenue

Mailing Address 2:

City: Wisconsin Rapids

State: Wisconsin

Zip Code: 54495 xxxxx or xxxxx-xxxx

Primary Municipal Contact Person (Authorized Representative for MS4 Permit)

The "Authorized Representative" or "Authorized Municipal Contact" includes the municipal official that was charged with compliance and oversight of the permit conditions, and has signature authority for submitting permit documents to the Department (i.e., Mayor, Municipal Administrator, Director of Public Works, City Engineer).

☐ Select to **create new** primary contact

First Name: Joe

Last Name: Eichsteadt

☐ Select to **update** current contact information

Title: City Engineer

Mailing Address: 444 W Grand Ave

Mailing Address 2:

City: Wisconsin Rapids

State: WI

Zip Code: 54495 xxxxx or xxxxx-xxxx

Phone Number: 715-421-8251 Ext: xxx-xxx-xxxx

Email: jeichsteadt@wirapids.org

Additional Contacts Information (Optional)

- ☐ I&E Program
- ☐ IDDE Program
- ☐ IDDE Response Procedure Manual

**Individual with responsibility for:
(Check all that apply)**

- ☐ Municipal-wide Water Quality Plan
- ☐ Ordinances
- ☐ Pollution Prevention Program
- ☐ Post-Construction Program
- ☒ Winter roadway maintenance

First Name: Paul

Last Name: Vollert

Title: St. Superintendent

Mailing Address: 444 W Grand Ave

Mailing Address 2:

City: Wisconsin Rapids

State: WI

Zip Code: 54495 xxxxx or xxxxx-xxxx

Phone Number: 715-421-8218 Ext: xxx-xxx-xxxx

Email: pvollert@wirapids.org

1. Does the municipality rely on another entity to satisfy some of the permit requirements?

☒ Yes ☐ No

☒ Public Education and Outreach North Central Wisconsin Stormwater Coalition

☒ Public Involvement and Participation North Central Wisconsin Stormwater Coalition

☐ Illicit Discharge Detection and Elimination

☐ Construction Site Pollutant Control

☐ Post-Construction Storm Water Management

☐ Pollution Prevention

2. Has there been any changes to the municipality's participation in group efforts towards permit compliances (i.e., the municipality has added or dropped consortium membership)?

☐ Yes ☒ No

Minimum Control Measures- Section 1 : Complete**1. Public Education and Outreach**

a. Complete the following information on Public Education and Outreach Activities related to storm water. Select the Delivery Mechanism that best describes how the topics were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2021		
Project/Event Name	NCWSC Website		
Delivery Mechanism	Website *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	51-100	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	1/1/2021		
Project/Event Name	Rubber Ducky TV Commercial		
Delivery Mechanism	Other *Active		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input checked="" type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other:	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	101 +	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	1/1/2021
-------------------------	----------

Project/Event Name	Various Rain Gardens		
Delivery Mechanism	Educational activity*		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input checked="" type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

Event Start Date	9/7/2021		
Project/Event Name	Hold the Salt webinar		
Delivery Mechanism	Targeted group training*		*Active
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input type="checkbox"/> Illicit discharge detection and elimination <input type="checkbox"/> Household hazardous waste disposal/pet waste management/vehicle washing <input type="checkbox"/> Yard waste management/pesticide and fertilizer application <input type="checkbox"/> Stream and shoreline management <input type="checkbox"/> Residential infiltration <input type="checkbox"/> Construction sites and post-construction storm water management <input checked="" type="checkbox"/> Pollution prevention <input type="checkbox"/> Green infrastructure/low impact development <input type="checkbox"/> Other: <input type="text"/>	<input type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	11-50	<input checked="" type="radio"/> Yes <input type="radio"/> No

b. Brief explanation on Public Education and Outreach reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

2. Public Involvement and Participation

a. Permit Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how the permit activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	1/1/2021		
Project/Event Name	wirapids.org		
Delivery Mechanism	Website		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
<input checked="" type="checkbox"/> MS4 Annual Report <input checked="" type="checkbox"/> Storm Water Management Program <input checked="" type="checkbox"/> Storm Water related ordinance <input type="checkbox"/> Other: <input type="text"/>	<input checked="" type="checkbox"/> General Public <input checked="" type="checkbox"/> Public Employees <input checked="" type="checkbox"/> Residents <input checked="" type="checkbox"/> Businesses <input checked="" type="checkbox"/> Contractors <input checked="" type="checkbox"/> Developers <input checked="" type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input type="radio"/> Yes <input checked="" type="radio"/> No

b. Volunteer Activities. Complete the following information on Public Involvement and Participation Activities related to storm water. Select the Delivery Mechanism that best describes how volunteer activities were conveyed to your population. Use the Add Event to add additional entries.

Event Start Date	2/17/2022 <input type="checkbox"/> NA (Individual Permittee).		
Project/Event Name	Eagle Scout Sign Project		
Delivery Mechanism	Presentation of Storm Water Information		
Topics Covered	Target Audience	Estimated People Reached (Optional)	Regional Effort (Optional)
Volunteer Opportunity	<input checked="" type="checkbox"/> General Public <input type="checkbox"/> Public Employees <input type="checkbox"/> Residents <input type="checkbox"/> Businesses <input type="checkbox"/> Contractors <input type="checkbox"/> Developers <input type="checkbox"/> Industries <input type="checkbox"/> Other	Select...	<input checked="" type="radio"/> Yes <input type="radio"/> No

c. Brief explanation on Public Involvement and Participation reporting. *Limit response to 250 characters and/or attach supplemental information on the attachments page.*

- a. How many total outfalls does the municipality have? ☐ Unsure
- b. How many outfalls did the municipality evaluate as part of their routine ongoing field screening program? ☐ Unsure
- c. From the municipality's routine screening, how many were confirmed illicit discharges? ☐ Unsure
- d. How many illicit discharge complaints did the municipality receive? ☐ Unsure
- e. From the complaints received, how many were confirmed illicit discharges? ☐ Unsure
- f. How many of the identified illicit discharges did the municipality eliminate in the reporting year (from both routine screening and complaints)? ☐ Unsure

(If the sum of 3.c. and 3.e. does not equal 3.f., please explain below.)

- g. How many of the following enforcement mechanisms did the municipality use to enforce its illicit discharge ordinance? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

- ☒ Verbal Warning
- ☒ Written Warning (including email)
- ☒ Notice of Violation
- ☒ Civil Penalty/ Citation

Additional Information: _____

- h. Brief explanation on Illicit Discharge Detection and Elimination reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

The city has 23 priority outfalls that are tested annually and 33 non-priority outfalls that are tested on a 5 year rotating cycle. Samples are tested for chlorides, detergents,

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 4 : Complete

4. Construction Site Pollutant Control

- a. How many total construction sites with one acre or more of land disturbing construction activity were active at any point in the reporting year? ☐ Unsure
- b. How many construction sites with one acre or more of land disturbing construction activity did the municipality issue permits for in the reporting year? ☐ Unsure
- c. How many erosion control inspections did the municipality complete in the reporting year (at sites with one acre or more of land disturbing construction activity)? ☐ Unsure
- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that ☐ Unsure

apply and enter the number of each used in the reporting year.

<input type="checkbox"/> No Authority	
<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input checked="" type="checkbox"/> Stop Work Order	0
<input type="checkbox"/> Forfeiture of Deposit	
<input type="checkbox"/> Other - Describe below	

- e. Brief explanation on Construction Site Pollutant Control reporting . *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 5 : Complete

5. Post-Construction Storm Water Management

- a. How many sites with new structural storm water management facilities* have received local approval ? 0 ☐ Unsure

*Engineered and constructed systems that are designed to provide storm water quality control such as wet detention ponds, constructed wetlands, infiltration basins, grassed swales, permeable pavement, catch basin sumps, etc.

- b. Does the permittee have procedures for inspecting and maintaining private storm water facilities? ☒ Yes ☐ No ☐ Unsure

- c. If Yes, how many privately owned storm water management facilities were inspected in the reporting year ? 0 ☐ Unsure

Inspections completed by private landowners should be included in the reported number.

- d. What types of enforcement actions does the municipality have available to compel compliance with the regulatory mechanism? Check all that apply and enter the number of each used in the reporting year. ☐ Unsure

<input type="checkbox"/> No Authority	
<input checked="" type="checkbox"/> Verbal Warning	0
<input checked="" type="checkbox"/> Written Warning (including email)	0
<input checked="" type="checkbox"/> Notice of Violation	0
<input checked="" type="checkbox"/> Civil Penalty/ Citation	0
<input type="checkbox"/> Forfeiture of Deposit	
<input checked="" type="checkbox"/> Complete Maintenance	0
<input checked="" type="checkbox"/> Bill Responsible Party	0

☐ Other - Describe below

- e. Brief explanation on Post-Construction Storm Water Management reporting. *If marked 'Unsure' on any questions above, justify your reasoning. Limit your response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 6 : Complete

6. Pollution Prevention

Storm Water Management Facility Inspections ☐ Not Applicable

- a. Enter the total number of municipally owned or operated structural storm water management facilities? ☐ Unsure
- b. How many new municipally owned storm water management facilities were installed in the reporting year? ☐ Unsure
- c. How many municipally owned storm water management facilities were inspected in the reporting year? ☐ Unsure
- d. What elements are looked at during inspections (250 character limit)?

Embankment & Emergency Spillway, Riser & Service Spillway, Main Pond Bay, Sediment Forebay.

- e. How many of these facilities required maintenance? ☐ Unsure
- f. Brief explanation on Storm Water Management Facility inspection reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Public Works Yards & Other Municipally Owned Properties (SWPPP Plan Review) ☐ Not Applicable

- g. How many municipal properties require a SWPPP? ☐ Unsure
- h. How many inspections of municipal properties have been conducted in the reporting year? ☐ Unsure
- i. Have amendments to the SWPPPs been made?
☐ Yes ☒ No ☐ Unsure
- j. If yes, describe what changes have been made. Limit response to 250 characters and/or attach supplemental information on the attachment page:

- k. Brief explanation on Storm Water Pollution Prevention Plan reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250*

characters and/or attach supplemental information on the attachments page.

Collection Services - *Street Sweeping / Cleaning Program* ☐ Not Applicable

- l. Did the municipality conduct street sweeping/cleaning during the reporting year?
☒ Yes ☐ No ☐ Unsure
- m. If known, how many tons of material was removed? ☐ Unsure
- n. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- o. If street cleaning is identified as a storm water best management practice in the pollutant loading analysis, was street cleaning completed at the assumed frequency?
☒ Yes - Explain frequency _____
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Catch Basin Sump Cleaning Program* ☐ Not Applicable

- p. Did the municipality conduct catch basin sump cleaning during the reporting year? ☒ Yes ☐ No ☐ Unsure
- q. How many catch basin sumps were cleaned in the reporting year? ☐ Unsure
- r. If known, how many tons of material was collected? ☐ Unsure
- s. Does the municipality have a low hazard exemption for this material? ☐ Yes ☒ No
- t. If catch basin sump cleaning is identified as a storm water best management practice in the pollutant loading analysis, was cleaning completed at the assumed frequency?
☒ Yes- Explain frequency 6 year cycle and as needed
☐ No - Explain _____
☐ Not Applicable

Collection Services - *Leaf Collection Program* ☐ Not Applicable

- u. Does the municipality conduct curbside leaf collection? ☒ Yes ☐ No ☐ Unsure
- v. Does the municipality notify homeowners about pickup? ☒ Yes ☐ No ☐ Unsure
- w. Where are the residents directed to store the leaves for collection?
☐ Pile on terrace ☐ Pile in street ☒ Bags on terrace ☐ Unsure
☐ Other - Describe _____
- x. What is the frequency of collection?
Once in spring and once if the fall.
- y. Is collection followed by street sweeping/cleaning? ☒ Yes ☐ No ☐ Unsure
- z. Brief explanation on Collection Services reporting. *If you marked Unsure for any questions above, justify the*

reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page

City provides curb side leaf collection twice per year. Once in spring and once in the fall. Residents are required to have their leaves in bags sitting at the curb. The City operates two compost sites for the remainder of the year.

Winter Road Management ☐ Not Applicable

*Note: We are requesting information that goes beyond the reporting year, answer the best you can.

aa. How many lane-miles of roadway is the municipality responsible for doing snow and ice control? ☐ Unsure

ab. Provide amount of de-icing products used by month last winter season?
Solids (tons) (ex. sand, or salt-sand)

Product	Oct	Nov	Dec	Jan	Feb	Mar
<u>Salt</u>	<input type="text" value="0"/>	<input type="text" value="33"/>	<input type="text" value="520"/>	<input type="text" value="334"/>	<input type="text" value="303"/>	<input type="text" value="62"/>

Liquids (gallons) (ex. brine)

	Oct	Nov	Dec	Jan	Feb	Mar
<u>Brine</u>	<input type="text" value="0"/>	<input type="text" value="274"/>	<input type="text" value="1754"/>	<input type="text" value="1084"/>	<input type="text" value="191"/>	<input type="text" value="296"/>

ac. Was salt applying machinery calibrated in the reporting year? ☒ Yes ☐ No ☐ Unsure

ad. Have municipal personnel attended salt reduction strategy training in the reporting year? ☒ Yes ☐ No ☐ Unsure

Training Date	Training Name	# Attendance
<input type="text" value="2/10/2022"/>	<input type="text" value="Smart Salting for WI Roads Workshop"/>	<input type="text" value="9"/>

ae. Brief explanation on Winter Road Management reporting. If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page

Amounts for salt and brine are gathered from monthly invoices

Internal (Staff) Education & Communication

af. Has training or education been held for municipal or other personnel involved in implementing each of the pollution prevention program elements? ☐ Yes ☒ No ☐ Unsure

If yes, describe what training was provided (250 character limit):

When:

How many attended:

ag. Describe how the municipality has kept the following local officials and municipal staff aware of the municipal storm water discharge permit programs and its requirements.

Elected Officials

Review of the annual report at public meeting

Municipal Officials

Case-by-case basis related to project discussion

Appropriate Staff (such as operators, Department heads, and those that interact with public)

Case-by case basis related to project discussion

- ah. Brief explanation on Internal Education reporting. *If you marked Unsure for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Form 3400-224 (R8/2021)

Minimum Control Measures - Section 7 : Complete

7. Storm Sewer System Map

- a. Did the municipality update their storm sewer map this year?

☒ Yes ☐ No ☐ Unsure

If yes, check the areas the map items that got updated or changed:

☐ Storm water treatment facilities

☒ Storm pipes

☐ Vegetated swales

☒ Outfalls

☐ Other - Describe below

- b. Brief explanation on Storm Sewer System Map reporting. *If you marked Unsure for an question for any questions above, justify the reasoning. Limit response to 250 characters and/or attach supplemental information on the attachments page.*

Storm sewer system map updates were conducted in the City's GIS database (no paper map) and changes were generally limited to storm sewer replacements on street reconstructions.

Final Evaluation - Complete**Fiscal Analysis**

Complete the fiscal analysis table provided below. For municipalities that do not break out funding into permit program elements, please enter the monetary amount to your best estimate of what funding may be going towards these programs.

Annual Expenditure Reporting Year	Budget Reporting Year	Budget Upcoming Year	Source of Funds
---	---------------------------------	--------------------------------	------------------------

Element: Public Education and Outreach

28	1685	1894	<u>Storm water utility</u>
----	------	------	----------------------------

Element: Public Involvement and Participation

28	1685	1895	<u>Storm water utility</u>
----	------	------	----------------------------

Element: Illicit Discharge Detection and Elimination

9215	4595	5390	<u>Storm water utility</u>
------	------	------	----------------------------

Element: Construction Site Pollutant Control

584	4524	4902	<u>Storm water utility</u>
-----	------	------	----------------------------

Element: Post-Construction Storm Water Management

2648	12890	13850	<u>Storm water utility</u>
------	-------	-------	----------------------------

Element: Pollution Prevention

0	566	605	<u>Storm water utility</u>
---	-----	-----	----------------------------

Other (describe)

Storm Water Quality Management

16525	13389		<u>Select...</u>
-------	-------	--	------------------

Other (describe)

Storm Sewer Map

0	2245	2404	<u>Select...</u>
---	------	------	------------------

Please provide a justification for a "0" entered in the Fiscal Analysis. *Limit response to 250 characters.*

Work related to these areas may have been charged to other cost accounts.

Water Quality

a: Were there any known water quality improvements in the receiving waters to which the

municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

b: Were there any known water quality degradation in the receiving waters to which the municipality's storm sewer system directly discharges to?

☐ Yes ☒ No ☐ Unsure If Yes, explain below:

c: Have any of the receiving waters that the municipality discharges to been added to the impaired waters list during the reporting year?

☐ Yes ☒ No ☐ Unsure

d: Has the municipality evaluated their storm water practices to reduce the pollutants of concern?

☒ Yes ☐ No ☐ Unsure

Storm Water Quality Management

a. Has the municipality completed or updated modeling in the reporting year (relating to developed urban area performance standards of s. NR 151.13(2)(b)1., Wis. Adm. Code)? ☐ Yes ☒ No

b. If yes, enter percent reduction in the annual average mass discharging from the entire MS4 to surface waters of the state as compared to implementing no storm water management controls:

Total suspended solids (TSS)

Total phosphorus (TP)

Status of Total Maximum Daily Loads (TMDLs) Implementation

The permittee Wisconsin Rapids, City is subject to the following approved TMDLs: Wisconsin River Basin

The permittee intends to comply with the following permit requirements to show progress towards meeting the TMDL:

[C.3-4] The Permittee is confirming that all planned efforts are on schedule to meet requirements due to the department.

- For an Adaptive Management project, a plan is required within 36 months of the TMDL approval date.
- For TMDL Implementation, updates to mapping, modeling, tabular summary, and Implementation Plan documents are required within 48 months of the TMDL approval date.)

☒ Agree ☐ Disagree

Additional Information

Based on the municipality's storm water program evaluation, describe any proposed changes to the municipality's storm water program. *If your response exceeds the 250 character limit, attach supplemental information on the attachments page.*

Requests for Assistance on Understanding Permit Programs

Would the municipality like the Department to contact them about providing more information on understanding any of the Municipal Separate Storm Sewer Permit programs?

Please select all that apply:

- ☐ Public Education and Outreach
- ☐ Public Involvement and Participation
- ☐ Illicit Discharge Detection and Elimination
- ☐ Construction Site Pollutant Control
- ☐ Post-Construction Storm Water Management
- ☐ Pollution Prevention
- ☐ Storm Water Quality Management
- ☐ Storm Sewer System Map
- ☐ Water Quality Concerns
- ☐ Compliance Schedule Items Due
- ☐ MS4 Program Evaluation

Required Attachments and Supplemental Information


Any other MS4 program information for inclusion in the Annual Report may be attached on here. Use the Add Additional Attachments to add multiple documents.

Upload Required Attachments (15 MB per file limit) - [Help reduce file size and trouble shoot file uploads](#)

***Required Item**

Note: To replace an existing file, use the 'Click here to attach file ' link or press the to delete an item.


Storm Sewer System Map

 File Attachment

[StormSewerMap.pdf](#)

Attach - Other Supporting Documents

AR EO


 File Attachment

[2-2021NCWSCAnnualReport--PublicEducationandOutreach.docx](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)


Attach - Permit Compliance Documents

SWQM TMDLModel

 File Attachment

[06343022 2018ReportUpdate DELIVERABLE 121418.pdf](#)

IDDE Program

 File Attachment

[OutfallScreeningExample.pdf](#)

(To remove items, use your cursor to hover over the attachment section. When the drop down arrow appears, select remove item)

Sign and Submit Your Application

Steps to Complete the signature process

- 1. Read and Accept the Terms and Conditions
- 2. Press the Submit and Send to the DNR button

NOTE: For security purposes all email correspondence will be sent to the address you used when registering your WAMS ID. This may be a different email than that provided in the application. For information on your WAMS account click [HERE](#).

Terms and Conditions

Certification: I hereby certify that I am an authorized representative of the municipality covered under Wisconsin Rapids, City MS4 Permit for which this annual report or other compliance document is being submitted, and that the information contained in this submittal and all attachments were gathered and prepared under my direction or supervision. Based on my inquiry of the person or persons under my direction or supervision involved in the preparation of this document, to the best of my knowledge, the information is true, accurate, and complete. I further certify that the municipality’s governing body or delegated representatives have reviewed or been apprised of the contents of this annual report. I understand that Wisconsin law provides severe penalties for submitting false information.

Signee (must check current role prior to accepting terms and conditions)

- ☒ Authorized municipal contact using WAMS ID.
- ☐ Delegation of Signature Authority (Form 3400-220) for agent signing on the behalf of the authorized municipal contact.
- ☐ Agent seeking to share this item with authorized municipal contact (authorized municipal contact must get WAMS id and complete signature).

Name:	Andrew Kiefer
Title:	Design Engineer

Authorized Signature.

- ☒ I accept the above terms and conditions.

Signed by : i:0#.f|wamsmembership|akiefer on 2022-03-23T09:40:13
You have already signed and submitted this application to the DNR. Please [contact the Wisconsin DNR](#) for assistance.

After providing the final authorized signature, the system will send an email to the authorized party and any agents. This email will include a copy to the final read only version of this application.

2021 Annual Report – Public Education and Outreach Activities Northcentral Wisconsin Stormwater Coalition

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
1. Illicit Discharge Detection and Elimination			
a. Notice on website (http://www.ncwrpc.org/NCWSC/) under Local Contacts.	Members of the public who may be looking for it.	Passive	The <u>Local Contacts</u> page was viewed about 110 times throughout the year.
2. Household Hazardous Waste Disposal/Pet Waste Management/Vehicle Washing			
a. Rubber Ducky, 30-second TV commercials.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	1-week campaign in spring on the following stations: WAOW, WSAW, & WZAW
b. Rubber Ducky, 30-second TV commercials.	General Public in Baraboo	Passive	1-week campaign on Retro TV43
c. Rubber Ducky, 30-second TV commercials.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	2-week campaign on WJFW during Summer Olympics.
3. Yard Waste Management/Pesticide and Fertilizer Application			
a. _____.			
4. Stream and Shoreline Management			
a. _____.			
b. _____.			

2021 Annual Report – Public Education and Outreach Activities Northcentral Wisconsin Stormwater Coalition

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
5. Residential Infiltration			
a. Rain garden located at Prairie River Middle School, Merrill.	General population of Merrill's middle school.	Passive	About 550 students are enrolled in middle school.
b. Rain garden located at Doepke Park, Town of Rib Mountain.	General population that attends Doepke Park.	Passive	Since this rain garden is at the Town's most prominent park, then most Town residents may see this annually.
c. Rain garden located outside Marathon County's CPZ offices in Wausau.	All staff and visitors to CPZ offices.	Passive	???
d. Rain garden prominently located outside the Baraboo Zoo.	General population attending zoo in Baraboo.	Passive	???
e. Rain garden located at the Kronenwetter Municipal Center.	All staff and some visitors to Village of Kronenwetter Municipal Center.	Passive	Since this rain garden is in the back of the building, at the main secondary entrance, then all Village staff and many committee attendees pass by this location annually.
f. Rain garden located at the Weston Municipal Center.	All staff and visitors to Village of Weston Municipal center.	Passive	Since this rain garden is at the place where all Village meetings occur, then many Village residents may see this annually.
g. Rain garden _____, Stevens Point	???	Passive	???
h. Rain garden at fire station, Marshfield.	???	Passive	???
i. Website has rain garden information on it.	General Public for following counties: Lincoln, Marathon, Wood, and Portage.	Passive	The <u>Rain Gardens</u> page was viewed about 140 times throughout the year.

2021 Annual Report – Public Education and Outreach Activities Northcentral Wisconsin Stormwater Coalition

Delivery Mechanism	Target Audience	Active or Passive	Measurement Tools
6. Construction Sites and Post-Construction Storm Water Management			
a. _____.			
7. Pollution Prevention			
a. Salt Wise lunch webinar titled: Get Salt Wise with Private Contractors. August 4, 2021	Targeted group training of all Coalition Member community Chamber businesses that have parking lots that are cleared of snow & ice.	Passive	Each Coalition Member community advertised this webinar at least once to that Chamber's membership.
b. Salt Wise lunch webinar titled: Mayo Clinic says, "Hold the Salt". September 1, 2021	Targeted group training of all Coalition Member community Chamber businesses that have parking lots that are cleared of snow & ice.	Active	<p>Each Coalition Member contacted a variety of employers either through a direct mailer or by a specific email.</p> <ul style="list-style-type: none"> • 41 letters mailed for Baraboo. • 35 emails and 19 letters for Rothschild. • 57 letters mailed for Schofield. • About 15 individual business contacts (email, text, and phone calls) for Mosinee. • Email blast to Chamber members in Merrill, and Wisconsin Rapids. • Marshfield directly contacted a major employer. • Weston directly contacted a major employer and 2 winter maintenance providers. • DC Everest school district was directly invited to this webinar by Weston on behalf of Weston, Rothschild, Schofield, & Kronenwetter.

2021 Annual Report – Public Education and Outreach Activities
Northcentral Wisconsin Stormwater Coalition

8. Green Infrastructure/ Low Impact Development			
<ul style="list-style-type: none">• See all the public rain gardens listed under Topic Area #5 Residential Infiltration.			

Northcentral Wisconsin Stormwater Coalition

Clean water starts with you!



Outreach Coordinator 2021 Annual Report of Activities

The following are professional services from March 18, 2021 through June 30, 2021:
\$1,952.50 [35.5 hours]

- Investigated potentially creating a study of chloride levels in area waterways.
- Coordinated contracts to play Rubber Ducky ad on TV stations.
- Coordinated creation of New Rubber Ducky ad.

The following are professional services from July 1, 2021 through September 30, 2021:
\$2,062.50 [37.5 hours]

- Coordinated Salt Wise program advertising in various Chambers.
- Worked with Members to advertise Salt Wise webinars.
- Chloride monitoring study outline development work.
- Created new Rubber Ducky commercial.

The following are professional services from October 1, 2021 through Dec. 31, 2021:
\$247.50 [4.5 hours]

- Reviewed outline of potential chloride monitoring study.
- Worked with Members to advertise Salt Wise webinars/events.

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request by Alderperson Cattnach to reconsider the City's overnight parking ordinance (2021)
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12th St S and Chestnut St.~~
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.~~

The report of the Human Resources Committee meeting held on April 14, 2022 will be distributed at the Common Council meeting on April 14, 2022.



WISCONSIN RAPIDS FIRE DEPARTMENT

2021 ANNUAL REPORT

TO: Mayor Blaser, Police & Fire Commissioners, and City Common Council
FROM: Todd Eckes Interim Fire Chief Wisconsin Rapids Fire Department
RE: 2021 Annual Summary
Date:

As we enter into 2022 I want to provide you with a snapshot of 2021 from the Fire Departments perspective. I hope that the information provided, will help to present how busy and eventful the year was for Wisconsin Rapids Fire Department.

This year saw us begin with a continuation of the COVID Pandemic we all experienced for the last two years, but we would eventually see a light at the end as we moved into spring. The first quarter found us beginning the final phases of the Building addition preparatory work. The first quarter also found us testing for an eligibility list for the Lieutenants position, and after two years the ability to begin Fire Inspections again. In that, quarter we could begin to train in person again as the Pandemic eased up allowing for some normalcy with training.

The year brought about many changes and future challenges. Ground broke for the new Station I addition/renovation with completion slated for early July. This addition fills many needs, Gender Neutral ability, increased efficiency with department operations, but most important is the safety of our members with a major reduction in carcinogen exposure. Exposure to the many carcinogens Firefighters are exposed to in operations will be minimized with the ability to isolate contaminated gear from the living space and new showers that allow steam generation to open the pores in our Firefighters skin allowing for the release of those carcinogens. This new facility will stand as a testament of investment and value from the city that ensures our members safety, while updating an outdated facility. Thanks you to everyone involved for your support of this project.

This year also found WRFD saying goodbye to two long-standing members of our Family who both served the city for more than 30 years. Chief Scott Young and Lieutenant Todd Forcier. Chief Young Retired October 31 and Lieutenant Forcier retired December 31. Thank you for your Professional and dedicated service!

As we entered into the end of the year, the department would be requested to supply EMS coverage for 4-6 different communities. Many hours and work went into putting together numbers and contracts to ensure we could help these communities and still supply the citizens of our city with the care they expect. The result is contracts with four municipalities that not only generates revenue for the city, but also helps finalize a missing member on our 11th tier.

WISCONSIN RAPIDS FIRE DEPARTMENT

Organizational Mission

- Professional at all times
- Proficient in all assigned tasks
- Polite to all whom we serve
- Compassionate to those in need

Organizational Motto

“Commitment to Excellence”

Organizational Objectives:

- Remain a community orientated organization
- Research and develop policies that enhance community and member safety
- Make every day a training day
- Apply best practices in EMS and fire operations
- Promote a culture of teamwork
- Remain fiscally responsible to those we serve
- Develop and mentor our future leaders
- Promote public education with a focus on fire safety and health related issues within the community

Wisconsin Rapids Fire Department



Wisconsin Rapids Fire Department

Table of Organization 2022

WRFD 500 102
26 Personnel



WISCONSIN RAPIDS FIRE DEPARTMENT

Highlights and Accomplishments of 2021 Fire Operations

- **Fire Training Highlights:**
 - **All Officers completed Blue Card Training (Specialized Officer Fire Ground management training)**
 - **Review Building Construction**
 - **Ice Rescue Scenarios**
 - **Fire Ground Tactics for Officers and Fire fighters**
 - **Live Fire Scenarios March/November**
 - **Rapid Intervention Team Techniques**
 - **Confined Space Rescue at Ocean Spray, VERSO, and Demitz Park lift station**
 - **Auto Extrication**
 - **Swift Water Rescue**
 - **Ladder Proficiency**
 - **Relay Pumping and pumping to a standpipe**
 - **Forcible entry**
 - **All Day Drills for all 3 crews**
 - **Metering for hazardous environments**
 - **Fire Prevention in the schools (Virtual)**
 - **Multi crew, Multi agency drill at Lycon**
 - **Haz-Mat Technician class for 8 of our members**
- **Held a Lieutenant's testing process in March developing an internal Lieutenant's promotion list**
- **Held a Chief Officer Assessment center in December developing a promotional list for Chief Officers within the department.**
- **Annual Hose Testing meeting NFPA standards was completed**
- **All Haz Mat physicals were completed in January**
- **DOT Inspections were completed on all department vehicles**
- **Replacement of High Pressure lifting Air bags was completed**
- **7 sets of turnout gear was purchased (3 for replacement/4 for rotating after fires)**
- **Battery Powered Chainsaw purchased and put into service**
- **Extensive repairs were completed to Truck 5 identified during 2020 DOT Inspection.**
- **Fireworks Inspections were completed of the 4th of July display, BMX Bike Track display, and the Rafters Displays.**

Wisconsin Rapids Fire Department

➤ **Conferences attended**

- **Members attended the Fire Investigators conference held annually in Steven's Point.**
- **Two members attended the State Fire Chiefs Conference in Green Bay.**
- **Members attended the North Central Regional Trauma Advisory Council conference**
- **5 members attended the Safety & Professional Services training sponsored by the State at Pittsville Fire Department and Wausau Fire Department.**

Highlights and Accomplishments of 2021 Special Operations

- **Special Operations Committee focused on Improving the inventory storage on the Squad.**
- **A need for a Battery Powered Chainsaw in close spaces and oxygen-limited spaces was identified and purchased.**
- **Replacement of two level 1 Hazardous Materials ensemble.**
- **A water Rescue mannequin was purchased to enable a more realistic training of a victim in the water.**
- **Training for every member in house on Hazardous Metering was given.**
- **Quarterly financial reports were submitted to the State.]**
- **Sic Members attended the annual Wisconsin Emergency Management conference held every year in Stevens Point.**
- **B.C. Kubis attended the Wisconsin Emergency Management coordinators meetings.**
- **A grant was secured to train eight of our youngest members to the Hazardous Materials Technician level. By securing this Grant the department saved a considerable amount of money. This training was also coordinated through MSTC so training was in the city.**

Highlights & accomplishments of 2021 EMS Operations

- **The department received the three-year re-accreditation review from CAAS. There were no deficiencies found and at the final wrap up meeting the committee, praised D.C Joling and the department for the great work done since the last review.**
2021 saw a drastic increase in our EMS call volume due in part to the COVID pandemic, but also in part to a nationally recognized increase of requests for EMS. This increase in call volume equates to a 14% increase. 5% of that increase was from covering for Nekoosa Ambulance Service as they tried to work through their difficulties.

Wisconsin Rapids Fire Department

The members met that challenge continuing to meet our Mission Statement with every patient they cared for. Along with that increase, we met with supply chain challenges, as well as enormous increase to cost of EMS supplies.

- As we worked through the year a local Ambulance service, (Nekoosa Ambulance Service) began to see staffing shortages. We worked with their staff to try to help them through this time from both an administrative side, as well as service given in their absence. Eventually Nekoosa, Town of Port Edwards, and Town of Cranmoor would approach us for service coverage beginning January 1, 2022. Operational needs were identified and worked through in partnership with the city and the department to ensure that with this new area of responsibility we were not lowering the quality of care for the citizens that we already serve.
- In 2021, WRFD attained the Mission Lifeline Award for the fourth year in a row. This "Gold-Plus" award recognizes the crews for exceeding standards in the management of patient's suffering from a "Heart Attack". WRFD also is enrolled in the Coverdell Stroke program. WRFD meets or exceeds all standards with management of victims suffering from a stroke. WRFD also has enrolled in Cardiac Arrest Registry to Enhance Survival (CARES). The reports details National, State, and department data in relation to management of Cardiac Arrest. Of noted importance, the Utstein Survival percentage is 29.2% nationally, 42.5% in the state, and WRFD maintains a 66.7%. This data serves to prove the outstanding clinical quality the staff of WRFD provide our citizens.
- We continue to supply Tactical EMS for both the city SRT team and the county.
- The Community Care Paramedic program continues to respond within our contracted areas offering care as requested by Riverview Aspirus.

Community Involvement Highlights

- **Community Involvement**
 - COVID Vaccination clinic standby (23 Events)
 - Wood County Car Seat Clinic
 - Dispatch Meeting
 - 4th of July Fireworks
 - Fire Extinguisher Training Wood County Highway Department
 - Life Guard Training
 - Firefighters Memorial Clean up
 - Cranberry Blossom Parade, Rekindle the Spirit
 - BMW Bike Track Standby

Wisconsin Rapids Fire Department

- High School Football Standby
- National Night Out
- Soles for Souls 911 Memorial Service
- Fill the Boot for Muscular Dystrophy
- Firefighters Final Alarm Ceremony
- Career Day at Lincoln high School
- Teen Leadership Program
- Trunk or Treat
- Division 5 Football, and WIAA 8 man football championship standby

Highlights and Accomplishments of 2021 Building & Grounds

- Biggest project completed by this committee was the design of Station I Addition/Renovation.
- Groundbreaking Ceremony for the Addition
- Repairs to the hose drying system in the hose tower
- New workbench at Station II
- Archives display case at Station II
- With the new command system implemented new command boards were identified and place into service
- After the large wind storm of 2020 a need was identified to use Station I as a command post in large events like that one. This committee designed and installed equipment needed for future large-scale events.
- Assistance to Firefighters Grant application for 2022 was a result of research and maintenance of our exhaust capture system at both stations. This year's maintenance identified many needed repairs and identified a failing exhaust capture system. This committee researched and identified a replacement system for submittal to FEMA for a 95%/5% Grant.
- The last half of 2021 and the first half of 2022 will be busy for this committee with the finalization of and moving into the new Addition while the renovation takes place in the existing structure. Completion of this project identified for mid to late July.
- COVID brought many challenges for this committee with sleeping arrangements. Social distancing needed adherence within the stations also. In order to separate members in the existing station we needed to purchase Murphy beds that could be stored away during the day but used at night.

Wisconsin Rapids Fire Department

Employee: New Hires, Promotions, Notable Anniversaries, & Retirements

New Hires:

- *Dylan West, June 14, 2021*
- *Bryanna Windsor, November 29, 2021*

Promotions:

- *Derek Matykowski; Lieutenant January 1, 2022*
- *Joel Fetterer; 2nd Lieutenant January 1, 2022*
- *Brenan Agen; Motor Pump Operator January 1, 2022*

Notable Anniversaries

- *Joe Kubis; 25 Years*
- *Mathew Feder; 25 Years*
- *Mike Lisitza; 20 Years*
- *Joel Fetterer; 15 Years*
- *Ben Goodreau; 15 Years*
- *Brian St. Myers; 15 Years*
- *Steve Koch; 15 Years*

Retirements

- *Scott Young; October 31, 2021*
- *Todd Forcier; December 31, 2022*

Wisconsin Rapids Fire Department

2021 Run Data

<i>Month</i>	<i>Fire 100 Series</i>	<i>Fire 400 Series</i>	<i>Fire 500 Series</i>	<i>Fire 700 Series</i>	<i>EMS 911</i>	<i>EMS IFT</i>	<i>CCP</i>	<i>Total</i>
<i>January</i>	2	3	6	8	268	19	1	307
<i>February</i>	9	3	10	6	275	10	2	315
<i>March</i>	9	9	12	7	283	17	0	337
<i>April</i>	3	6	10	7	274	17	3	320
<i>May</i>	3	3	9	6	334	25	1	381
<i>June</i>	3	5	7	11	353	36	2	417
<i>July</i>	6	4	20	12	389	25	1	457
<i>August</i>	2	5	10	8	407	39	0	471
<i>September</i>	2	3	8	5	358	12	3	391
<i>October</i>	5	1	10	12	364	6	0	398
<i>November</i>	3	4	7	9	373	6	1	403
<i>December</i>	4	9	10	10	366	3	1	403
<i>Year End Totals</i>	51	55	119	101	4044	215	15	4,600

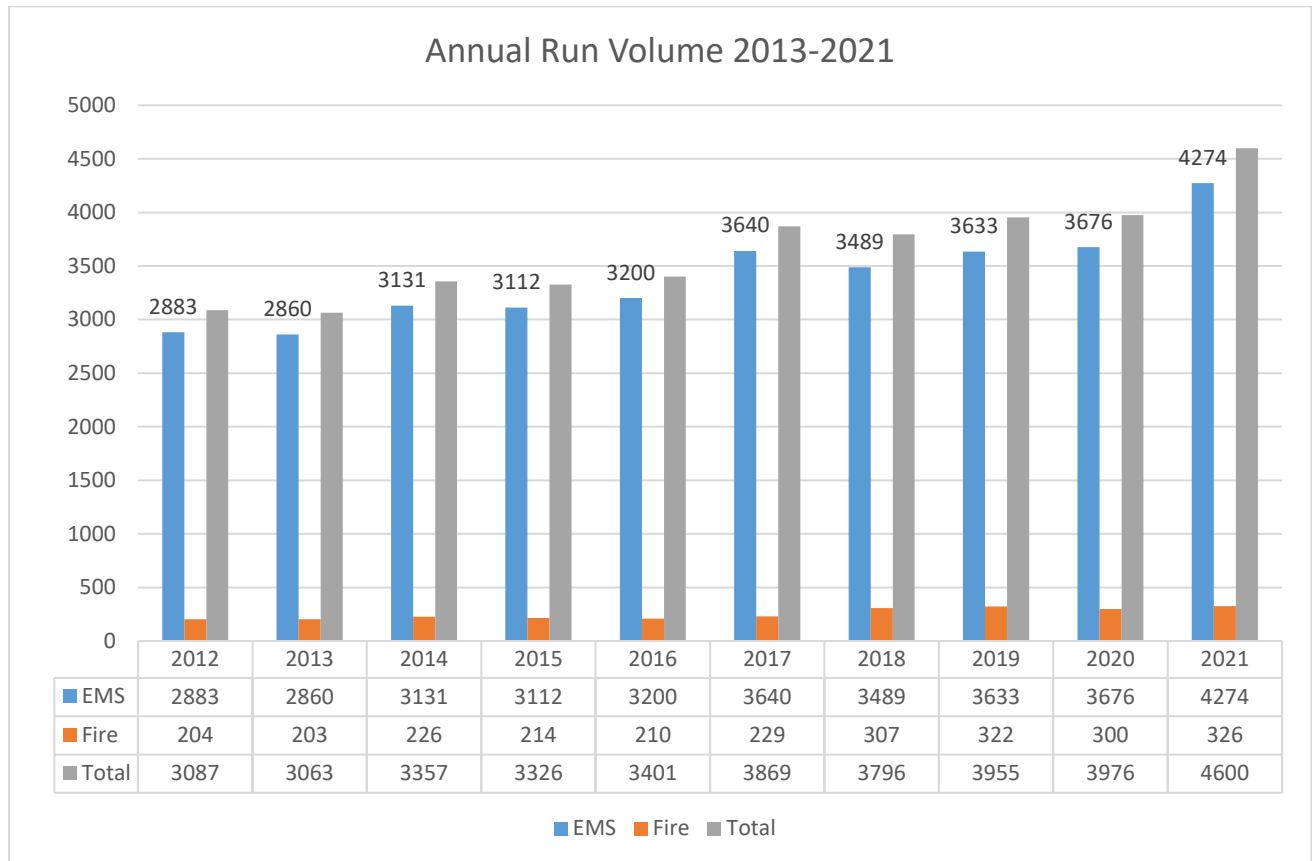
- **Fire 100 Series:** Fire (*structure, vehicle, wildland*)
- **Fire 400 Series:** *Hazardous Condition (spills, leaks with no fire)*
- **Fire 500 Series:** **Service Calls** (*water & smoke problems, burning complaints*)
- **Fire 700 Series:** **False Alarms**
- **CCP; Community Care Paramedic**

➤ **Annual Run Volume Past 10 Years:**

YEAR	FIRE	EMS	TOTAL
2012	204	2883	3087
2013	203	2860	3063
2014	226	3131	3357
2015	214	3112	3326
2016	210	3200	3401
2017	229	3640	3869
2018	307	3489	3796
2019	322	3633	3955
2020	300	3676	3976
2021	326	4274	4600

Wisconsin Rapids Fire Department

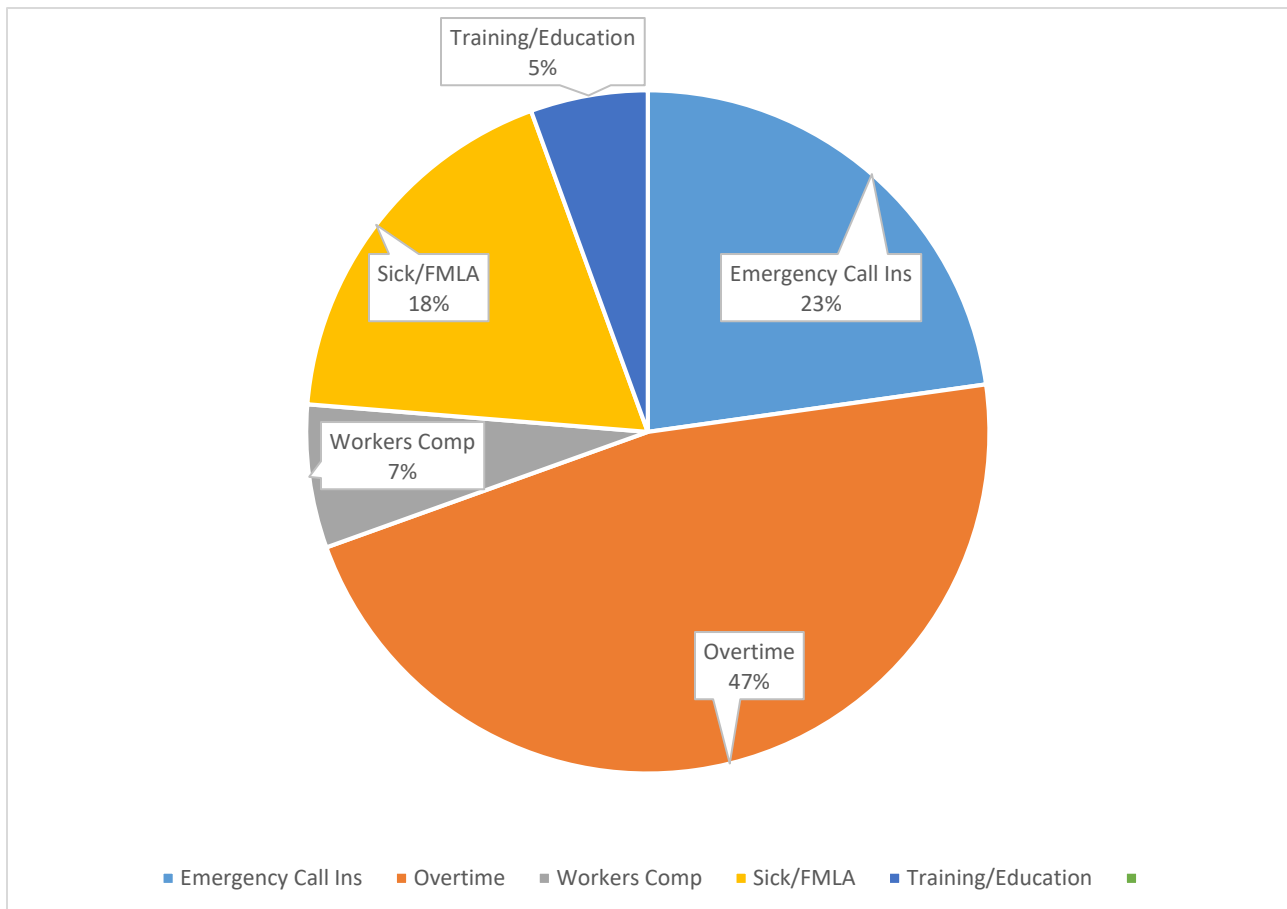
Historical Ten-Year Graph



Wisconsin Rapids Fire Department

2021 Financial Overview:

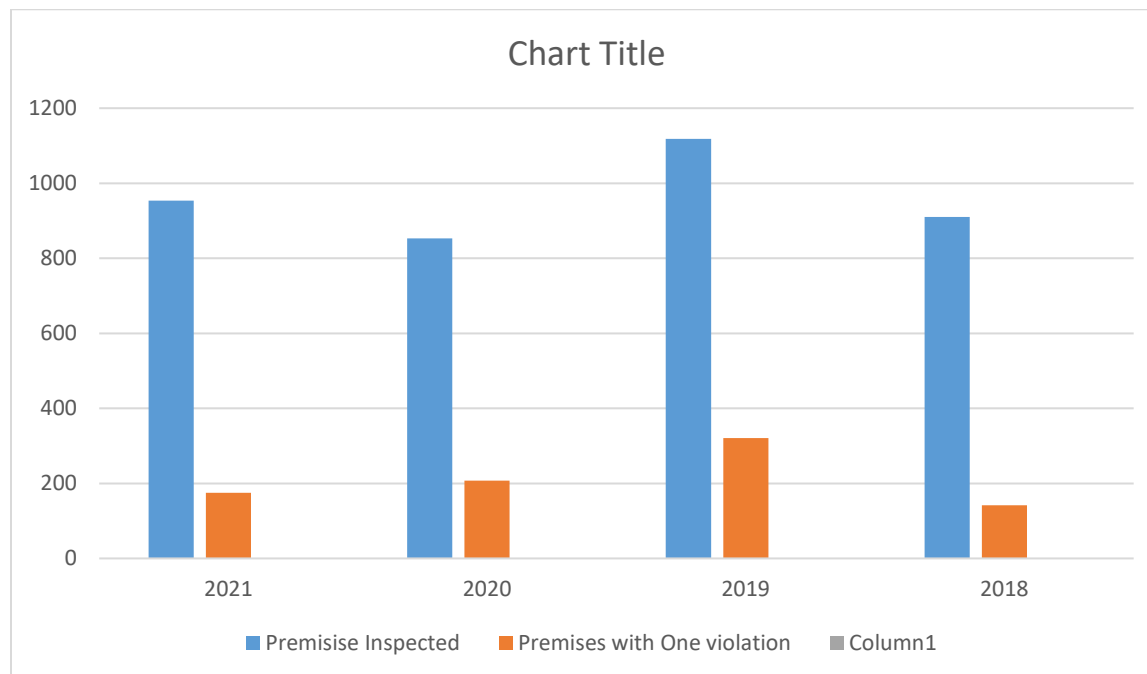
SALARIES & WAGES:	Allocated: \$2,730,448	Used: \$2,682,240
	Net: \$48,208	
OVERTIME:	Allocated: \$127,200	Used: \$156,567
	Net: \$29,367	
INTER-FACILITY PAY:	Allocated: \$15,000	Used: \$4,130
	Net: \$10,870	
40-HR/WK SAVINGS:	Total: \$27,515	
EMS REVENUE:		
BILLED:	Total: \$2,760,362.05	
COLLECTED:	Total: \$1,150,071.38	
CONTRACTS:	Total: \$78,009	



Wisconsin Rapids Fire Department

2021 Inspection Information:

- **The Department completed 954 Inspections with 175 businesses having at least one violation.**



Confined Space Standby totals

- **Issued 359 Confined Space Standby Permits**
- **The WRFD provides 'rescue' stand-by services at no charge to area businesses**

Health & Safety

- **Purchased a second set of wireless headsets for Truck 5. The hard-wired communication system between the bucket of the Truck and the system in the truck failed leaving members in the bucket in an unsafe condition. Research found the wireless headset option cheaper than the repairing the hardwired system and it allows for better communications due to ambient noise on scene.**
- **This year we were able to send one member through a Safety, Health and Wellness program through the National Fire Academy. This allows the department to meet the NFPA standard of a Health and Safety Manager within the department.**
- **The Health and Safety committee helped with the reduction of Carcinogens within the department on scene as well as post incident by evaluating and**

recommending change to the Standard Operating Guidelines used at the department. They also helped with the layout of the new department to help further enhance the reduction to life threatening exposures post incident.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



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

From: Todd Eckes, WRFD Interim Fire Chief

Date: April 1, 2022

RE: Monthly Summary for March 2022

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

- Police and Fire Commission meeting
- Finance and Property meeting
- Common Council meeting
- Fire Vision committee meeting
- Officers Meeting
- Held interviews for a new Firefighter eligibility list
- Spoke to the graduating classes at MSTC and CVIC as a recruitment tool.
- Attended the Teen Job Fair at Lincoln High School
- Gave away 5 Citizen awards for a Cardiac arrest event at the new Solar Plant in Saratoga
- Held a Speakers Bureau at Station I and Tour for the St. Luke's 4K class.
- Met with Mayor Blaser and Finance Director Tim Desorcey for an update meeting regarding the new Station Addition.
- 3 Members attended the Paramedic Conference
- Cadet Training (Personal Protective Equipment)
- North Central Fire Chiefs meeting
- All three crews completed Behavioral Health Training given by a former Firefighter sharing his mental health crisis.
- Attended both Bi-weekly Building addition meetings
- Held training with our new billing agent Life Quest with all three crews
- EMS Training - Cardiac Pathophysiology
- Charitable Foundation Fund Raiser
- Awarded the Mission Lifeline award to our EMR partners in Saratoga and Biron.

March Anniversaries: Justin Borski 17 years, Adam Yerke 14 Years, Dustin Lease 13 Years, Jarod Miller 4 Years.

Notable Responses:

- Structure fire at Kerry Ingredients Vesper WI. Mutual Aid Request.
- Structure fire at 3211 Franklin Street. Multi family dwelling Room in contents fire.



Wisconsin Rapids Fire Department

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

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WRFD Notes:

March was a busy month with Training and Public Relations events. Late in the year 2021, we were dispatched to the new Solar Field in Saratoga for a male that was in cardiac arrest. Members of the company that were trained in CPR, and the use of an AED cared for the patient and with the use of that AED brought him back to life. When our staff arrived on scene, they had a patient that was breathing and had a pulse, care continued to the Cath Lab and the patient left the hospital a few days later. He was there on March 17, when we awarded the heroes that saved this person, with our WRFD Citizens award. This was the first time Medics from WRFD and the patient met since that day. As result of this event, the company has made it mandatory that all employees learn CPR, and a new award was initiated called the Blue Heart Award and given to each of those five employees. . This is not an annual award, rather a lifesaving award. These successful outcomes are a direct result to early CPR and AED intervention. Great job by all.

Mission Lifeline award is generated through the American Heart Association and focuses on time from diagnosis of a Heart Attack until time in a Catheterization lab. There are different levels of the award, Bronze, Silver, and Gold. The Gold plus award is a designation for tracking other Metrics like aspirin administered, and stroke diagnosis, etc. This is the fourth year we have met those Metrics and received the award. Nine services in the State received the award and only four that received the Gold Award and WRFD was one of them. Along with our service, our EMR agencies also receive the award. They are a vital piece to the puzzle with these high acuity calls. A key point to consider with regards to the demographics of our system is the closest Cath Labs to us are Marshfield and Wausau. That means when diagnosed in the field, we are against the clock due to transport time and yet we met that standard 100% of the time. We continue to aim higher every year when it comes to patient care, and this award is a testament to the dedication of the members of your department.

We are looking forward to April 8 the day of completion of the new addition and we can move in. On April 11 the renovation, phase II begins in the existing building with completion scheduled for second week of July. These are exciting times at WRFD. We have had some bumps in the road but nothing we cannot overcome. There have been some delays with the supply chain, and some glitches with product delivered and yet we have stayed on schedule and on budget. This is a testament to the Architects, Project managers, and in house staff. Most importantly it is a result of the confidence the City Staff, Council, and Governing bodies have given us with the commitment to invest the allocated funds to the future of this department. We now can enter into the future of serving this city with a safer work environment, a gender-neutral workplace, and a department that can be more efficient from an operational standpoint.



Wisconsin Rapids Fire Department

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WRFD FEBRUARY 2022 MONTHLY RESPONSE REPORT

Type of Emergency	March 2022 Responses	Total # of 2022 Responses	March 2021 Responses	Total # of 2021 Responses
EMS 911	360	1066	283	826
EMS IFT	3	14	17	46
COMMUNITY PARAMEDICINE	1	8	0	3
FIRE	2	7	9	20
EXPLOSION (No Fire)	0	0	NA	NA
HAZARDOUS CONDITION	0	4	9	15
SERVICE CALLS	5	11	12	26
GOOD INTENT	4	12	NA	NA
FALSE ALARMS/WEATHER	3	15	7	21
TOTAL CALLS FOR SERVICE	378	1137	337	307

Notes:

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

Runs by District	March 2022	2022 Totals	March 2021	2021 Totals
Wisconsin Rapids	280	852	302	843
Saratoga	31	82	19	56
Village Port Edwards	9	33	7	28
Village Biron	10	35	8	19
Town of Port Edwards	5	24	NA	NA
Nekoosa	27	79	NA	NA
Cranmoor	1	3	NA	NA
Mutual Aid Given	4	16	1	7
Mutual Aid Received	11	13	0	4
TOTALS	378	1137	337	957

Confined Space Stand-by	March 2022	Total # 2022	March 2021	Total # 2021
TOTALS	31	118	46	136



Wisconsin Rapids Fire Department

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

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, January 26, 2022 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:31 p.m.

1. ROLL CALL:

Present: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, and Mary Vang

Also Present: Carol Voss, Linda Lucht, and Sandra Crook

Excused: David Henke

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the December 22, 2021 meeting. Commissioner Helmer moved to approve the minutes of the December 22, 2021 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update of activities: Mary reported due to the increased COVID cases, monthly coffee and rolls are temporarily postponed and upcoming social committee activities are pending.

4. CONSIDERATION OF BILLS

- A. Approve November 2021 financial statements from accountant: Commissioners reviewed the November 2021 financial statements from the fee accountant. Commissioner Grode inquired about a prior board discussion regarding providing quarterly entity wide financial reports as opposed to the monthly financial reports. Mary stated that if the commissioners agreed, she would continue to provide the monthly income statement portion for each program in addition to the quarterly entity wide financial report. Commissioners discussed and agreed that the quarterly year to date reports in addition to the monthly income statements would be reasonable and reduce on paper copies. Commissioner Reith-Kincaid moved to approve the November 2021 financial statements, seconded by Commissioner Smith. All aye votes.
- B. Approve December 2021 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the December 2021 bills. Commissioner Grode stated that the purchasing card detail was missing comments for the maintenance items. Mary stated that comments were not recorded at the time she printed the report for the meeting, she did have written comments to share with Commissioners regarding what was purchased. Commissioner Helmer moved to approve the December

2021 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview. Three vacancies were due to lease violations, one tenant moving to Project Based Voucher Program at Huntington House, and one deceased. There was one vacancy in the Tenth Avenue apartments due to moving in to care for family. This vacancy was filled with a move-in date for January 18, 2022. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. Due to the extensive repairs needed to turn over these units, Mary placed a request to the HUD Field Office to have these scattered sites inactive for modernization in HUD's Project Inventory Count (PIC) system. She was informed that within that month a HUD PIH published notice was released requiring that any modernization efforts and requests to place Public Housing units inactive in HUD's PIC system would need to be a part of the Housing Authority's Five-Year Action Plan. In addition, units would need to be specifically identified in the plan. The current plan does not include language for modernization of specific units, and since this would fall within the Housing Authority's significant amendment to the plan-RAB consultation, public comment period and board approval would be required.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: one is deceased, one is moving to an assistive care facility and one is moving to live with family. All of the vacancies have been filled off the waiting list with move-in dates of February 1, March 1, and April 1 of 2022.
- C. Section 8 program status: Mary reported that as of January 24, 2022, there are 170 families under contract with the current waiting list running approximately around 6 months. There are currently 123 families on the waiting list. The Section 8 voucher activity for the month of January consisted of the following: zero new admissions, five VASH voucher holders, zero new issued vouchers for a cumulative of four vouchers, zero portability move-outs and move-ins, zero vouchers expiring and one end of participation.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations and RAD activities and \$33,443.81 in general capital activity for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. The 2019 grant has a balance of \$71,324.17 in operations for insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. Mary stated that in 2019 operations a drawdown of \$1,500 was made to hire a local company to assist in turning over two units at Parkview; and a drawdown of \$5,504 was made to pay for Parkview's annual FEMA flood insurance. Mary reported that

the Parkview security camera system installation is anticipated to be completed by the end of January.

E. State Debt Collection (SDC) : Mary reported that two payments totaling \$258.55 were received in January 2022 from two former public housing tenants.

F. State Farm Workers Compensation final premium audit refund: Mary reported that \$188.00 was received from State Farm as a result of the final workers compensation audit.

G. Parkview flood insurance premium: Mary reported that the annual flood insurance for Parkview has been renewed and premium payment completed.

6. **PUBLIC INPUT:** Huntington House tenant Sandra Crook inquired about the move-in date for unit 105 at Huntington House apartments. Mary stated the unit has been filled off the waiting list with a move-in date set for April 1, 2022.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 23, 2022, in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:17 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
February 9, 2022
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present by videoconferencing was Commissioner Haasl. Present in person at City Hall were Commissioners Bender, King and Yonkovich; and Mayor Shane Blaser, Alderperson Jay Bemke, Sue Schill, Ryan Hartman, Police Deputy Chief Brian Krzykowski and Interim Fire Chief Todd Eckes.

3. Election of Officers, due to resignation of Greg Jerabek.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Haasl, that Commissioner King be nominated as President; that nominations be closed; and that a unanimous ballot be cast for this one (1) officer. Motion carried.

4. Approve the January 12, 2022 meeting minutes.

A motion was made by Commissioner Haasl, seconded by Commissioner King, to approve the January 12, 2022 meeting minutes. Motion carried.

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

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

6. Discuss recruitment of new Fire Chief.

Human Resources Manager, Ryan Hartman, provided an update on recruitment for Fire Chief. No action was taken.

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

The next monthly meeting will be held on March 23, 2022 at 7:30 a.m.

8. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

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

The Commission may adjourn in closed session or may vote to go into open session.

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



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
February 9, 2022
7:30 A.M.

compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried.

Present in the closed session were Commissioners Bender, King, Yonkovich and Haasl; Mayor Shane Blaser, Alderperson Jay Bemke, Sue Schill and Ryan Hartman.

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

9. If the Commission votes to go back into open session, the Commission may consider the current eligibility list for entry level firefighter.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to go into open session. Motion carried. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 8 in closed session.

Re Item 8: A motion was made by Commissioner Haasl, seconded by Commissioner Bender, to amend the entry level firefighter eligibility list. Motion carried.

10. Adjourn.

A motion was made by Commissioner Haasl, seconded by Commissioner Bender, to adjourn. Motion carried.

Respectfully Submitted,
David Yonkovich, Acting Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
March 16, 2022
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Bender and King; and Police Chief Erman Blevins, Police Deputy Chief Brian Krzykowski and Interim Fire Chief Todd Eckes.

3. Discuss Entry-Level Police Officer eligibility list process and schedule.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to start recruiting to establish a new Entry-Level Police Officer eligibility list. Motion carried.

4. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility." In closed session, the Commission will:

a. Interview Entry-Level Firefighter/Paramedic candidates.

b. Establish Entry-Level Firefighter/Paramedic eligibility list.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, 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.

Present in the closed session were Commissioners King, Albrecht and Bender, and Interim Fire Chief Todd Eckes.

5. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of items 4a and 4b in closed session.

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



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
March 16, 2022
7:30 A.M.

Re Item 4b: A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to place two (2) candidates who were interviewed on the Entry-Level Firefighter/Paramedic eligibility list. Motion carried.

6. Adjourn.

A motion was made by Commissioner Bender, seconded by Commissioner King, to adjourn. Motion carried.

Respectfully Submitted,
Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
March 23, 2022
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Bender, King and Yonkovich; and Police Lieutenant Mike Potocki, Police Lieutenant Scott Dewitt, Police Lieutenant Casey LaBarre, Police Detective Lieutenant Jordan Lubeck, Eric Daven, Interim Fire Chief Todd Eckes, Mayor Shane Blaser, Sue Schill and Ryan Hartman.

3. Approve the February 9, 2022 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve the February 9, 2022 meeting minutes with the change to the Commissioner listed as submitting the minutes. Motion carried.

4. Approve the March 16, 2022 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve the March 16, 2022 meeting minutes. Motion carried.

5. Consider approval of invoice in the amount of \$20 from the League of Wisconsin Municipalities for a Handbook for Wisconsin Police and Fire Commissioners.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve the invoice in the amount of \$20 from the League of Wisconsin Municipalities. Motion carried.

6. Discuss the monthly reports and activities of the Police Department.

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

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

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

8. Accept the notice of retirement from Police Chief Erman Blevins.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to accept the notice of retirement from Police Chief Erman Blevins.



9. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
In closed session, the Commission will consider the appointment of an Interim Police Chief, to be effective upon the retirement of Chief Blevins.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, 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.

Present in the closed session were Commissioners Albrecht, Bender, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Ryan Hartman.

In closed session, the Commission considered the appointment of an Interim Police Chief, to be effective upon the retirement of Chief Blevins.

10. The Commission will return to open session and may appoint an Interim Police Chief, to be effective upon the retirement of Chief Blevins.

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

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to appoint Lieutenant Mike Potocki as Interim Police Chief, to be effective upon the retirement of Chief Blevins, until further appointment by the Police and Fire Commission or the appointment of a permanent Police Chief.

11. The Commission will vote to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"; and pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."
In closed session, the Commission will:
- a. Review applications and discuss interview and assessment process for the recruitment of the new Fire Chief.
 - b. Discuss interview questions for Entry-Level Firefighters/Paramedic eligibility list.
 - c. Discuss interview questions for Entry-Level Police Officer eligibility list.



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
March 23, 2022
7:30 A.M.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, 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.

Present in the closed session were Commissioners Albrecht, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Ryan Hartman.

12. The Commission will return to open session and take any necessary action or make any recommendations needed as a result of the discussion of items 11a, 11b and 11c in closed session.

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

In closed session, the Commission tabled item 11a until a special meeting of the Police and Fire Commission on March 30th. The Commission table items 11b and 11c until their April 13th meeting. No action was taken.

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

A special meeting will be held on March 30th at 7:30 a.m.

The next monthly meeting will be held on April 13th at 7:30 a.m.

14. Adjourn.

A motion was made by Commissioner Yonkovich, seconded by Commissioner King, to adjourn. Motion carried.

Respectfully Submitted,
Lee Albrecht, Secretary

MINUTES
McMillan Memorial Library
Board of Trustees
February 16, 2022

DRAFT

Subject to
Approval

President Galvan called the regular monthly meeting of the McMillan Memorial Library Board of Trustees to order at 5:00 p.m.

Ms. Galvan established that this was a public meeting and appropriate public notice was given.

ROLL CALL ATTENDANCE:

Present: Andrea Galvan, Kim Heniadis, Susan Feith, Craig Broeren, Eric Montag, Doug Machon, Scott Kellogg, William Clendenning, Ryan Austin, Karen Schill, and Elizabeth St. Myers
Administration: Andrew Barnett and Vicki Steiner

CORRESPONDENCE: There were no items of correspondence

MINUTES: **A motion to approve the Minutes of the January 19, 2022 Library Board meeting was made by Mr. Clendenning, second by Broeren. Motion carried.**

TREASURER'S REPORT: Ms. Feith reviewed the bills and all are in order. The financial reports for February 2022 were presented. **A motion to pay the Operating and Endowment Fund bills and file the financial reports was made by Mr. Clendenning, second by Mr. Austin. Motion carried.**

DIRECTOR'S REPORT:

Library Use and Events – Snowshoe walk at Powers Bluff was delayed until March 12 due to weather; Red Cross blood drive on February 10 and again on March 25; Wisconsin Historical Society display through February 26. (<https://www.mcmillanlibrary.org/shoulders>). Pre-Covid hours resumed January 31. Continuing programs include Family Fun kits, virtual yoga, Book Bingo, Lego Builder competition, anime series, Monday night makers and Write Night. Student art will be here March through May. The Wisconsin Jazz Orchestra will perform on March 10, after an educational appearance at Lincoln. This will be our first concert in 24 months. Monday Movies are scheduled to resume on March 7.

Building & Grounds –New shelf ends for the Adult Fiction and Non-Fiction are being installed with help from the City. Library and City staff have done exceptional work in moving the shelves and books.

Learning Future Update

EAA did their furniture punch list, with only a few pieces delayed. A proposal for donor recognition is being prepared. Only a few small matters remain before the punch list is compiled. Occupancy should be available shortly for the meeting / study rooms and the makerspace. The Adult Desk is back in service. We expect a final accounting of donation / expenditures and reports to major donors will be completed before April 30.

Miscellaneous – The state annual report should be ready for Board approval.

COMMITTEE REPORTS:

Mr. Kellogg reported on the Personnel Committee meeting held on February 2, 2022.

The library director search process was discussed along with the timeline and beginning salary. Job descriptions will be discussed at next committee meeting. Wage compensation and classification will be discussed under New Business. The next meeting will be held on March 2 at 4pm

Mr. Montag reported on the Services Committee meeting held on February 8, 2022. Changes to the Meeting Room Use Policy was reviewed.

A motion to approve the study room portion of the meeting room policy was made by Ms. Feith, second by Mr. Kellogg. Motion carried. The balance of the policy will be presented later.

Ms. Feith reported on the Finance Committee meeting held on February 8, 2022. The position of library director was discussed. Class and comp study information was presented by the Library Director. The consensus of the Board is to wait for a new director to do the study. Cash handling procedures and financial aspects of an open house will be discussed at the next meeting.

Sample job postings from the City and SCLS were shared and a draft copy of the job ad was included in today's packet. A base salary of \$92,255 will be placed in the ad, the City Human Resources Department will collect applications.

A motion to create an application deadline was made by Ms. Feith, second by Mr. Clendenning. Motion carried.

A motion to set an application deadline of March 18th was made by Ms. Feith, second by Mr. Clendenning. Motion carried.

A motion to adopt the position opening as revised was made by Mr. Montag, second by Mr. Clendenning. Discussion followed. Motion carried.

Mr. Clendenning requested information on a possible open house. Ms. Feith reviewed parameters for cost and date of event. Discussion followed. Staff will bring information to the next Board meeting.

OLD BUSINESS:

Library Director Search:

Discussed under Finance Committee Report.

Review Job Descriptions:

Will be discussed following the Personnel Committee meeting in March.

NEW BUSINESS:

Consideration of proposals for a wage compensation and classification study of all staff positions. **A motion to table discussion was made by Mr. Machon, second by Ms. Feith. Motion carried.**

Mr. Barnett presented the 2021 Wisconsin Department of Public Instruction Public Library Annual Report.

A motion to approve the report was made by Mr. Kellogg, second by Ms. Schill. Motion carried.

Mr. Barnett presented the 2021 Statement Concerning Public Library System Effectiveness.

A motion to approve the statement was made by Mr. Broeren, second by Ms. Feith. Motion carried.

A motion to go into closed session "pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility," was made by Mr. Broeren, Second by Mr. Austin. Carried by roll call vote.

- a. In closed session the Board may consider employment, promotion, compensation for a public employee.**

The Board returned to open session.

ITEMS FOR NEXT AGENDA:

Surplus disposal of property

A motion to adjourn was made by Mr. Clendenning, second by Mr. Machon. Motion carried and the meeting adjourned at 7:29 p.m.

The next regular monthly meeting of the McMillan Memorial Library Board of Trustees will be held on March 16, 2022 at 5:00 p.m.

Respectfully submitted,
Vicki Steiner, Secretary

MINUTES
McMillan Memorial Library
Personnel Committee
March 9, 2022

DRAFT

Subject to
Approval

1. Mr. Kellogg called the meeting of the McMillan Memorial Library Personnel Committee to order at 5:00 p.m.
2. Mr. Kellogg established that this was a public meeting and appropriate public notice was given.
3. ROLL CALL ATTENDANCE:
Committee Members Present: Scott Kellogg, Susan Feith, Ryan Austin, Andrea Galvan, and Karen Schill
Committee Members Absent: Craig Broeren
Other Board Members Present: Eric Montag, Elizabeth St. Myers, William Clendenning, and Kim Heniadis
Administration: Andrew Barnett and Vicki Steiner
4. MINUTES: A motion to approve the Minutes of the February 2, 2022 Library Board meeting was made by Mr. Kellogg, second by Ms. Schill. Motion carried.
5. OLD BUSINESS:
 - a. Library Director Search Update: Mr. Barnett noted the posting of the Library Director position has been widely posted. Discussion will take place on interviews at the Board meeting.
6. NEW BUSINESS:
 - a. Employee Job Description Format: Mr. Kellogg opened discussion on the job description formats. Discussion followed.
 - b. Mr. Kellogg opened discussion on changes to the Employee Handbook. Discussion followed. Further discussion and clarification of several points will take place at the April meeting.
7. ITEMS FOR NEXT AGENDA:
 - a. Evaluation Process for the Library Director and Staff: Mr. Kellogg opened discussion on the Evaluation process. Comments from Mr. Broeren were shared. Draft job descriptions were reviewed. Discussion followed. Further discussion will take place at the April committee meeting.
 - b. Next agenda item for discussion: Succession plan going forward when a staff person is absent from work.

A motion to adjourn was made by Ms. Feith, second by Mr. Kellogg. Motion carried and the meeting adjourned at 6:22 p.m.

The next regular monthly meeting of the McMillan Memorial Library Personnel Committee will be held on April 6, 2022 at 5:00 p.m.

Respectfully submitted, Vicki Steiner, Secretary

ALEXANDER FIELD
SOUTH WOOD COUNTY AIRPORT
MUNICIPALLY OWNED

MEETING MINUTES

AIRPORT COMMISSIONERS:

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

MUNICIPALITIES:

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

3/3/22

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

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

2. Approval of previous month's minutes (2-3-22):

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 petition paperwork is slowly being submitted as it is received. Sickler reported that the activity in February was above historical averages. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the Airport Managers Report. Motion carried.

4. Old Business

- a. Discuss and consider action regarding a contractor guideline policy: Sickler provided a draft policy for discussion and reported on a discussion with legal counsel regarding enforcement. The existing Airport Ordinance may be a potential means of enforcing the policy. The policy will include information regarding aircraft operations. A draft for approval will be presented at the meeting next month. No action taken.
- b. Discuss and consider action regarding pursuit of a solar farm on Airport property: Sickler provided comments from the Water and Light Commission. They are going to review the available property and advise when options are available. No action taken

5. New Business

- a. Discuss and consider action regarding creation of an Airport survey: Chairman Blaser provided ideas for inclusion in a survey which will be used as a tool to gather information from local users and stakeholders. Information from those Airport users will be included in the survey instrument. Blaser and Sickler will meet between meetings and provide a draft survey at the next meeting. No action taken.

6. Review of Financial Statements

Financial statements were presented and reviewed. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the financial statements as presented. Motion carried.

7. Future agenda items:

Contractor Guideline Policy, Airport survey.

8. Public Comment

EAA Chapter 706 will host a hamburger social on June 6.

9. Correspondence received: None

10. Set next meeting date:

Thursday April 7 at 8:00 AM.

11. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Blaser to adjourn at 8:58. Motion carried.

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

Regular Meeting of the Water Works and Lighting Commission Wednesday, March 9, 2022

There were present:

Commissioner John Bergin
Commissioner Rick Merdan
Commissioner Tom Nowak
Commissioner Jay Bemke

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

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM. Commissioner John Harper was excused from today's meeting.

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

2.1 Regular Commission Meeting held February 9, 2022

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 February 9, 2022, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Request to hire summer help

After discussion there was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve a request from Water Superintendent Dale Scheunemann to hire one limited term summer employee to work with the water department as a laborer, and a request from Office Manager Lynn Schroer to hire one limited term summer employee to assist in the office. No nay votes were recorded.

3.2 Simplified Water Rate Case

Director of Finance Jeff Kuhn stated that as part of the 2022 water operating budget, we anticipated requesting approval to file a simplified rate case with the Public Service Commission (PSC). The simplified water rate case will

raise monthly charges and volume charges by three percent across the board. This would equate to an additional \$1.13 per month for water service for a typical residential customer using six units of water per month. Based on the date the application will be filed with the PSC, the new rates would most likely be effective in May 2022.

There was a motion made by Rick Merdan, seconded by John Bergin, and carried to file a simplified water rate case with the Public Service Commission in the amount of three percent. No nay votes were recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the safety committee minutes and safety coordinator's monthly report. Sean Wall stated that the excavating and trenching program was reviewed and that training will most likely be taking place in April before the construction/trenching season starts.

4.2 Line Superintendent's Report

This report was reviewed and Josh Elliott answered questions regarding the February after hour call-ins.

4.3 Water Department Operations Report

This report was reviewed and February water projects were discussed. Dale Scheunemann answered questions regarding the water main breaks stating that it is not uncommon this time of year and is usually caused by the ground shifting due to freezing and thawing.

4.4 Customer Support Supervisor's Report

This report was reviewed and current water disconnections were discussed.

4.5 Director of Finance's Report

This report was reviewed and pole attachment projects and agreements were discussed.

4.6 Information System's Administrator's Report

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

4.7 Conservation Manager's Report

This report was reviewed and Shawn Reimer answered questions regarding on-site visits that were made to key accounts in February. Shawn also discussed Focus on Energy incentives available on residential solar installations under 20kW.

4.8 Electrical Engineer's Report

This report was reviewed and Tyler Sneen gave an update on the filter plant MCC project. Tyler stated that as soon as we can acquire non-silicone protective dielectric grease it will be put on the connections on the drive electronics to protect the copper from corroding.

4.9 Director of Engineering & Electric Operations

This report was reviewed and Todd Weiler stated he attended multiple meetings with US Cellular regarding their wishes to install equipment on several WW&LC locations to create 5G hot spots.

4.10 General Manager's Report

This report was reviewed and was discussed. Jem Brown answered questions regarding a meeting with Davey Tree Service. We are very pleased with their line clearance work and their customer service. Jem also stated that we were made aware of a 13% increase in their services for 2022.

5. Review of accounts payables

A listing of all invoices and checks covering February was provided to the commission for review.

6. Adjourn

There was a motion made by Rick Merdan, seconded by John Bergin, and carried to adjourn at 1:45 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary



Wastewater Facility

2540 First Street South

Wisconsin Rapids, WI 54494-5798

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

Derek Budsberg – Wastewater Chief Operator

Email – dbudsberg@wirapids.org

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

- 1. Minutes of the February 9, 2022 meeting:** A motion was made by David Yonkovich and seconded by Tammy Steward to approve the minutes of the February 9, 2022 Commission meeting as written. **Motion Carried.**
- 2. Update on lining project plans:** Derek Budsberg presented commissioners with a list of top priority streets for updated lining. Updated quotes were also provided for lining of the west side interceptor.
- 3. Consider revised wastewater outlay approval:** A motion was made by Jim Neitzel and seconded by Ryan Austin to approve changes to the 2022 wastewater outlay budget.
- 4. Supervisory Report:**
 - a.** Administrative report: Derek Budsberg provided a report summarizing 3500 ft of televising activity, 110 flushed dead ends, and 2 sewer calls for February 2022. Staff also began plugged section of the west side interceptor to clean and televise in preparation for lining projects. Plant operations included boiler updates, hot water recirculation pump replacement, and reviewing capital improvement projects.
 - b.** Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
- 5. Bills and Revenues:** A motion was made by Ryan Austin and seconded by Jim Neitzel to accept the bills and revenues for February 2022. **Motion Carried.**
- 6. Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
- 7. Adjourn:** A motion was made by David Yonkovich and seconded by Tammy Steward to adjourn at 2:08 p.m. **Motion Carried.**

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

Report:

Collections

- In March, collections system staff did not televise due to our camera being in the shop for an upgrade.
- Collections flush 126 dead ends, and root cut 3200ft , to insure proper conveyance of the sanitary system. They also responded to 3 sewer calls.
- Staff spent time flushing lines used primarily for commercial customers.
- Both 2 mile lift station and Westside lift station were cleaned with the help of plant staff.
- Collections spent time going over capital improvement projects with the superintendent.

Operations/Maintenance

- All effluent parameters were in complete permit compliance in March.
- Heavy industrial loading is causing high influent BOD loadings and settling issues at the plant, but the overall effluent looks good.
- With the help of the city garage, plant staff was able to distribute approximately 900 tons of biosolids before road limits went into effect.
- Maintenance spent time working on air handlers, Generator maintenance, Air dryer issues, and Miscellaneous maintenance issues.
- Exceptional Quality Class A biosolids are available for residents and companies to come and take for their use as state certified commercial fertilizer. The drying pad is filling up over the winter and is ready to be distributed.



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

ENGINEERING DEPARTMENT Monthly Activity Report

March 2022

Transportation Utility

- Public Comment Period (2/25/2022 to 3/31/2022) - ~20 comments and inquiries
 - (2/16/2022 to 2/24/2022) - 21 comments and inquiries
- Met with WWLC on 3/22/22 to discuss utility billing.
- Met with RaSmith on 3/29/22 to review final account discrepancies and adjustments.

Permits & Degradation

- 25 Permits/Applications for asphalt paving (0), driveway grades/concrete pour inspections (3), storm water (2 – in progress), excavating (20), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (0)
 - Major Permit Applications Include:
 - Nsight Fiber Optic ~10 mile fiber optic project
 - Marshfield Clinic Expansion
 - WE Energies High Pressure Supply to ND Papers
 - Caribou Coffee
- 27 Diggers Locates for Storm Sewer & Sanitary Sewer (1/26/22 – 2/23/22)
 - 3 Emergency locates during work hours
 - 3 Emergency locates after hours
- Degradation fees - this year = \$11,288.70
 - This month =\$14,766.84

Traffic

- Vision Triangle Complaints
 - E Grand Ave and 16th St S – reviewed.
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign Requests – N/A
- ITS Standalone Signal Grant
 - Consultant is fast-tracking plans for bid letting in May so materials can be procured prior to winter. Construction is expected to commence in August or September.
 - Two weekly design progress meetings occurred in March.
- Signal complaints
 - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16th.
 - 2/8/2022 - 8th St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.



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- 8th St sign bridge at Chestnut St fell and needs replacing – The new pole is set to be delivered April 8th.
- Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – Governor Evers and Mayor Blaser released statements in March on the success of the economic efforts related to this project.
- Construction is substantially complete as of January 8th, 2022. A final walk-thru occurred January 31st. Subsequent punch list and close-out items have been ongoing.

Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – RFPs will be sent out in April.
- Sidewalk and Curb & Gutter Maintenance – RFP documents have been advertised and mailed. We have received one proposal and a couple inquiries. Proposals are due April 8th.

2022 Reconstruction Projects

- Design for 2022 Projects – All project designs are complete. Permits are still pending on a couple projects, but are otherwise ready for construction.
- Design for 2022 Projects
 - Fremont St – 13th to 14th Ave design - 100% complete
 - W Jackson St – Expressway to Jackson St Bridge – 100% complete
 - 9th Ave N (8th Ave N to Fremont St) – 100% complete
 - Smith St (Railroad to Riverview Dr) – 100% complete
 - Cherry St (Riverview Dr to 1st St N) – 100% complete
 - Fremont St – 7th to 10th Ave design is 99% complete
 - Rosecrans St (9th Ave N to east dead end) – 100% complete
- Construction for 2022 Projects
 - DOA/Lyon Park Levee – The DNR approved the flood protection project on March 15, 2022. Local issuance from the City's Flood Plain Zoning Administrator is still pending. A meeting was held with the DOA on March 22nd to review construction scheduling, staging, etc. Materials are being ordered.
 - A preconstruction walk-thru is scheduled for Cherry and Smith St on 4/6/22.
 - W Jackson St and 9th Ave N will require hiring a hazardous material consultant, per the DNR, to be on call during excavations on these projects. Three proposals were returned on March 25th and will be considered at the April 7th Public Works meeting.
- 2022 Contracts



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

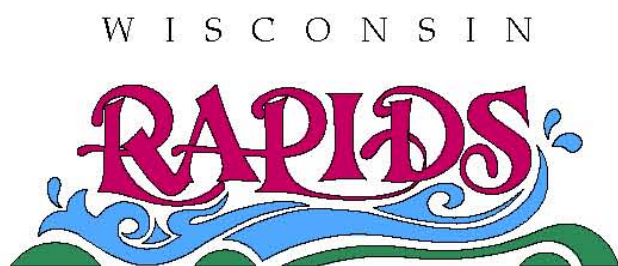
- Sewer Lining Contract (contract awarded to Visu Sewer) – All documentation was prepared and signed. A preconstruction meeting was held the first week of March. Work activity started mid-March and is on-going.
- Crushing Contract – Work began March 17th.
- Asphalt Contract – Bids were awarded and contracts signed.
- Concrete Contract – Bids were awarded and contracts signed.

2023 Reconstruction Projects

- Preliminary Survey for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 25%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 25%
 - Apricot St and Broadway St – 100%
- Design for 2023 Projects: The following list is what is currently proposed in the CIP. However, the list of projects result in nearly 2 miles of road improvements. Our typical production for design and construction is about 1 mile. At this point, we are anticipating that 1 project, perhaps McKinley St, will be delayed until 2024.
 - Oak St (E Jackson St to 16th St) – 10%; Preliminary survey data was incorporated into CAD, Structure inspection data was reviewed and drafted into CAD, and the project is generally prepared at this point to start design
 - 9th St S (Peach St to Chestnut St) – 0%
 - McKinley St (8th Ave N to 14th Ave N) – 0%
 - Shorewood Terrance (1st St N to Termini) – 0%
 - Apricot St and Broadway St – 75%; Geotech work was complete by Nov. 15th. Report has been received and reviewed.

Storm Water Utility

- Annual MS4 Report was submitted to DNR.
- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.
- One Mile Cr. – Met with residents on March 7th, 2022 as we still had not received several easement documents. Residents had some additional concerns with language and the process. Additionally, the dam removal and rehab plans are being reviewed in preparation for sending to DNR for permit approval.



PUBLIC WORKS DEPARTMENT

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

March 2022

Refuse and Recycling

- Garbage Collection estimated 441.91 tons (2021 29.34 tons)
- Recycling Collection estimated 99.29 tons (2021 115.94 tons)

Construction

- Prepared for start of Construction Project on Cherry Street
- Held Utility Construction meeting
- Took delivery of pipe for construction season

Street Maintenance

- Salted and plowed for multiple minor snow events
- Steamed catch basins during spring thaw
- Swept, blew off islands in downtown area and highways removing road debris from snow melt
- Started Sweeping in residential areas
- Reviewed the Confined Space policy and annual training
- Held OSHA 10 training, Rigging and Chaining training, Fork Lift training, FISTA Chainsaw training and Competent person training
- Removed trees from construction projects
- Repaired mailboxes that were damaged due to snowplowing
- Installed Catch basin at City Garage
- Cold Patched city streets in between rain and snow events
- Fixed retaining wall cap along west riverbank bike trail
- Added gravel to shoulders of the road on 5th Ave North, Bonow Ave, 20th Street South, 16th Street South
- Removed stumps, added black dirt and seeding along Expressway from wind damage
- Assisted WWLC with multiple watermain breaks
- Transferred supplies from old job trailer to new job trailer
- Assisted with painting at the Centrailia Center
- Hauled Class A sludge to various farms for Waste Water treatment plant
- Assisted with tree trimming with Parks Department
- Some staff attended morning breakfast for Diggers Hotline seminar
- Traveled to inspect Job Trailer options
- Traveled and reviewed used grader options in Eau Claire, Wausau and Merrill
- Took delivery of annual salt replacement
- Turn Westside Compost
- Picked up sand barrels
- Assisted Parks at the Zoo on Construction of Kangaroo cage and Fox Pen

Paint and Signs

- Replaced signs damaged during snow events
- Removed winter banners and installed spring banners
- Continue replacing signs or removing signs from Parking Ordinance review
- Replaced old Street markers
- Replaced 25-24" Stop Signs to 30" Stop Signs
- Replaced out dated School ahead signs
- Covered Graffiti on railroad crossing overpass
- Replaced signs that were painted with Graffiti
- Worked with Parks on some Christmas Light removals at the Aquatics and building repairs

Shop and Repairs

- Hard surfaced loader buckets
- Built Kangaroo fence/wind break
- Repaired sander damaged by being rear-ended during snow event
- Multiple big truck services
- Trouble shoot wiring short on garbage truck
- Warranty work on police vehicles
- Prepare vehicle for auction
- Serviced Dozer for the construction season
- 2008 Loader diagnosed with failing motor, sent away for installation of new motor

Reviewed used graders for replacement of 1985 Grader in existing fleet. Found and purchased 2009 Cat Grader that was previously owned by a township in extremely good condition. Had \$125,000 originally budgeted, purchased this machine for \$101,000. Old grader will be put on auction this spring when delivery of newly purchased machine arrives.

Reviewed Construction office trailers available to purchase. Purchased trailer from Dacco Trailers that we originally priced originally budgeted \$28,000 for purchase, purchased trailer for \$26,500. Old Trailer will be put on auction this spring



Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

ERMAN BLEVINS, CHIEF
(715) 423-4444

Date: April 13 2022
To: Mayor Shane Blaser
Wisconsin Rapids Police and Fire Commission
From: Mike Potocki, Interim Chief of Police
RE: Report on the Police Department activity for March 2022

Departmental Activity:

Lt. Potocki, Officers Guse, Burger, Krier, and Krakow complete one hour tourniquet training.

Officers Krakow, Drew, and Pongratz completed 40 hours of Crisis Intervention Training.

Officers Krier, Plowman, Paltz completed training to become Field Training Officers. They are now able to train new officers for the department.

Lt. Dewitt completed another week of Wisconsin Command College training.

Lt Burris completed another week of Leadership of Police Organizations training.

Officer Foy completed a week long First Line Supervisor training.

Officer Killian attend Community Leadership training through the Heart of Wisconsin Chamber of Commerce.

Detectives Bailey and Daven completed 16 hours of "Sexual Offenses: Mind and Motivation" training.

Detective Daven completed 8 hours of Fire Origin Training.

Lt. Lubeck completed 8 hours of supervisory/leadership training.

Police Chaplains dedicated 28.5 hours to WRPD.

Year to date statistics and previous year comparison:

WRPD responded to **1090** incidents and calls for service in March 2022.

March 2021: **1014**

Total incidents and calls for service to date in 2022: **3665**

Total for 2021: **3834**

For month of March 2022:

- OWI- **5** 2021- **8** Traffic Crash Investigations: **42** 2021: **36**

Chronic Nuisance/Blighted Property enforcement activity:

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

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

Citations written on the request of Code Enforcement in March 2022: **6**

Restricted Parking citations: **192**

Chronic Nuisance Program letters:

2 properties were added in March; properties being added following 2 enforcement actions.

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **37 arrests** for Controlled Substance offenses in March 2022. These charges include:

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

Notable investigations and arrests:**Investigations:**

- 22-4686: On 03/31/2022 Detective Wetterau relayed information to the patrol division about drug activity likely taking place at a local motel, as well as the involved party having an outstanding warrant. Patrol later made contact with the suspects and searches of their persons/property were completed. Detective Wetterau assisted in the evidence collection/testing. As a result of the contact, Methamphetamine, Heroin, Fentanyl, and THC were collected as evidence and charges were requested to the DA's office.

- 22-3624: On 03/14/22, Patrol conducted a welfare check on a juvenile female. During the welfare check, the female stated her dad has had sexual contact with her. This case was subsequently assigned to Detective Daven for investigation. Detective Daven interviewed the victim and multiple witnesses. On 03/30/2022, members of the Detective Bureau executed a search warrant at the suspect's home. After searching the home and vehicles on the property, many electronic media devices were confiscated and illegal drugs/paraphernalia were confiscated. As a result of the investigation, Detective Daven requested charges to the DA's office for the following crimes:
 - Incest with a Child, Engaging in Repeated Sexual Assault of Same Child, Possession of THC, Possession of Methamphetamine, Possession of Fentanyl, Possession of Drug Paraphernalia

Special Operations: March 2022

INTERDICTION DATA

VEHICLES STOPPED	18
WARNINGS	19
CITATIONS	13
CRIMINAL TRAFFIC	2
OWI	1
CRIMINAL DRUG ARREST	0
WARRANT ARRESTS	1
DRUG PARAPHERNALIA	2
K9 SNIFFS	2
K9 ALERTS	1
VEHICLES SEARCHED	3
OTHER ARREST	0

DRUGS SIEZED: None

CITY OF WISCONSIN RAPIDS
PARKS / RECREATION / BUILDINGS
444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780, (715) 421-8240

Parks & Recreation Commission Minutes

April 11, 2022

A regular meeting of the Wisconsin Rapids Parks & Recreation Commission was held via remote videoconferencing on Monday, April 11, 2022, at 4 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Veneman called the meeting to order at 4 p.m.

Commissioners present in the City Hall Council Chambers were Kris Barteck, Craig Broeren, Tom Ekelin, Tom Rayome, Lee Thao, and Dean Veneman. Carolynn Martin appeared via videoconference. Mayor Blaser and Patrick Gatterman were excused. Staff present in the Council Chambers were Dawn Desorcy, Jake Klingforth, and Tyler Mickelson. Also attending in the Council Chambers was Dennis Polach.

2. Approve February 14, 2022, meeting minutes.

A motion was made by Commissioner Thao, seconded by Commissioner Broeren, to approve the minutes of February 14, 2022. Motion carried.

3. Determine day pass rates for the Aquatics Center.

There is no data to discern between those who attended the aquatics center being Wisconsin Rapids residents or non-residents. Capturing this information would be very time-consuming for entry into the facility.

A motion was made by Commissioner Ekelin, seconded by Commissioner Thao, to continue at current day pass rates for the Aquatics Center. Motion carried. (Ages 3+ \$7 for day pass; resident \$20 five-entry punch pass, non-swimmer resident \$2, non-resident non-swimmer \$4.)

4. Consider approval of Wisconsin Rapids Aquatics Center Party Packages and Group Rates.

A motion to approve the Wisconsin Rapids Aquatics Center Party Packages and Group rates was made by Commissioner Broeren, seconded by Commissioner Barteck. Motion carried.

5. Update on safety items for CORP.

Playground equipment is outdated, some of the paths at the zoo need repairs, Mead and Ward Johnson tennis courts and Sand Lot basketball courts need repairs. Many of the repairs could be done by City staff.

It was requested that Jake summarize the safety issues in each park, along with estimated costs of repairs, and email to the Commission.

6. Bills.

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

Parks & Recreation Commission Minutes

April 11, 2022

Page 2

7. Staff reports.

Jake provided a verbal and written report. Dog park item will be on an upcoming agenda. It was suggested by Commissioner Rayome that the Commission may want to tour the parks this summer.

8. Adjourn.

A motion was made by Commissioner Rayome, seconded by Commissioner Thao, to adjourn. Motion carried. The meeting adjourned at 4:42 p.m.

Dawn Desorcy, Recording Secretary