



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, MAY 16, 2023
6:00 P.M.
CITY HALL COUNCIL CHAMBERS
REVISED—ITEM #8 ADDED

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids, on Tuesday, May 16, 2023 at 6:00 p.m. The meeting will be streamed live on the City of Wisconsin Rapids Facebook page and will also be broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. If a member of the public wishes to access this meeting live via Zoom audio conferencing, you must contact the City Clerk at least 24 hours prior to the start of the meeting to coordinate your access. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org. It is possible that members of the Council may appear remotely via video or audioconferencing for this meeting.

Agenda

1. Call to Order
2. Roll Call
3. Presentation of the Colors by the Wisconsin Rapids Police Department Honor Guard
4. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
5. Administration of Ceremonial Oath of Office and Badge Pinning for New Wisconsin Rapids Police Chief
6. Reading of the Minutes of the Previous Meetings held on April 13 and April 18, 2023 (See Attachments #1 and #2)
7. Consider for confirmation Mayor Blaser's Appointments to various Committees, Commissions and Boards (See Attachment #3)
8. Presentation on the Guardian Angel Project
9. Consider a Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$1,230,000 General Obligation Promissory Notes, Series 2023A (See Attachment #4)
10. 23-000125; City of Wisconsin Rapids – action on a request to amend Chapter 11 – Zoning Ordinance, specifically Appendix A Land-Use Matrix, to list single-family dwelling as a permitted or conditional use in the R-3 Multi-Family Medium Density Residential District (See Attachment #5)
11. Consider for Adoption the Actions of the Planning Commission at its meeting held on May 1, 2023:
 1. Approval of the report from the April 3, 2023, Plan Commission meeting.
 2. 23-000224; David Zielke – public hearing and action on a request for a conditional use permit amendment for site reconfiguration to a previously approved conditional use permit to establish an auto repair facility at 2240 8th Street South (Parcel ID 3412139).
 3. 23-000251; Meehan Development – request for site plan and architectural review for an industrial building addition at 2211 Industrial Street (Parcel ID 3400912).
 4. 23-000259; Jonathan Ruder – request for a sign exception for an off-premise sign at 2730 8th Street South (Parcel ID 3412599).
 5. 23-000234; City of Wisconsin Rapids – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically Section 11.06.67(c), Parking of a commercial vehicle as an ancillary residential use, to allow for greater flexibility in standards for commercial vehicles.
 6. Adjourn
12. Consider for adoption the Actions of the Standing Committees of the Common Council, as follows:
 - A. Finance and Property Committee meeting held on May 2, 2023:
 1. Call to Order

2. Consider a request from Johnny's Bar Est 1960 LLC, D/B/A Johnny's Bar, Jonathon Ruder, agent, for a Retail Class "B" Fermented Malt Beverages license and a Retail "Class B" Intoxicating Liquor license for the premises located at 2610 8th Street South
3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening – Celebrate Red event to be held on Thursday, May 11, 2023 from 5:30 p.m. to 7:30 p.m.
4. Consider a request from Wisconsin Rapids Ranger Baseball Inc., Tina Bush, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October 2023, for the premises located at the Rapids Area Sports Complex, 1801 16th Street South
5. Consider a request from Wisconsin Rapids Women's Softball Association, Jamie McDonald, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October, 2023 for the premises located at Mead Field, 311 17th Avenue South, for the Women's Concession Stand and Seasonal Softball Diamond Area, and a temporary premises extension to include the Men's Concession Stand and Seasonal Softball Diamond Area for a softball tournament from May 19, 2023 to May 21, 2023
6. Initial Review of Alcohol License Renewals
7. Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program
8. Discussion and possible action on contracting building plan review services with E-Plan Exam for the inspection division of the Community Development Department
9. Review and consider for approval 2023 Budget Amendment No. 1
10. Audit of the bills
11. Set next meeting date
12. Adjournment.

B. Public Works Committee meeting held on May 2, 2023:

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Review and consider approval of Change Order #1 for the 2023 Concrete Contract for Reconstruction Projects.
4. Review and consider modifying the parking ordinance on the east side of 16th Street South between just south of Pepper Avenue to East Riverview Expressway.
5. Review the Wisconsin Rapids Rail Feasibility Study.
6. Review referral list
7. Set Next Meeting Date
8. Adjourn

C. Public Works Committee meeting held on May 11, 2023:

1. Call to order
2. Review bids for the 2023 Curb & Gutter and Sidewalk Maintenance Contract and consider award to the low, qualified bidder
3. Adjourn

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

1. Call to order
2. Discuss and consider for approval the elimination of the Code Enforcement Officer position in the Community Development Department, and the creation of an additional police officer position in the Police Department; the position will be a full-time assignment by the Police Chief of the duties of code enforcement, nuisance abatement and general neighborhood services.
3. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
4. In closed session the Committee may discuss negotiations and strategy pertaining to a Memorandum of Understanding with the WRPPA police union regarding entry level officers who are not law

enforcement board-certified; and pertaining to the assignment by the Police Chief of duties of code enforcement, nuisance abatement and general neighborhood services to an officer.

5. The Committee may return to open session to take action on approval of a Memorandum of Understanding between the City and WRPPA. The Committee may also consider an agreement regarding assignment by the Police Chief of duties of code enforcement, nuisance abatement and general neighborhood services to an officer. The Committee may also consider and approve of a policy requiring reimbursement from entry level officers of recruit school costs under certain circumstances.

6. Adjournment

E. Human Resources Committee meeting held on May 16, 2023:

1. Call to order
2. Discuss and consider for approval the renewal of employee health insurance with Aspirus Health Plan, effective July 1, 2023
3. Discuss and consider for approval the renewal of dental plan administration with Delta Dental, effective July 1, 2023
4. Discuss and consider for approval employee health and dental insurance rates, effective July 1, 2023
5. Adjournment

F. Legislative Committee meeting held on May 1, 2023:

1. Call to Order
2. Consider a Council rule which would require all supporting materials for items brought before Council be provided to alderpersons at least 2 business days before the Council meeting
3. Consider eliminating standing committees, and having 2 Council meetings per month
4. Consider limiting alderpersons to serving 3 or 4 consecutive terms
5. Discuss temporary alcohol licenses and their requirements under state law, as it relates to recent requests for temporary alcohol licenses

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

1. Wisconsin Rapids Housing Authority held January 25, February 28, and March 29, 2023
2. Historic Preservation Commission held March 16, 2023
3. South Wood County Airport Commission held April 6, 2023
4. Police and Fire Commission held April 12, 2023
5. Wastewater Treatment Commission held April 12, 2023
6. Water Works and Lighting Commission held April 12; Special Meeting held April 19, 2023
7. Zoning Board of Appeals held April 19, 2023
8. Park and Recreation Commission held May 8, 2023

Department Reports for April 2023:

9. Engineering Department
10. Public Works Department
11. South Wood County Airport Commission
12. Wastewater Treatment Plant
13. Wisconsin Rapids Fire Department; 2022 Annual Report
14. Wisconsin Rapids Police Department

14. Referrals to Committees

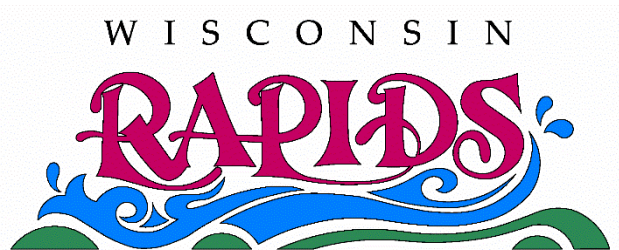
- 15. In open session, the Council may vote to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive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

In closed session, the Council will discuss negotiations and litigation strategy in preparation for an upcoming mediation session regarding litigation involving a new wastewater services agreement with the Village of Biron.

- 16. The Council will adjourn in closed session.**

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

THURSDAY, APRIL 13, 2023

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Thursday, April 13, 2023, at 6:03 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

1. Call to Order

Mayor Blaser called the meeting to order at 6:03 p.m.

2. Roll Call

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

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

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

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

4. Reading of the Minutes of the Previous Meeting held on March 21, 2023

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

| <u>Alderperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Absent</u> |
|--------------------|-----------------|----------------------|-------------------------------------|--------------------------|-------------------------------------|
| Ryan Austin | 1 | 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dennis Polach | 6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | Motion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

5. Mayoral Recognition

Mayor Blaser thanked Alderperson Evanson for her service to the City as Alderperson in District 5 from 2021 to 2023. A plaque will be presented to her at a later date.

6. Consider a Resolution Rejecting the Repurchase of Property in the West Side Industrial Park, Parcel No. 3400751A

It was moved by Austin, seconded by Bemke to approve a Resolution Rejecting the Repurchase of Property in the West Side Industrial Park, Parcel No. 3400751A. Motion carried, 7 ayes and 0 nays. Resolution No. 7 (2023):

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

7. 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 APRIL 11, 2023:

Matt Zacher, Chairperson

Dean Veneman, Vice-Chairperson

Jay Bemke

Date of Meeting: April 11, 2023

Report to Council: April 13, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, April 11, 2023, in the First Floor Conference Room at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present, except Aldersperson Veneman, who was excused.

1. Call to Order

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

2. Review bid results for replacing the existing lighting control system at the Centralia Center and consider bid award

It was moved by Bemke, seconded by Zacher, to award the bid for a Lutron Athena System at the Centralia Center to Current Technologies for \$22,600. Motion carried 2-0.

3. Review and consider for approval a change order for the replacement of the HVAC controls at Centralia Center

It was moved by Bemke, seconded by Zacher, to approve a change order for the replacement of the HVAC controls at the Centralia Center from Ron's Refrigeration for \$28,776. Motion carried 2-0.

4. Review bid results for replacing the roof at Centralia Center and consider bid award

It was moved by Zacher, seconded by Bemke, to award the bid to replace the roof at Centralia Center to Nick Michels & Sons, Inc. for \$489,202. Motion carried 2-0.

5. Review bid results for prairie dog glass exhibit work and consider bid award

It was moved by Bemke, seconded by Zacher, to award the bid for the prairie dog glass exhibit to K & W Glass, Inc. for \$35,780.52. Motion carried 2-0.

6. Consider for approval a special event application from Wood County Human Services, 111 W. Jackson Street, for a Foster Family Appreciation Street fair to be held on Thursday, May 18, 2023 from 5:00 p.m. to 7:00 p.m.

Clerk's note: The correct event date is Tuesday, May 16, 2023.

It was moved by Zacher, seconded by Bemke to approve a special event application from Wood County Human Services, 111 W. Jackson Street, for a Foster Family Appreciation Street Fair to be held on Tuesday, May 16, 2023 from 5:00 p.m. to 7:00 p.m. Motion carried, 2-0.

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

It was moved by Bemke, seconded by Zacher to approve the 2023 Humane Society contract in the amount of \$86,500. Motion carried, 2-0.

8. Review and consider for approval policies for the Mass Transit Grant

The Committee considered each policy separately, as follows:

a. It was moved by Zacher, seconded by Bemke to approve the Title VI Nondiscrimination Plan as presented. Motion carried, 2-0.

b. It was moved Bemke, seconded by Zacher to approve the Federal Awards Policy as presented. Motion carried, 2-0.

c. It was moved by Zacher, seconded by Bemke to approve the Protest Policy as presented. Motion carried, 2-0.

Attachment #1

9. Audit of the bills

It was moved by Bemke, seconded by Zacher to approved check numbers 16003 to 16679. Motion carried, 2-0.

10. Set next meeting date

The next regular Committee meeting is set for Tuesday, May 2, 2023 at 4:00 p.m.

11. Adjournment

It was moved by Bemke, seconded by Zacher to adjourn. Motion carried, 2-0, and the meeting adjourned at 4:54 p.m.

It was moved by Zacher, seconded by Veneman to approve and adopt the actions of the Committee. Bemke requested that item #7 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #7 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 7 ayes and 0 nays:

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

Regarding item #7, it was moved by Zacher, seconded by Austin to approve the 2023 Humane Society contract in the amount of \$86,500. Motion carried, 5 ayes and 2 nays:

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

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON APRIL 13, 2023:

Ryan Austin, Chairperson

Sheri Evanson, Vice-Chairperson

Dennis Polach

Date of Meeting: April 13, 2023

Reported to Council: April 13, 2023

The Public Works Committee met on Thursday, April 13th, 2023 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin and Dennis Polach were in attendance. Sheri Evanson was absent.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider removing the no parking restrictions on 3rd Street South from East Grand Avenue to Oak Street.

Motion by Austin, second by Polach to remove the no parking restrictions on 3rd Street South from East Grand Avenue to Oak Street. Motion carried (2-0).

4. Review and consider modifying Chapter 33 Stormwater Management Utility to remove charges imposed for undeveloped parcels prescribed in 33.09 Charge Formulas (4) Undeveloped.

Motion by Austin, second by Polach to remove the charges imposed for undeveloped parcels prescribed in 33.09(4) of Chapter 33: Stormwater Management Utility. Motion carried (2-0). **Ordinance No. MC 1337**

5. Review the 2022 MS4 Annual Report

The report was reviewed.

6. Review referral list.

The referral list was reviewed and updated.

7. Set next meeting date.

Next meeting will be set after committee members have been determined.

8. Adjourn

Motion by Polach, second by Austin to adjourn at 5:22 pm. Motion carried (2-0).

It was moved by Delaney, seconded by Polach to approve and adopt the actions of the Committee. Rayome requested that item #3 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #3 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 7 ayes and 0 nays:

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

Regarding item #3, it was moved by Austin, seconded by Zacher to approve the item as presented. Motion carried, 6 ayes and 1 nay. Ordinance No. MC 1338:

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

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON APRIL 13, 2023:

Jay Bemke, Chairperson

Patrick J. Delaney, Vice-Chairperson

Tom Rayome

Date of Meeting: April 13, 2023

Reported to Council: April 13, 2023

The Human Resources Committee held a meeting in the 1st Floor Conference Room at City Hall, 444 West Grand Avenue, Wisconsin Rapids on Thursday, April 13, 2023, at 2:00 p.m. Members present were Chairperson Bemke, Aldersperson Rayome, and Aldersperson Delaney. Others in attendance were Aldersperson Polach, City Attorney Sue Schill, HR Manager Ryan Hartman, Fire Chief Todd Eckes, Derek Matykowski, Police Chief Mike Potocki, and City Clerk Jennifer Gossick.

1. Call to order

2. Discuss and consider for approval the revision of City Hall hours to be Monday thru Thursday, 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m. This will begin a six-month trial period to begin on May 5, 2023.

Policies were reviewed regarding the implementation of the proposed change in hours.

Motion by Delaney, seconded by Rayome to approve the revision of City Hall hours to be Monday through Thursday, 8:00 a.m. – 4:30 p.m. and Friday 8:00 a.m. – 12:00 p.m. This will be a six-month trial to begin on May 5, 2023. Motion carried 3-0.

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

Attachment #1

Motion by Rayome, seconded by Delaney to vote to go into closed session. A roll call vote was taken. Motion carried 3-0.

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

4. The committee may return to open session to take action on approval of side letter agreements between the City and IAFF and WRPPA.

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

Motion by Bemke, seconded by Rayome to approve a Memorandum of Understanding between the City and IAFF consistent with the terms presented regarding new hires who do not have paramedic licensure; and also to approve a preemployment repayment agreement for new hires who do not have paramedic licensure. Motion carried 3-0.

5. Adjournment

Motion by Delaney, seconded by Rayome to adjourn. Motion carried 3-0. The meeting adjourned at 2:50 p.m.

It was moved by Austin, seconded by Delaney to approve and adopt the actions of the Committee. Zacher requested that item #2 be held out. Mayor Blaser asked for unanimous consent to amend the motion to hold item #2 out for separate vote. No objection was made, and the motion was so amended. Motion carried, 7 ayes and 0 nays:

| <u>Aldersperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Absent</u> |
|---------------------|-----------------|----------------------|-------------------------------------|--------------------------|-------------------------------------|
| Ryan Austin | 1 | 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dennis Polach | 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"/> |

Regarding item #2, it was moved by Bemke, seconded by Delaney to approve the item as presented. Motion carried, 6 ayes and 1 nay:

| <u>Aldersperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Absent</u> |
|---------------------|-----------------|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Ryan Austin | 1 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dean Veneman | 2 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Matt Zacher | 3 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Tom Rayome | 4 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Sheri Evanson | 5 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dennis Polach | 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 | Motion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

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

1. McMillan Memorial Library Personnel Committee held February 8, February 15 and March 1; Board of Trustees held February 15; Building and Grounds Committee held March 8; Finance Committee held March 8, 2023
2. Police and Fire Commission held March 1, March 28 and April 5, 2023
3. Water Works and Lighting Commission held March 8, 2023
4. Park and Recreation Commission held April 10, 2023
- Department Reports for March 2023:
5. Engineering Department
6. Public Works Department
7. South Wood County Airport Commission
8. Wastewater Treatment Plant
9. Wisconsin Rapids Fire Department

Attachment #1

10. Wisconsin Rapids Police Department

It was moved by Delaney, seconded by Veneman to place the reports on file. Motion carried, 7 ayes and 0 nays:

| <u>Aldersperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Absent</u> |
|---------------------|-----------------|----------------------|-------------------------------------|--------------------------|-------------------------------------|
| Ryan Austin | 1 | 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 type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dennis Polach | 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"/> |

9. Referrals to Committee

No referrals were received.

10. The Council may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads:

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

In closed session, the Council may confer with legal counsel and discuss negotiations and litigation strategy regarding a wastewater services agreement with the Village of Biron.

It was moved by Veneman, seconded by Bemke to go into closed session. Roll call vote was taken. All members voted in the affirmative, except Rayome, who voted in the negative. Motion carried, 6 ayes and 1 nay, and the Council went into closed session:

| <u>Aldersperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Absent</u> |
|---------------------|-----------------|----------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| Ryan Austin | 1 | Motion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dean Veneman | 2 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Matt Zacher | 3 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Tom Rayome | 4 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Sheri Evanson | 5 | | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| Dennis Polach | 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"/> |

In closed session, the Council conferred with legal counsel and discussed negotiations and litigation strategy, and gave direction to counsel regarding a wastewater services agreement with the Village of Biron.

11. The Council will adjourn in closed session.

It was moved by Austin, seconded by Zacher to adjourn in closed session. Motion carried, 7 ayes and 0 nays, and the meeting adjourned at 8:10 p.m.:

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

Respectfully submitted,

Jennifer M. Gossick, City Clerk



Attachment #2

MINUTES

REORGANIZATIONAL MEETING OF THE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, APRIL 18, 2023
6:00 P.M.

A reorganizational meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, on Tuesday, April 18, 2023, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

1. Call to Order

Mayor Blaser called the meeting to order at 6:00 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"/> |
| Jake Cattanaach | 5 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 6 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

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

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

4. Oaths of Office for Alderspersons in Districts 1, 3, 5 and 7

City Clerk Gossick administered oaths of office for Alderspersons Ryan Austin (District 1), Matt Zacher (District 3), Jake Cattanaach (District 5), and Patrick J. Delaney (District 7)

5. Election of a Common Council President

Bemke nominated Veneman and the nomination was accepted. It was moved by Polach, seconded by Austin to close nominations and approve Veneman as the Common Council President. Veneman was approved by a vote of 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"/> |
| Jake Cattanaach | 5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 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"/> |

6. Mayor Blaser's Appointments to Standing Committees of the Common Council

Mayor Blaser made the following appointments:

Finance and Property Committee

Jay Bemke
Matt Zacher

Dean Veneman

Public Works Committee

Ryan Austin

Tom Rayome

Dennis Polach

Human Resources Committee

Jay Bemke

Patrick Delaney

Jake Cattanaach

7. The Newly Appointed Committees will meet to elect Chairpersons and Vice Chairpersons

The committees met and elected:

- a. Matt Zacher as Chairperson and Dean Veneman as Vice Chairperson of the Finance and Property Committee, which will meet at 4:00 p.m. on the first Tuesday of the month;
- b. Tom Rayome as Chairperson and Ryan Austin as Vice Chairperson of the Public Works Committee, which will meet at 5:00 p.m. on the Thursday following the first Tuesday of the month;
- c. Jay Bemke as Chairperson and Jake Cattanaach as Vice Chairperson of the Human Resources Committee. Meeting day and time to be determined.

Chairpersons of each committee serve on the Legislative Committee, and met to elect Jay Bemke as Chairperson and Tom Rayome as Vice Chairperson of the Legislative Committee.

8. Election of an Alderperson to the Planning Commission, to serve a term expiring April 15, 2024 (2/3 vote required)

Veneman nominated Austin, and the nomination was accepted. It was moved by Veneman, seconded by Zacher to close nominations and to approve Austin as the Alderperson member to the Planning Commission for a term expiring April 15, 2024. Motion carried, 8 ayes and 0 nays:

| <u>Alderperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|--------------------|-----------------|----------------------|-------------------------------------|--------------------------|--------------------------|
| Ryan Austin | 1 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dean Veneman | 2 | 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"/> |
| Jake Cattanaach | 5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

9. Election of an Alderperson to the Park and Recreation Commission, to serve for the Alderperson's term of office
As Alderperson Veneman's term does not expires April 15, 2024, no action was necessary.

10. Consider for confirmation Mayor Blaser's Appointments to various Committees, Commission and Boards
Mayor Blaser made the following appointments:

Board of Review

Alex Hewett, 170 3rd St. N, is reappointed as an alternate member for a term expiring 5/1/2028.

Housing Authority

JoAnn Grode, 271 Lyon St., is reappointed as a regular member for a term expiring 4/30/2028.

Library Board

Ryan Austin, 4387 Condo Dr., is the mayor's alderperson appointment for a term expiring 4/14/2025.

Park and Recreation Commission

Kris Barteck, 3441 15th St. S, is reappointed as a regular member for a term expiring 5/1/2028.

Tom Rayome, 1220 22nd St. N, is the mayor's alderperson appointment for a term expiring 4/15/2024.

Planning Commission

Jeff Marutz, 3111 10th St. S, is appointed as a regular member, to replace Susan Feith, for a term expiring 5/1/2026.

It was moved by Zacher, seconded by Cattanaach to approve Mayor Blaser's appointments to various Committees, Commissions and Boards as presented. Motion carried, 8 ayes and 0 nays.

| <u>Alderperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|--------------------|-----------------|----------------------|------------|------------|----------------|
|--------------------|-----------------|----------------------|------------|------------|----------------|

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

11. Presentation of the Annual Report of the Community Development Department

Community Development Department Director Kearns presented the Department's Annual Report. No action was taken on this item.

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

Public hearing opened at 6:38 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 6:39 p.m.

It was moved by Cattanaach, seconded by Austin to approve a request from Immanuel Lutheran Church and School for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification. Motion carried, 8 ayes and 0 nays.

Ordinance No. MC 1339:

| <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"/> |
| Jake Cattanaach | 5 | Motion | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

13. Consider for Adoption the Actions of the Planning Commission at its meeting held on April 3, 2023:

Date of Meeting: April 3, 2023

Reported to Council: April 18, 2023

The Planning Commission met at 4:00 p.m. on April 3, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present Chairperson Shane Blaser, Lee Thao, Eric Daven, Susan Feith, and Ben Goodreau; Thad Kubisiak attended via Zoom. Ryan Austin was excused. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Aldersperson Dennis Polach as well as others as listed on the sign-in sheet.

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

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

Motion by Goodreau to approve the report from the March 6, 2023, Plan Commission meeting; second by Thao. Motion carried (6 – 0)

2. 23-000116; Immanuel Lutheran Church and School – request for Certified Survey Map approval for new lot configurations at an unaddressed parcel at the northeast intersection of 24th Street South and County

Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) and to accept dedicated right-of-way on County Highway W

Kyle Kearns provided a brief synopsis of the item. Staff recommended approval of the request and of the development.

Motion by Feith to approve the request for Certified Survey Map approval for new lot configurations at an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) and to accept dedicated right-of-way on County Highway W; second by Daven. Motion carried (6 – 0)

3. 23-000128; Immanuel Lutheran Church and School – action on a request from Immanuel Lutheran Church and School for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification. Carrie Edmondson presented information for agenda items 3 and 4 concurrently. Staff recommended approval for the Future Land Use Map 7-2 and the zoning map amendment as proposed.

Motion by Daven to approve the request from Immanuel Lutheran Church and School for an amendment to the City's Comprehensive Plan, specifically map 7-2 Future Land Use Map, to reclassify an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from a Commercial land use classification to a Governmental/Public/Institutional land use classification; second by Feith. Motion carried (6 – 0)

4. 23-000128; Immanuel Lutheran Church and School – public hearing and action on a request for a zoning map amendment to rezone an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1 Institutional District

Public hearing opened at 4:13 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:14 p.m.

Motion by Blaser to approve the request for a zoning map amendment to rezone an unaddressed parcel at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1 Institutional District; second by Feith. Motion carried (6 – 0) **Ordinance No. MC 1340**

5. 23-000127; Immanuel Lutheran Church and School – public hearing and action on a request for a conditional use permit to establish a worship center and a civic use facility at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1 Institutional District

Public hearing opened at 4:15 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:16 p.m.

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

Eric Daven had a question about the business hours and noise ordinances to which Ms. Edmondson and Jonathan Blum responded. Susan Feith asked about sprinklers in the building; architect Pete Schneider and Kyle Kearns replied.

Motion by Daven to approve the request for a conditional use permit to establish a worship center and a civic use facility at the northeast intersection of 24th Street South and County Highway W (Parcel ID 3409225) and a portion of 1501 24th Street South (Parcel ID 3409200) from R-2 Mixed Residential District to I-1

Institutional District subject to the following conditions:

1. Conditional use permit approval is contingent upon Certified Survey Map (CSM) approval identifying the newly proposed lot.
2. Conditional use permit approval is contingent upon the concurrent comprehensive plan and zoning map amendments.
3. A fire department access road shall be provided so fire apparatus can drive within 50 ft (15 m) of an exterior door that allows access to the interior of the building. This 50 ft (15 m) distance can be increased to 150 ft for structures that are protected with an automatic sprinkler system.
4. Proposed lighting shall be modified to reduce intensity levels not to exceed 0.1 foot-candles at the northern residential property line.

Attachment #2

5. A revised landscape plan must be submitted for review and approval by the Community Development Department.
6. Façade materials on the event building shall match those on the church. Revised elevations must be submitted for review and approval by the Community Development Department.
7. Applicable building and stormwater permit (state and local) shall be obtained.
8. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Second by Goodreau. Motion carried (6 – 0) **Resolution No. 8 (2023)**

6. 23-000125; City of Wisconsin Rapids – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically Appendix A Land-Use Matrix, to list single-family dwelling as a permitted or conditional use in the R-3 Multi-Family Medium Density Residential District

Carrie Edmondson provided a review of the request and recommended approval.

Public hearing opened at 4:32 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:33 p.m.

Mr. Goodreau inquired about the building and parking requirements and Eric Daven asked about a potential scenario of a 4-unit or larger building being converted to single family, to which Kyle Kearns responded.

Motion by Feith to approve the request to amend Chapter 11 – Zoning Ordinance, specifically Appendix A Land-Use Matrix, to list single-family dwelling as a permitted or conditional use in the R-3 Multi-Family Medium Density Residential District, without the need for a Conditional Use Permit; second by Goodreau.

Motion carried (6-0)

7. Adjourn

Motion by Kubisiak to adjourn; second by Goodreau. Motion carried (6 – 0). Meeting adjourned at 4:38 p.m.

It was moved by Austin, seconded by Bemke to approve and adopt the actions of the Commission. 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"/> |
| Jake Cattanaach | 5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | Second | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

14. Adjournment

It was moved by Rayome, seconded by Zacher to adjourn. Motion carried, 8 ayes and 0 nays, and the meeting adjourned at 6:44 p.m.:

| <u>Aldersperson</u> | <u>District</u> | <u>Motion/Second</u> | <u>Aye</u> | <u>Nay</u> | <u>Abstain</u> |
|---------------------|-----------------|----------------------|-------------------------------------|--------------------------|--------------------------|
| Ryan Austin | 1 | Second 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"/> |
| Jake Cattanaach | 5 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Dennis Polach | 6 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Patrick J. Delaney | 7 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Jay Bemke | 8 | | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Respectfully submitted,

Jennifer M. Gossick, City Clerk



OFFICE
OF THE
MAYOR

May 16, 2023

Dear Alderpersons,

The following appointments are submitted for your approval:

Convention and Visitor's Bureau

Scott Kellogg, 511 Elm Street, is reappointed as a regular member for a term expiring 4/15/2024.

Historic Preservation Commission

Ryan Austin, 4387 Condo Dr., is reappointed as an alderperson member for a term expiring 4/14/2025.

Police & Fire Commission

Steve Tenpas, 3020 21st Place South, is reappointed as a regular member to a term expiring 7/1/2028.

Wastewater Treatment Commission

David Yonkovich, 1410 Lily Lane, is reappointed as a regular member for a term expiring 6/1/2028.

Respectfully submitted,

A handwritten signature in black ink that reads "Shane E. Blaser". The signature is written in a cursive style.

Shane E. Blaser, Mayor

Shane E. Blaser, Mayor

444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780

Phone: (715) 421-8202 | Fax: (715) 421-8278 | sblaser@wirapids.org | www.wirapids.org

RESOLUTION NO. _____

RESOLUTION AUTHORIZING THE ISSUANCE AND
ESTABLISHING PARAMETERS FOR THE SALE OF NOT TO
EXCEED \$1,230,000 GENERAL OBLIGATION PROMISSORY
NOTES, SERIES 2023A

WHEREAS, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City of Wisconsin Rapids, Wood County, Wisconsin (the "City") to raise funds for public purposes, including paying the cost of street and storm sewer system projects (collectively, the "Project");

WHEREAS, the Common Council hereby finds and determines that the Project is within the City's power to undertake and therefore serves a "public purpose" as that term is defined in Section 67.04(1)(b), Wisconsin Statutes;

WHEREAS, the City is authorized by the provisions of Section 67.12(12), Wisconsin Statutes, to borrow money and issue general obligation promissory notes for such public purposes;

WHEREAS, it is the finding of the Common Council that it is in the best interest of the City to direct its financial advisor, Ehlers & Associates, Inc. ("Ehlers"), to take the steps necessary for the City to offer and sell the general obligation promissory notes designated "General Obligation Promissory Notes, Series 2023A" (the "Notes") at public sale and to obtain bids for the purchase of the Notes; and

WHEREAS, in order to facilitate the sale of the Notes in a timely manner, the Common Council hereby finds and determines that it is necessary, desirable and in the best interest of the City to delegate to each of the City Treasurer/Finance Director and the City Clerk (each, an "Authorized Officer") of the City the authority to accept on behalf of the City the bid for the Notes that results in the lowest true interest cost for the Notes (the "Proposal") and meets the terms and conditions provided for in this Resolution by executing a certificate in substantially the form attached hereto as Exhibit A and incorporated herein by reference (the "Approving Certificate").

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City that:

Section 1. Authorization and Sale of the Notes; Parameters. For the purpose of paying costs of the Project, the City is authorized to borrow pursuant to Section 67.12(12) Wisconsin Statutes, the principal sum of not to exceed ONE MILLION TWO HUNDRED THIRTY THOUSAND DOLLARS (\$1,230,000) upon the terms and subject to the conditions set forth in this Resolution. Subject to satisfaction of the condition set forth in Section 17 of this Resolution, the Mayor and City Clerk are hereby authorized, empowered and directed to make, execute, issue and sell to the financial institution that submitted the Proposal (the "Purchaser") for, on behalf of and in the name of the City, Notes aggregating the principal amount of not to exceed ONE MILLION TWO HUNDRED THIRTY THOUSAND DOLLARS (\$1,230,000). The

purchase price to be paid to the City for the Notes shall not be less than 99.0% nor more than 107.0% of the principal amount of the Notes.

Section 2. Terms of the Notes. The Notes shall be designated "General Obligation Promissory Notes, Series 2023A"; shall be issued in the aggregate principal amount of up to \$1,230,000; shall be dated as of their date of issuance; shall be in the denomination of \$5,000 or any integral multiple thereof; shall be numbered R-1 and upward; and mature or be subject to mandatory redemption on the dates and in the principal amounts set forth below, provided that the principal amount of each maturity or mandatory redemption amount may be increased or decreased by up to \$65,000 per maturity or mandatory redemption amount and that the aggregate principal amount of the Notes shall not exceed \$1,230,000. The schedule below assumes the Notes are issued in the aggregate principal amount of \$1,230,000.

| <u>Date</u> | <u>Principal Amount</u> |
|-------------|-------------------------|
| 05-01-2024 | \$ 75,000 |
| 05-01-2025 | 100,000 |
| 05-01-2026 | 100,000 |
| 05-01-2027 | 125,000 |
| 05-01-2028 | 125,000 |
| 05-01-2029 | 125,000 |
| 05-01-2030 | 130,000 |
| 05-01-2031 | 135,000 |
| 05-01-2032 | 150,000 |
| 05-01-2033 | 165,000 |

Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2024. The true interest cost on the Notes (computed taking the Purchaser's compensation into account) shall not exceed 4.50%. Interest shall be computed upon the basis of a 360-day year of twelve 30-day months and will be rounded pursuant to the rules of the Municipal Securities Rulemaking Board.

Section 3. Redemption Provisions. The Notes shall not be subject to optional redemption or shall be callable as set forth on the Approving Certificate. If the Proposal specifies that certain of the Notes are subject to mandatory redemption, the terms of such mandatory redemption shall be set forth on an attachment to the Approving Certificate labeled as Schedule MRP. Upon the optional redemption of any of the Notes subject to mandatory redemption, the principal amount of such Notes so redeemed shall be credited against the mandatory redemption payments established in the Approving Certificate in such manner as the City shall direct.

Section 4. Form of the Notes. The Notes shall be issued in registered form and shall be executed and delivered in substantially the form attached hereto as Exhibit B and incorporated herein by this reference.

Section 5. Tax Provisions.

(A) Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same becomes due, the full faith, credit and resources of the City are hereby irrevocably pledged, and there is hereby levied upon all of the taxable property of the City a direct annual irrepealable tax in the years 2023 through 2032 for the payments due in the years 2024 through 2033 in the amounts as are sufficient to meet the principal and interest payments when due.

(B) Tax Collection. So long as any part of the principal of or interest on the Notes remains unpaid, the City shall be and continue without power to repeal such levy or obstruct the collection of said tax until all such payments have been made or provided for. After the issuance of the Notes, said tax shall be, from year to year, carried onto the tax roll of the City and collected in addition to all other taxes and in the same manner and at the same time as other taxes of the City for said years are collected, except that the amount of tax carried onto the tax roll may be reduced in any year by the amount of any surplus money in the Debt Service Fund Account created below.

(C) Additional Funds. If at any time there shall be on hand insufficient funds from the aforesaid tax levy to meet principal and/or interest payments on said Notes when due, the requisite amounts shall be paid from other funds of the City then available, which sums shall be replaced upon the collection of the taxes herein levied.

Section 6. Segregated Debt Service Fund Account.

(A) Creation and Deposits. There shall be and there hereby is established in the treasury of the City, if one has not already been created, a debt service fund, separate and distinct from every other fund, which shall be maintained in accordance with generally accepted accounting principles. Debt service or sinking funds established for obligations previously issued by the City may be considered as separate and distinct accounts within the debt service fund.

Within the debt service fund, there hereby is established a separate and distinct account designated as the "Debt Service Fund Account for General Obligation Promissory Notes, Series 2023A" (the "Debt Service Fund Account") and such account shall be maintained until the indebtedness evidenced by the Notes is fully paid or otherwise extinguished. There shall be deposited into the Debt Service Fund Account (i) all accrued interest received by the City at the time of delivery of and payment for the Notes; (ii) any premium which may be received by the City above the par value of the Notes and accrued interest thereon; (iii) all money raised by the taxes herein levied and any amounts appropriated for the specific purpose of meeting principal of and interest on the Notes when due; (iv) such other sums as may be necessary at any time to pay principal of and interest on the Notes when due; (v) surplus monies in the Borrowed Money Fund as specified below; and (vi) such further deposits as may be required by Section 67.11, Wisconsin Statutes.

(B) Use and Investment. No money shall be withdrawn from the Debt Service Fund Account and appropriated for any purpose other than the payment of principal of and

interest on the Notes until all such principal and interest has been paid in full and the Notes canceled; provided (i) the funds to provide for each payment of principal of and interest on the Notes prior to the scheduled receipt of taxes from the next succeeding tax collection may be invested in direct obligations of the United States of America maturing in time to make such payments when they are due or in other investments permitted by law; and (ii) any funds over and above the amount of such principal and interest payments on the Notes may be used to reduce the next succeeding tax levy, or may, at the option of the City, be invested by purchasing the Notes as permitted by and subject to Section 67.11(2)(a), Wisconsin Statutes, or in permitted municipal investments under the pertinent provisions of the Wisconsin Statutes ("Permitted Investments"), which investments shall continue to be a part of the Debt Service Fund Account. Any investment of the Debt Service Fund Account shall at all times conform with the provisions of the Internal Revenue Code of 1986, as amended (the "Code") and any applicable Treasury Regulations (the "Regulations").

(C) Remaining Monies. When all of the Notes have been paid in full and canceled, and all Permitted Investments disposed of, any money remaining in the Debt Service Fund Account shall be transferred and deposited in the general fund of the City, unless the Common Council directs otherwise.

Section 7. Proceeds of the Notes; Segregated Borrowed Money Fund. The proceeds of the Notes (the "Note Proceeds") (other than any premium and accrued interest which must be paid at the time of the delivery of the Notes into the Debt Service Fund Account created above) shall be deposited into a special fund (the "Borrowed Money Fund") separate and distinct from all other funds of the City and disbursed solely for the purpose or purposes for which borrowed. Monies in the Borrowed Money Fund may be temporarily invested in Permitted Investments. Any monies, including any income from Permitted Investments, remaining in the Borrowed Money Fund after the purpose or purposes for which the Notes have been issued have been accomplished, and, at any time, any monies as are not needed and which obviously thereafter cannot be needed for such purpose(s) shall be deposited in the Debt Service Fund Account.

Section 8. No Arbitrage. All investments made pursuant to this Resolution shall be Permitted Investments, but no such investment shall be made in such a manner as would cause the Notes to be "arbitrage bonds" within the meaning of Section 148 of the Code or the Regulations and an officer of the City, charged with the responsibility for issuing the Notes, shall certify as to facts, estimates, circumstances and reasonable expectations in existence on the date of delivery of the Notes to the Purchaser which will permit the conclusion that the Notes are not "arbitrage bonds," within the meaning of the Code or Regulations.

Section 9. Compliance with Federal Tax Laws. (a) The City represents and covenants that the projects financed by the Notes and the ownership, management and use of the projects will not cause the Notes to be "private activity bonds" within the meaning of Section 141 of the Code. The City further covenants that it shall comply with the provisions of the Code to the extent necessary to maintain the tax-exempt status of the interest on the Notes including, if applicable, the rebate requirements of Section 148(f) of the Code. The City further covenants that it will not take any action, omit to take any action or permit the taking or omission of any action within its control (including, without limitation, making or permitting any use of the proceeds of the Notes) if taking, permitting or omitting to take such action would cause any of

the Notes to be an arbitrage bond or a private activity bond within the meaning of the Code or would otherwise cause interest on the Notes to be included in the gross income of the recipients thereof for federal income tax purposes. The City Clerk or other officer of the City charged with the responsibility of issuing the Notes shall provide an appropriate certificate of the City certifying that the City can and covenanting that it will comply with the provisions of the Code and Regulations.

(b) The City also covenants to use its best efforts to meet the requirements and restrictions of any different or additional federal legislation which may be made applicable to the Notes provided that in meeting such requirements the City will do so only to the extent consistent with the proceedings authorizing the Notes and the laws of the State of Wisconsin and to the extent that there is a reasonable period of time in which to comply.

Section 10. Designation as Qualified Tax-Exempt Obligations. The Notes are hereby designated as "qualified tax-exempt obligations" for purposes of Section 265 of the Code, relating to the ability of financial institutions to deduct from income for federal income tax purposes, interest expense that is allocable to carrying and acquiring tax-exempt obligations.

Section 11. Execution of the Notes; Closing; Professional Services. The Notes shall be issued in printed form, executed on behalf of the City by the manual or facsimile signatures of the Mayor and City Clerk, authenticated, if required, by the Fiscal Agent (defined below), sealed with its official or corporate seal, if any, or a facsimile thereof, and delivered to the Purchaser upon payment to the City of the purchase price thereof, plus accrued interest to the date of delivery (the "Closing"). The facsimile signature of either of the officers executing the Notes may be imprinted on the Notes in lieu of the manual signature of the officer but, unless the City has contracted with a fiscal agent to authenticate the Notes, at least one of the signatures appearing on each Note shall be a manual signature. In the event that either of the officers whose signatures appear on the Notes shall cease to be such officers before the Closing, such signatures shall, nevertheless, be valid and sufficient for all purposes to the same extent as if they had remained in office until the Closing. The aforesaid officers are hereby authorized and directed to do all acts and execute and deliver the Notes and all such documents, certificates and acknowledgements as may be necessary and convenient to effectuate the Closing. The City hereby authorizes the officers and agents of the City to enter into, on its behalf, agreements and contracts in conjunction with the Notes, including but not limited to agreements and contracts for legal, trust, fiscal agency, disclosure and continuing disclosure, and rebate calculation services. Any such contract heretofore entered into in conjunction with the issuance of the Notes is hereby ratified and approved in all respects.

Section 12. Payment of the Notes; Fiscal Agent. The principal of and interest on the Notes shall be paid by Bond Trust Services Corporation, Roseville, Minnesota, which is hereby appointed as the City's registrar and fiscal agent pursuant to the provisions of Section 67.10(2), Wisconsin Statutes (the "Fiscal Agent"). The City hereby authorizes the Mayor and City Clerk or other appropriate officers of the City to enter into a Fiscal Agency Agreement between the City and the Fiscal Agent. Such contract may provide, among other things, for the performance by the Fiscal Agent of the functions listed in Wis. Stats. Sec. 67.10(2)(a) to (j), where applicable, with respect to the Notes.

Section 13. Persons Treated as Owners; Transfer of Notes. The City shall cause books for the registration and for the transfer of the Notes to be kept by the Fiscal Agent. The person in whose name any Note shall be registered shall be deemed and regarded as the absolute owner thereof for all purposes and payment of either principal or interest on any Note shall be made only to the registered owner thereof. All such payments shall be valid and effectual to satisfy and discharge the liability upon such Note to the extent of the sum or sums so paid.

Any Note may be transferred by the registered owner thereof by surrender of the Note at the office of the Fiscal Agent, duly endorsed for the transfer or accompanied by an assignment duly executed by the registered owner or his attorney duly authorized in writing. Upon such transfer, the Mayor and City Clerk shall execute and deliver in the name of the transferee or transferees a new Note or Notes of a like aggregate principal amount, series and maturity and the Fiscal Agent shall record the name of each transferee in the registration book. No registration shall be made to bearer. The Fiscal Agent shall cancel any Note surrendered for transfer.

The City shall cooperate in any such transfer, and the Mayor and City Clerk are authorized to execute any new Note or Notes necessary to effect any such transfer.

Section 14. Record Date. The 15th day of the calendar month next preceding each interest payment date shall be the record date for the Notes (the "Record Date"). Payment of interest on the Notes on any interest payment date shall be made to the registered owners of the Notes as they appear on the registration book of the City at the close of business on the Record Date.

Section 15. Utilization of The Depository Trust Company Book-Entry-Only System. In order to make the Notes eligible for the services provided by The Depository Trust Company, New York, New York ("DTC"), the City agrees to the applicable provisions set forth in the Blanket Issuer Letter of Representations, which the City Clerk or other authorized representative of the City is authorized and directed to execute and deliver to DTC on behalf of the City to the extent an effective Blanket Issuer Letter of Representations is not presently on file in the City Clerk's office.

Section 16. Payment of Issuance Expenses. The City authorizes the Purchaser to forward the amount of the proceeds of the Notes allocable to the payment of issuance expenses to a financial institution selected by Ehlers at Closing for further distribution as directed by Ehlers.

Section 17. Condition on Issuance and Sale of the Notes. The issuance of the Notes and the sale of the Notes to the Purchaser are subject to approval by an Authorized Officer of the principal amount, definitive maturities, redemption provisions, interest rates and purchase price for the Notes, which approval shall be evidenced by execution by an Authorized Officer of the Approving Certificate.

The Notes shall not be issued, sold or delivered until this condition is satisfied. Upon satisfaction of this condition, either Authorized Officer is authorized to execute a Proposal with the Purchaser providing for the sale of the Notes to the Purchaser.

Section 18. Official Statement. The Common Council hereby directs an Authorized Officer to approve the Preliminary Official Statement with respect to the Notes and deem the Preliminary Official Statement as "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934 (the "Rule"). All actions taken by an Authorized Officer or other officers of the City in connection with the preparation of such Preliminary Official Statement and any addenda to it or final Official Statement are hereby ratified and approved. In connection with the Closing, the appropriate City official shall certify the Preliminary Official Statement and any addenda or final Official Statement. The City Clerk shall cause copies of the Preliminary Official Statement and any addenda or final Official Statement to be distributed to the Purchaser.

Section 19. Undertaking to Provide Continuing Disclosure. The City hereby covenants and agrees, for the benefit of the owners of the Notes, to enter into a written undertaking (the "Undertaking") if required by the Rule to provide continuing disclosure of certain financial information and operating data and timely notices of the occurrence of certain events in accordance with the Rule. The Undertaking shall be enforceable by the owners of the Notes or by the Purchaser on behalf of such owners (provided that the rights of the owners and the Purchaser to enforce the Undertaking shall be limited to a right to obtain specific performance of the obligations thereunder and any failure by the City to comply with the provisions of the Undertaking shall not be an event of default with respect to the Notes).

To the extent required under the Rule, the Mayor and City Clerk, or other officer of the City charged with the responsibility for issuing the Notes, shall provide a Continuing Disclosure Certificate for inclusion in the transcript of proceedings, setting forth the details and terms of the City's Undertaking.

Section 20. Record Book. The City Clerk shall provide and keep the transcript of proceedings as a separate record book (the "Record Book") and shall record a full and correct statement of every step or proceeding had or taken in the course of authorizing and issuing the Notes in the Record Book.

Section 21. Bond Insurance. If the Purchaser determines to obtain municipal bond insurance with respect to the Notes, the officers of the City are authorized to take all actions necessary to obtain such municipal bond insurance. The Mayor and City Clerk are authorized to agree to such additional provisions as the bond insurer may reasonably request and which are acceptable to the Mayor and City Clerk including provisions regarding restrictions on investment of Note proceeds, the payment procedure under the municipal bond insurance policy, the rights of the bond insurer in the event of default and payment of the Notes by the bond insurer and notices to be given to the bond insurer. In addition, any reference required by the bond insurer to the municipal bond insurance policy shall be made in the form of Note provided herein.

Section 22. Conflicting Resolutions; Severability; Effective Date. All prior resolutions, rules or other actions of the Common Council or any parts thereof in conflict with the provisions hereof shall be, and the same are, hereby rescinded insofar as the same may so conflict. In the event that any one or more provisions hereof shall for any reason be held to be illegal or invalid, such illegality or invalidity shall not affect any other provisions hereof. The foregoing shall take effect immediately upon adoption and approval in the manner provided by law.

Adopted, approved and recorded May 16, 2023.

Shane E. Blaser
Mayor

ATTEST:

Jennifer M. Gossick
City Clerk

(SEAL)

EXHIBIT A

APPROVING CERTIFICATE

The undersigned [City Treasurer/Finance Director] [City Clerk] of the City of Wisconsin Rapids, Wood County, Wisconsin (the "City"), hereby certifies that:

1. Resolution. On May 16, 2023, the Common Council of the City adopted a resolution (the "Resolution") authorizing the issuance and establishing parameters for the sale of not to exceed \$1,230,000 General Obligation Promissory Notes, Series 2023A of the City (the "Notes") after a public sale and delegating to me the authority to approve the Preliminary Official Statement, to approve the purchase proposal for the Notes, and to determine the details for the Notes within the parameters established by the Resolution.

2. Proposal; Terms of the Notes. On the date hereof, the Notes were offered for public sale and the bids set forth on the Bid Tabulation attached hereto as Schedule I and incorporated herein by this reference were received. The institution listed first on the Bid Tabulation (the "Purchaser") offered to purchase the Notes in accordance with the terms set forth in the Proposal attached hereto as Schedule II and incorporated herein by this reference and results in the lowest true interest cost for the Notes (the "Proposal"). Ehlers & Associates, Inc. recommends the City accept the Proposal. The Proposal meets the parameters and conditions established by the Resolution and is hereby approved and accepted.

The Notes shall be issued in the aggregate principal amount of \$_____, which is not more than the \$1,230,000 approved by the Resolution, and shall mature on May 1 of each of the years and in the amounts and shall bear interest at the rates per annum as set forth in the Pricing Summary attached hereto as Schedule III and incorporated herein by this reference. The amount of each annual principal or mandatory redemption payment due on the Notes is not more than \$65,000 more or less per maturity or mandatory redemption amount than the schedule included in the Resolution as set forth below:

| <u>Date</u> | <u>Resolution Schedule</u> | <u>Actual Amount</u> |
|-------------|----------------------------|----------------------|
| 05-01-2024 | \$ 75,000 | \$ _____ |
| 05-01-2025 | 100,000 | _____ |
| 05-01-2026 | 100,000 | _____ |
| 05-01-2027 | 125,000 | _____ |
| 05-01-2028 | 125,000 | _____ |
| 05-01-2029 | 125,000 | _____ |
| 05-01-2030 | 130,000 | _____ |
| 05-01-2031 | 135,000 | _____ |
| 05-01-2032 | 150,000 | _____ |
| 05-01-2033 | 165,000 | _____ |

The true interest cost on the Notes (computed taking the Purchaser's compensation into account) is _____%, which is not in excess of 4.50%, as required by the Resolution.

3. Purchase Price of the Notes. The Notes shall be sold to the Purchaser in accordance with the terms of the Proposal at a price of \$_____, plus accrued interest, if any,

to the date of delivery of the Notes, which is not less than 99.0% nor more than 107.0% of the principal amount of the Notes, as required by the Resolution.

4. Redemption Provisions of the Notes. [The Notes shall not be subject to optional redemption.] [The Notes maturing on May 1, _____ and thereafter shall be subject to redemption prior to maturity, at the option of the City, on May 1, _____ or on any date thereafter. Said Notes shall be redeemable as a whole or in part, and if in part, from maturities selected by the City and within each maturity by lot, at the principal amount thereof, plus accrued interest to the date of redemption.] [The Proposal specifies that [some of] the Notes shall be subject to mandatory redemption. The terms of such mandatory redemption are set forth on an attachment hereto as Schedule MRP and incorporated herein by this reference.]

5. Direct Annual Irrepealable Tax Levy. For the purpose of paying the principal of and interest on the Notes as the same respectively falls due, the full faith, credit and taxing powers of the City have been irrevocably pledged and there has been levied on all of the taxable property in the City, pursuant to the Resolution, a direct, annual irrepealable tax in an amount and at the times sufficient for said purpose. Such tax shall be for the years and in the amounts set forth on the debt service schedule attached hereto as Schedule IV.

6. Preliminary Official Statement. The Preliminary Official Statement with respect to the Notes is hereby approved and deemed "final" as of its date for purposes of SEC Rule 15c2-12 promulgated by the Securities and Exchange Commission pursuant to the Securities and Exchange Act of 1934.

7. Approval. This Certificate constitutes my approval of the Proposal, and the principal amount, definitive maturities, interest rates, purchase price and redemption provisions for the Notes, in satisfaction of the parameters set forth in the Resolution.

IN WITNESS WHEREOF, I have executed this Certificate on _____, _____ pursuant to the authority delegated to me in the Resolution.

Timothy J. Desorcy
City Treasurer/Finance Director]

OR

Jennifer M. Gossick
City Clerk]

SCHEDULE I TO APPROVING CERTIFICATE

Bid Tabulation

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE II TO APPROVING CERTIFICATE

Proposal

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE III TO APPROVING CERTIFICATE

Pricing Summary

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

SCHEDULE IV TO APPROVING CERTIFICATE

Debt Service Schedule and Irrepealable Tax Levies

To be provided by Ehlers & Associates, Inc. and incorporated into the Certificate.

(See Attached)

COPY

[SCHEDULE MRPMandatory Redemption Provision

The Notes due on May 1, ____, ____, and ____ (the "Term Bonds") shall be subject to mandatory redemption prior to maturity by lot (as selected by the Depository) at a redemption price equal to One Hundred Percent (100%) of the principal amount to be redeemed plus accrued interest to the date of redemption, from debt service fund deposits which are required to be made in amounts sufficient to redeem on May 1 of each year the respective amount of Term Bonds specified below:

For the Term Bonds Maturing on May 1, 20

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ (maturity) |

For the Term Bonds Maturing on May 1, 20

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ (maturity) |

For the Term Bonds Maturing on May 1, 20

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|------------------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ (maturity) |

For the Term Bonds Maturing on May 1, 20

| <u>Redemption Date</u> | <u>Amount</u> |
|----------------------------|-------------------|
| _____ | \$ _____ |
| _____ | _____ |
| _____ | _____ (maturity)] |

EXHIBIT B

(Form of Note)

REGISTERED UNITED STATES OF AMERICA
STATE OF WISCONSIN DOLLARS
WOOD COUNTY
NO. R-____ CITY OF WISCONSIN RAPIDS \$_____
GENERAL OBLIGATION PROMISSORY NOTE, SERIES 2023A

MATURITY DATE: ORIGINAL DATE OF ISSUE: INTEREST RATE: CUSIP:
May 1, _____ July 6, 2023 _____% _____

DEPOSITORY OR ITS NOMINEE NAME: CEDE & CO.

PRINCIPAL AMOUNT: _____ THOUSAND DOLLARS
(\$ _____)

FOR VALUE RECEIVED, the City of Wisconsin Rapids, Wood County, Wisconsin (the "City"), hereby acknowledges itself to owe and promises to pay to the Depository or its Nominee Name (the "Depository") identified above (or to registered assigns), on the maturity date identified above, the principal amount identified above, and to pay interest thereon at the rate of interest per annum identified above, all subject to the provisions set forth herein regarding redemption prior to maturity. Interest shall be payable semi-annually on May 1 and November 1 of each year commencing on May 1, 2024 until the aforesaid principal amount is paid in full. Both the principal of and interest on this Note are payable to the registered owner in lawful money of the United States. Interest payable on any interest payment date shall be paid by wire transfer to the Depository in whose name this Note is registered on the Bond Register maintained by Bond Trust Services Corporation, Roseville, Minnesota (the "Fiscal Agent") or any successor thereto at the close of business on the 15th day of the calendar month next preceding each interest payment date (the "Record Date"). This Note is payable as to principal upon presentation and surrender hereof at the office of the Fiscal Agent.

For the prompt payment of this Note together with interest hereon as aforesaid and for the levy of taxes sufficient for that purpose, the full faith, credit and resources of the City are hereby irrevocably pledged.

This Note is one of an issue of Notes aggregating the principal amount of \$_____, all of which are of like tenor, except as to denomination, interest rate, [redemption provision] and maturity date, issued by the City pursuant to the provisions of Section 67.12(12), Wisconsin Statutes, for public purposes, including paying the cost of street and storm sewer system projects, as authorized by a resolution adopted on May 16, 2023 as supplemented by an Approving Certificate, dated _____, _____ (the "Approving Certificate") (collectively, the

"Resolution"). Said Resolution is recorded in the official minutes of the Common Council for said date.

【This Note is not subject to optional redemption.】

【The Notes maturing on May 1, _____ and thereafter are subject to redemption prior to maturity, at the option of the City, on May 1, _____ or on any date thereafter. Said Notes are redeemable as a whole or in part, and if in part, from maturities selected by the City, and within each maturity by lot (as selected by the Depository), at the principal amount thereof, plus accrued interest to the date of redemption.】

【The Notes maturing in the years _____ are subject to mandatory redemption by lot as provided in the Approving Certificate, at the redemption price of par plus accrued interest to the date of redemption and without premium.】

【In the event the Notes are redeemed prior to maturity, as long as the Notes are in book-entry-only form, official notice of the redemption will be given by mailing a notice by registered or certified mail, overnight express delivery, facsimile transmission, electronic transmission or in any other manner required by the Depository, to the Depository not less than thirty (30) days nor more than sixty (60) days prior to the redemption date. If less than all of the Notes of a maturity are to be called for redemption, the Notes of such maturity to be redeemed will be selected by lot. Such notice will include but not be limited to the following: the designation, date and maturities of the Notes called for redemption, CUSIP numbers, and the date of redemption. Any notice provided as described herein shall be conclusively presumed to have been duly given, whether or not the registered owner receives the notice. The Notes shall cease to bear interest on the specified redemption date provided that federal or other immediately available funds sufficient for such redemption are on deposit at the office of the Depository at that time. Upon such deposit of funds for redemption the Notes shall no longer be deemed to be outstanding.】

It is hereby certified and recited that all conditions, things and acts required by law to exist or to be done prior to and in connection with the issuance of this Note have been done, have existed and have been performed in due form and time; that the aggregate indebtedness of the City, including this Note and others issued simultaneously herewith, does not exceed any limitation imposed by law or the Constitution of the State of Wisconsin; and that a direct annual irrepealable tax has been levied sufficient to pay this Note, together with the interest thereon, when and as payable.

This Note has been designated by the Common Council as a "qualified tax-exempt obligation" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

This Note is transferable only upon the books of the City kept for that purpose at the office of the Fiscal Agent, only in the event that the Depository does not continue to act as depository for the Notes, and the City appoints another depository, upon surrender of the Note to the Fiscal Agent, by the registered owner in person or his duly authorized attorney, together with a written instrument of transfer (which may be endorsed hereon) satisfactory to the Fiscal Agent duly executed by the registered owner or his duly authorized attorney. Thereupon a new fully registered Note in the same aggregate principal amount shall be issued to the new depository in exchange therefor and upon the payment of a charge sufficient to reimburse the City for any tax, fee or other governmental charge required to be paid with respect to such registration. The Fiscal Agent shall not be obliged to make any transfer of the Notes [(i)] after the Record Date[, (ii) during the fifteen (15) calendar days preceding the date of any publication of notice of any proposed redemption of the Notes, or (iii) with respect to any particular Note, after such Note has been called for redemption]. The Fiscal Agent and City may treat and consider the Depository in whose name this Note is registered as the absolute owner hereof for the purpose of receiving payment of, or on account of, the principal or redemption price hereof and interest due hereon and for all other purposes whatsoever. The Notes are issuable solely as negotiable, fully-registered Notes without coupons in the denomination of \$5,000 or any integral multiple thereof.

This Note shall not be valid or obligatory for any purpose until the Certificate of Authentication hereon shall have been signed by the Fiscal Agent.

No delay or omission on the part of the owner hereof to exercise any right hereunder shall impair such right or be considered as a waiver thereof or as a waiver of or acquiescence in any default hereunder.

IN WITNESS WHEREOF, the City of Wisconsin Rapids, Wood County, Wisconsin, by its governing body, has caused this Note to be executed for it and in its name by the manual or facsimile signatures of its duly qualified Mayor and City Clerk; and to be sealed with its official or corporate seal, if any, all as of the original date of issue specified above.

CITY OF WISCONSIN RAPIDS
WOOD COUNTY, WISCONSIN

By: _____
Shane E. Blaser
Mayor

(SEAL)

By: _____
Jennifer M. Gossick
City Clerk

Date of Authentication: _____, _____

CERTIFICATE OF AUTHENTICATION

This Note is one of the Notes of the issue authorized by the within-mentioned Resolution of the City of Wisconsin Rapids, Wood County, Wisconsin.

BOND TRUST SERVICES
CORPORATION,
ROSEVILLE, MINNESOTA

By _____
Authorized Signatory

COPY

ASSIGNMENT

FOR VALUE RECEIVED, the undersigned sells, assigns and transfers unto

(Name and Address of Assignee)

(Social Security or other Identifying Number of Assignee)

the within Note and all rights thereunder and hereby irrevocably constitutes and appoints _____, Legal Representative, to transfer said Note on the books kept for registration thereof, with full power of substitution in the premises.

Dated: _____

Signature Guaranteed:

(e.g. Bank, Trust Company
or Securities Firm)

(Depository or Nominee Name)

NOTICE: This signature must correspond with the name of the Depository or Nominee Name as it appears upon the face of the within Note in every particular, without alteration or enlargement or any change whatever.

(Authorized Officer)

ORDINANCE NO. MC___ CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 11 OF THE ZONING CODE, SPECIFICALLY APPENDIX A – LAND USE MATRIX, SERIES 3.07, PERTAINING TO SINGLE-FAMILY USE IN THE R-3 MULTI-FAMILY MEDIUM DENSITY RESIDENTIAL DISTRICT:

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

SECTION I Appendix A – Land Use Matrix, Series 3.07 of the City of Wisconsin Rapids
Zoning Code is hereby amendment to reflect the following:

| Series / Land Use | Secondary Review | RR | R-1 | R-2 | R-3 | R-4 | R-8 | B-1 | B-2 | B-3 | B-5 | I-1 | P-1 | M-1 | M-2 | C-1 |
|-----------------------------|------------------|----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|-----|
| 3.07 Single-family dwelling | ZP | P | P | P | P | - | - | - | - | P | - | - | - | - | - | - |

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:

REPORT OF THE PLANNING COMMISSION

Date of Meeting: May 1, 2023

Report #1

The Planning Commission met at 4:00 p.m. on May 1, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present included Chairperson Shane Blaser, Ryan Austin, Lee Thao, Eric Daven and Jeff Marutz; Thad Kubisiak attended via Zoom. Ben Goodreau was absent. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Patrick Delaney and Dennis Polach, Tom Altmann, Kyrea Hamilton, and Leo Dewitt. David Zielke and Darren Simler were present via Zoom.

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

1. Approval of the report from the April 3, 2023, Plan Commission meeting.

Motion by Daven to approve the report from the April 3, 2023, Plan Commission meeting; second by Thao.

Motion carried (6 – 0)

2. **23-000224; David Zielke** – public hearing and action on a request for a conditional use permit amendment for site reconfiguration to a previously approved conditional use permit to establish an auto repair facility at 2240 8th Street South (Parcel ID 3412139).

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

Public hearing opened at 4:06 p.m.

Speaking in favor: Leo Dewitt, 2241 6th St S.

Speaking against: none

Public hearing closed at 4:08 p.m.

Kyle Kearns and Darren Simler addressed Mr. Dewitt's concerns regarding building codes. Ms. Edmondson answered Eric Daven's questions concerning parking.

Motion by Austin to approve the request for a conditional use permit amendment for site reconfiguration to a previously approved conditional use permit to establish an auto repair facility at 2240 8th Street South (Parcel ID 3412139), subject to the following conditions:

1. No more than 15 vehicles shall be stored out-of-doors overnight.
2. Parts and equipment associated with the use shall be stored in-doors or within a fully screened area.
3. Overnight vehicles must be screened from public view from 8th Street South with fencing to be approved by the Community Development Department.
4. Motor vehicles shall not be serviced or repaired outside of the principal structure.
5. All designated parking must be striped to meet current dimensional standards.
6. Applicable building permits though the City shall be obtained.
7. The Community Development Department shall have the authority to approve minor modifications

to the plans.

Second by Blaser

Motion carried (6 – 0)

3. **23-000251; Meehan Development** – request for site plan and architectural review for an industrial building addition at 2211 Industrial Street (Parcel ID 3400912).

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

Motion by Austin to approve the request for site plan and architectural review for an industrial building addition at 2211 Industrial Street (Parcel ID 3400912), subject to the following conditions:

1. The exterior materials of the building shall match the design and color of the principal building.
2. 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.
3. Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
4. A landscape plan is required to be submitted and approved by the Community Development Department.
5. The refuse storage shall be screened with an enclosure made of brick, textured concrete masonry units, wood, and/or chain-link with slats, to be reviewed and approved by the Community Development Department
6. Community development staff shall have the authority to approve minor modifications to the plans.

Second by Daven

Motion carried (6 – 0)

4. **23-000259; Jonathan Ruder** – request for a sign exception for an off-premise sign at 2730 8th Street South (Parcel ID 3412599).

Carrie Edmondson provided a review of the request. Staff recommended approval of the request due to the unique site characteristics, and since it would be difficult for the applicant to meet their signage needs under the current sign code requirements. Approval was recommended with the condition outlined in the staff report.

Motion by Daven to approve 23-000259, a request for a sign exception for an off-premise sign at 2730 8th Street South (Parcel ID 3412599), subject to the following condition:

1. The off-premise sign shall include signage for tenants at 2660 8th Street South (Parcel # 3412598) and at 2730 8th Street South (Parcel # 3412599).

Second by Marutz

Motion carried (6 – 0)

5. **23-000234; City of Wisconsin Rapids** – public hearing and action on a request to amend Chapter 11 – Zoning Ordinance, specifically Section 11.06.67(c), Parking of a commercial vehicle as an ancillary residential use, to allow for greater flexibility in standards for commercial vehicles.

Kyle Kearns provided a synopsis of item 23-000234. The impetus for the request was to achieve consistency with the language regarding commercial vehicle parking in Chapter 27 of the City Ordinances. Staff recommended approval of the request.

Public hearing opened at 4:25 p.m.

Speaking in favor: none

Speaking against: Emily Kent, 231 5th St N – via an e-mail to Plan Commission members.

Public hearing closed at 4:28 p.m.

Mr. Delaney inquired about the penalty for being in violation of the code and Mr. Daven asked for clarification about parking and idling, to which Kyle Kearns replied.

Motion by Austin to approve the request to amend Chapter 11 – Zoning Ordinance, specifically Section 11.06.67(c), Parking of a commercial vehicle as an ancillary residential use, to allow for greater flexibility in standards for commercial vehicles; second by Marutz.

Motion carried (6 – 0)

6. Adjourn

Motion by Daven to adjourn; second by Kubisiak.

Meeting adjourned at 4:35 p.m.

Respectfully Submitted by Erika Esser, Secretary

Resolution # _____
CITY OF WISCONSIN RAPIDS

[CONDITIONAL USE PERMIT AMMENDMENT – 2240 8th STREET SOUTH (PARCEL ID 3412139) – AUTO REPAIR FACILITY]

BE IT RESOLVED by the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, that based upon the application and after reviewing the Planning Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, 2240 8th Street South (Parcel # 3412139), City of Wisconsin Rapids, Wood County, Wisconsin, and is hereby granted a Conditional Use Permit Amendment to operate an auto repair facility, subject to the attached plans and the following conditions:

1. No more than 15 vehicles shall be stored out-of-doors overnight.
2. Parts and equipment associated with the use shall be stored in-doors or within a fully screened area.
3. Overnight vehicles must be screened from public view from 8th Street South with fencing to be approved by the Community Development Department.
4. Motor vehicles shall not be serviced or repaired outside of the principal structure.
5. All designated parking must be striped to meet current dimensional standards.
6. Applicable building permits through the City shall be obtained.
7. The Community Development Department shall have the authority to approve minor modifications to the plans.

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

Shane E. Blaser, Mayor

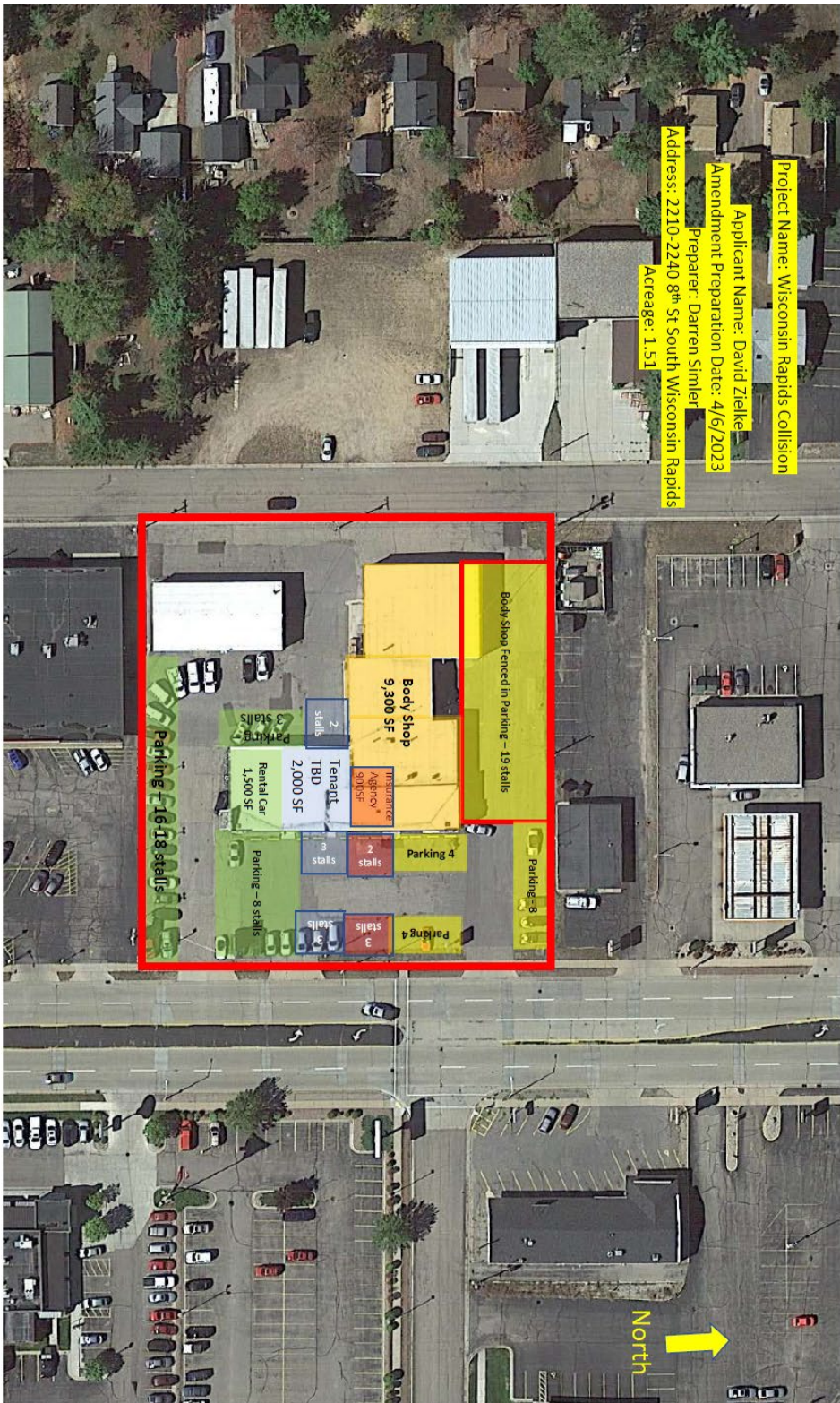
Jennifer M. Gossick, City Clerk

ADOPTED: May 16, 2023

APPROVED:

PUBLISHED:

Attachment 1: Plans



Project Name: Wisconsin Rapids Collision

Applicant Name: David Zielke

Amendment Preparation Date: 4/6/2023

Preparer: Darren Simler

Address: 2210-2240 8th St South Wisconsin Rapids

Acreage: 1.51

ORDINANCE NO. MC___ CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 11 OF THE ZONING CODE, SPECIFICALLY SECTION 11.06.67(c) – GENERAL STANDARDS, PERTAINING TO COMMERCIAL VEHICLE PARKING:

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

- SECTION I Section 11.06.67(c), of the City of Wisconsin Rapids Zoning Code is hereby amended to reflect the following:
- (c) Parking of a commercial vehicle as an ancillary residential use. One panel truck, pickup truck, semi-tractor, stake truck, or van (excluding semi-trailers) that is used for business purposes and/or personal use may be parked on a driveway or an auxiliary parking bay on a residential property.
- 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: May, 16 2023

APPROVED:

PUBLISHED:



Report of the Finance and Property Committee

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

Date of Meeting: May 2, 2023
Reported to Council: May 16, 2023

The Finance and Property Committee met at 4:00 p.m. on Tuesday, May 2, 2023, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present.

1. Call to Order

Chairperson Zacher called the meeting to order at 4:07 p.m.

2. Consider a request from Johnny's Bar Est 1960 LLC, D/B/A Johnny's Bar, Jonathon Ruder, agent, for a Retail Class "B" Fermented Malt Beverages license and a Retail "Class B" Intoxicating Liquor license for the premises located at 2610 8th Street South

It was moved by Bemke, seconded by Zacher, approve a request from Johnny's Bar Est 1960 LLC, D/B/A Johnny's Bar, Jonathon Ruder, agent, for a Retail Class "B" Fermented Malt Beverages license and a Retail "Class B" Intoxicating Liquor license for the premises located at 2610 8th Street South. Motion carried, 3-0.

3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening – Celebrate Red event to be held on Thursday, May 11, 2023 from 5:30 p.m. to 7:30 p.m.

It was moved by Bemke, seconded by Veneman to approve a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Exhibit Opening – Celebrate Red event to be held on Thursday, May 11, 2023 from 5:30 p.m. to 7:30 p.m. Motion carried, 3-0.

4. Consider a request from Wisconsin Rapids Ranger Baseball Inc., Tina Bush, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October 2023, for the premises located at the Rapids Area Sports Complex, 1801 16th Street South

It was moved by Zacher, seconded by Veneman to approve a request from Wisconsin Rapids Ranger Baseball Inc., Tina Bush, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October 2023, for the premises located at the Rapids Area Sports Complex, 1801 16th Street South. Motion carried, 3-0.

5. Consider a request from Wisconsin Rapids Women's Softball Association, Jamie McDonald, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October, 2023 for the premises located at Mead Field, 311 17th Avenue South, for the Women's Concession Stand and Seasonal Softball Diamond Area, and a temporary premises extension to include the Men's Concession Stand and Seasonal Softball Diamond Area for a softball tournament from May 19, 2023 to May 21, 2023

It was moved by Veneman, seconded by Bemke to approve a request from Wisconsin Rapids Women's Softball Association, Jamie McDonald, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license from May to October, 2023 for the premises located at Mead Field, 311 17th Avenue South, for the Women's Concession Stand and Seasonal Softball Diamond Area, and a temporary premises extension to include the Men's Concession Stand and Seasonal Softball Diamond Area for a softball tournament from May 19, 2023 to May 21, 2023. Motion carried, 3-0.

6. Initial Review of Alcohol License Renewals

Alcohol License Renewals were reviewed. No action was taken.

7. Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program.

It was moved by Bemke, seconded by Veneman, to amend policy guidelines for the Rapids Rediscovered grant program as presented. Motion carried, 3-0.

8. Discussion and possible action on contracting building plan review services with E-Plan Exam for the inspection division of the Community Development Department

It was moved by Bemke, seconded by Veneman, to contract building plan review services with E-Plan Exam for the inspection division of the Community Development Department. Motion carried, 3-0.

9. Review and consider for approval 2023 Budget Amendment No. 1

It was moved by Veneman, seconded by Zacher, to approve Budget Amendment No. 1. Motion carried, 3-0.

10. Audit of the bills

It was moved by Bemke, seconded by Zacher to approved check numbers 16680 to 16967. Motion carried, 3-0.

11. Set next meeting date

The next regular Committee meeting is set for Tuesday, June 6, 2023 at 4:00 p.m.

12. Adjournment.

It was moved by Zacher, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 4:40 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: _____ ending: _____
(mm dd yyyy) (mm dd yyyy)To the Governing Body of the: ☐ Town of
☐ Village of } Wisconsin Rapids
☒ City ofCounty of Wood Aldermanic Dist. No. _____
(if required by ordinance)Check one: ☐ Individual ☒ Limited Liability Company
☐ Partnership ☐ Corporation/Nonprofit Organization

| Applicant's Wisconsin Seller's Permit Number | |
|--|---------------|
| FEIN Number <u>92-3404067</u> | |
| TYPE OF LICENSE REQUESTED | FEE |
| <input type="checkbox"/> Class A beer | \$ |
| <input checked="" type="checkbox"/> Class B beer | \$ |
| <input type="checkbox"/> Class C wine | \$ |
| <input type="checkbox"/> Class A liquor | \$ |
| <input type="checkbox"/> Class A liquor (cider only) | \$ N/A |
| <input checked="" type="checkbox"/> Class B liquor | \$ |
| <input type="checkbox"/> Reserve Class B liquor | \$ |
| <input type="checkbox"/> Class B (wine only) winery | \$ |
| Publication fee | \$ <u>20-</u> |
| TOTAL FEE | \$ |

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

Johnny's Bar Est 1960 LLC

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

| | | | |
|--|----------------------------|------------------------------|---|
| President / Member Last Name <u>Ruder</u> | (First) <u>Jonathan</u> | (Middle Name) <u>Dale</u> | Home Address (Street, City or Post Office, & Zip Code) <u>845 Akron Drive, Nekeosa, WI 54557</u> |
| Vice President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Secretary / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Treasurer / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| Agent Last Name <u>Ruder</u> | (First) <u>Jonathan</u> | (Middle Name) <u>Dale</u> | Home Address (Street, City or Post Office, & Zip Code) <u>845 Akron Drive, Nekeosa, WI 54557</u> |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |

1. Trade Name Johnny's Bar Business Phone Number 715-459-6651
 2. Address of Premises 2610 8th St S Post Office & Zip Code Wis Rapids, WI 54444

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

Beverages to be sold in tavern area 1885 sqft
and on patio outdoor 1797 sqft. Storage of alcohol
and alcohol beverages to be stored in basement and
coolers on main floor.

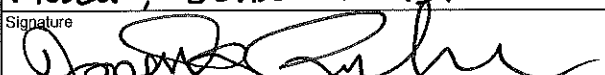
4. Legal description (omit if street address is given above): _____

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

(b) If yes, under what name was license issued? Johnny's, LLC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain Done ☒ Yes ☒ No
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☒ Yes ☐ No
If yes, explain.
Jonathan D. Ruder is acting Agent of Axe Garage LLC
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? If yes, explain ☐ Yes ☒ No
9. (a) Corporate/limited liability company applicants only: Insert state WI and date 4/7/2023 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? If yes, explain ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? ☒ Yes ☐ No
If yes, explain.
Jonathan D. Ruder is a member of Axe Garage LLC
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

| | | |
|--|-------------------------------------|--|
| Contact Person's Name (Last, First, M.I.) <u>Ruder, Jonathan D.</u> | Title/Member <u>member</u> | Date <u>4/11/2023</u> |
| Signature  | Phone Number <u>715-459-6651</u> | Email Address <u>Ruder251@yahoo.com</u> |

TO BE COMPLETED BY CLERK

| | | | |
|--|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk <u>4/11/2023</u> | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted | Date license issued | License number issued | |

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Wis Rapids County of Wood

The undersigned duly authorized officer/member/manager of Johnny's Bar Est 1960 LLC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

Johnny's Bar
(Trade Name)

located at 2610 8th St South Wis Rapids, WI 54492

appoints Jonathan D. Ruder
(Name of Appointed Agent)

845 Akron Drive, Melross, WI 54457
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☒ Yes ☐ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).
Axe Garage LLC Wis Rapids, WI 54494

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☒ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 36 years

Place of residence last year 845 Akron Drive, Melross, WI 54457

For: Johnny's Bar Est 1960 LLC
(Name of Corporation / Organization / Limited Liability Company)

By: Jonathan Ruder member
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, Jonathan D. Ruder, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Jonathan D. Ruder 4/10/2023
(Signature of Agent) (Date)
845 Akron Drive, Melross, WI 54457
(Home Address of Agent)

Agent's age 36
Date of birth 07/02/1986

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 4/14/2023 by Mark A. Tabak Title POLICE CHIEF
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

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

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

FEE \$ 5.00Application Date: 4-17-23☐ Town ☐ Village ☒ City of Wisconsin RapidsCounty of Wood

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

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.at the premises described below during a special event beginning May 11 - 5:30p and ending May 11 - 7:30p and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.(a) Name Central WI Cultural Center, Inc(b) Address 2651 8th St S Wisconsin Rapids WI 54494
(Street) ☐ Town ☐ Village ☒ City(c) Date organized 1996(d) If corporation, give date of incorporation 12/13/1996(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 Jim Lucas 1930 1st St N, WI Rapids WI 54494Vice President Alison Bruener 3385 George Rd WI Rapids WI 54494Secretary Jack Watkins 2420 Crystal Ln WR WITreasurer Scott Kellogg - 511 Elm St WR WI(g) Name and address of manager or person in charge of affair: Stephany Hartman
3130 45th Ct WI 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 2651 8th St S WR WI 54494

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? All(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: Entire Building & ~~back~~ Patio

3. Name of Event

(a) List name of the event Exhibit Opening - Celebrate Red(b) Dates of event Thursday May 11 5:30 - 7:30p

DECLARATION

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

Officer Stephany Hartman
(Signature & Date)Central WI Cultural Center
(Name of Organization)Date Filed with Clerk 4/17/2023

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

5964 \$70.00 4/14/2023

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 06 01 2023 ending: 10 31 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

| Applicant's Wisconsin Seller's Permit Number 456103084253703 | |
|---|--------------|
| FEIN Number 39-1811557 | |
| 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 |

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)
WISCONSIN RAPIDS RANGER BASEBALL INC

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

| President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
|-----------------------------------|---------|---------------|--|
| NOWAK | JOSEPH | ALAN | 1811 6TH ST. S, WIS RAPIDS, WI 54494 |
| Vice President / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| LEWIS | CHAD | ALAN | 3810 HERITAGE RIDGE DR, WIS RAPIDS, WI 54494 |
| Secretary / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| ELLIS | KRISTIN | MARIE | 3910 DOWNING ST, WIS RAPIDS, WI 54494 |
| Treasurer / Member Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| BUSH | TINA | MARIE | 6031 ASHBURY DR, WIS RAPIDS, WI 54494 |
| Agent Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| BUSH | TINA | MARIE | 6031 Ashbury Dr., Wis Rapids, WI 54494 |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |
| | | | |

1. Trade Name WISCONSIN RAPIDS RANGER BASEBALL Business Phone Number 715-697-5991
2. Address of Premises 1801 16TH STREET SOUTH Post Office & Zip Code WIS RAPIDS, WI 54494

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

CONCESSION AND CONCOURSE AREAS BETWEEN THE TWO SOFTBALL DIAMONDS AND THE TWO BASEBALL DIAMONDS CONTAINED WITHIN THE FENCED-IN AREA

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

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

(b) If yes, under what name was license issued? WISCONSIN RAPIDS RANGER BASEBALL INC

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? **If yes, explain** ☒ Yes ☐ No
WE HAVE A NEW AGENT SINCE LAST LICENSING
7. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No
If yes, explain.
8. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? **If yes, explain** ☐ Yes ☒ No
9. (a) **Corporate/limited liability company applicants only:** Insert state WI and date 08/30/94 of registration.
- (b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? **If yes, explain** ☐ Yes ☒ No
- (c) Does the corporation, or any officer, director, stockholder or agent or limited liability company, or any member/manager or agent hold any interest in any other alcohol beverage license or permit in Wisconsin? **If yes, explain.** ☐ Yes ☒ No
10. Does the applicant understand they must register as a Retail Beverage Alcohol Dealer with the federal government, Alcohol and Tobacco Tax and Trade Bureau (TTB) by filing (TTB form 5630.5d) before beginning business? [phone 1-877-882-3277] ☒ Yes ☐ No
11. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776] ☒ Yes ☐ No
12. Does the applicant understand that they must purchase alcohol beverages only from Wisconsin wholesalers, breweries and brewpubs? ☒ Yes ☐ No

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

| | | |
|--|------------------------------|------------------------------------|
| Contact Person's Name (Last, First, M.I.) Bush, Tina M. | Title/Member Treasurer | Date 4-17-23 |
| Signature Tina M. Bush | Phone Number 715-697-5991 | Email Address tinabush@wctc.net |

TO BE COMPLETED BY CLERK

| | | | |
|---|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk 4/14/2023 | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted | Date license issued | License number issued | |

Schedule for Appointment of Agent by Corporation / Nonprofit Organization or Limited Liability Company

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by an officer of the corporation/organization or one member/manager of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town
☐ Village of WISCONSIN RAPIDS County of WOOD
☒ City

The undersigned duly authorized officer/member/manager of WISCONSIN RAPIDS RANGER BASEBALL INC
(Registered Name of Corporation / Organization or Limited Liability Company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as
WISCONSIN RAPIDS RANGER BASEBALL INC
(Trade Name)

located at 1801 16TH STREET SOUTH, WIS RAPIDS, WI 54494

appoints TINA BUSH
(Name of Appointed Agent)
6031 ASHBURY DR, WIS RAPIDS, WI 54494
(Home Address of Appointed Agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 22 YEARS

Place of residence last year 6031 ASHBURY DR, WIS RAPIDS, WI 54494

For: WISCONSIN RAPIDS RANGER BASEBALL INC
(Name of Corporation / Organization / Limited Liability Company)

By: Joseph A Nowak (president)
(Signature of Officer / Member / Manager)

Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

ACCEPTANCE BY AGENT

I, TINA BUSH, hereby accept this appointment as agent for the
(Print / Type Agent's Name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

Tina Bush 4-17-23 Agent's age 59
(Signature of Agent) (Date)
6031 ASHBURY DR, WIS RAPIDS, WI 54494 Date of birth 10/23/1963
(Home Address of Agent)

APPROVAL OF AGENT BY MUNICIPAL AUTHORITY (Clerk cannot sign on behalf of Municipal Official)

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 04/19/2023 by [Signature] Title POLICE CHIEF
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

5996 \$70.00 4/26/2023

Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: 05/01/2023 ending: 10/31/2023
(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

| Applicant's Wisconsin Seller's Permit Number 456-00005606900 | |
|---|--------------|
| 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 |

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

Wisconsin Rapids Women's Softball Association

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

| | | | |
|-----------------------------------|---------|---------------|--|
| President / Member Last Name | (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) |
| 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 |
| Directors / Managers Last Name | (First) | (Middle Name) | Home Address (Street, City or Post Office, & Zip Code) |

1. Trade Name Wisconsin Rapids Women's Softball Business Phone Number 715-213-5102

2. Address of Premises 311 Mead Field - 17th Ave. S Post Office & Zip Code Wisc. Rapids, WI 54495

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

Women's
☒ CONCESSION STAND AND SEASONAL SOFTBALL DIAMOND AREA, and premises
extension to include men's softball diamond area and
concession stand from May 19 to May 21, 2023

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

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

(b) If yes, under what name was license issued? Same

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

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

| | | |
|---|-------------------------------------|--|
| Contact Person's Name (Last, First, M.I.) <i>McDONALD Jamie Lynn</i> | Title/Member <i>PRESIDENT</i> | Date <i>4-18-23</i> |
| Signature <i>Jamie McDonald</i> | Phone Number <i>715-213-5102</i> | Email Address <i>j.mcdonald@monozartfoods.com</i> |

TO BE COMPLETED BY CLERK

| | | | |
|--|----------------------------------|---------------------------------|-----------------------------------|
| Date received and filed with municipal clerk <i>4/18/2023</i> | Date reported to council / board | Date provisional license issued | Signature of Clerk / Deputy Clerk |
| Date license granted | Date license issued | License number issued | |

**SCHEDULE FOR APPOINTMENT OF AGENT BY CORPORATION/NONPROFIT
ORGANIZATION OR LIMITED LIABILITY COMPANY**

Submit to municipal clerk.

All corporations/organizations or limited liability companies applying for a license to sell fermented malt beverages and/or intoxicating liquor must appoint an agent. The following questions must be answered by the agent. The appointment must be signed by the officer(s) of the corporation/organization or members/managers of a limited liability company and the recommendation made by the proper local official.

To the governing body of: ☐ Town ☐ Village ☒ City of Wisc. Rapids County of WOODS

The undersigned duly authorized officer(s)/members/managers of WISCONSIN RAPIDS WOMENS SOFTBALL ASSOC.
(registered name of corporation/organization or limited liability company)

a corporation/organization or limited liability company making application for an alcohol beverage license for a premises known as

WRWSA
(trade name)

located at CORNER OF 1742 AVE & CHASE STREET

appoints JAMIE McDONALD
(name of appointed agent)

1140 ROSECREANS STREET WISC. RAPIDS WI 54495
(home address of appointed agent)

to act for the corporation/organization/limited liability company with full authority and control of the premises and of all business relative to alcohol beverages conducted therein. Is applicant agent presently acting in that capacity or requesting approval for any corporation/organization/limited liability company having or applying for a beer and/or liquor license for any other location in Wisconsin?

☐ Yes ☒ No If so, indicate the corporate name(s)/limited liability company(ies) and municipality(ies).

Is applicant agent subject to completion of the responsible beverage server training course? ☒ Yes ☐ No

How long immediately prior to making this application has the applicant agent resided continuously in Wisconsin? 46 years

Place of residence last year 1140 ROSECREANS STREET WISC. RAPIDS WI 54495

For: WISCONSIN RAPIDS WOMENS SOFTBALL ASSOC.
(name of corporation/organization/limited liability company)

By: JAMIE McDONALD
(signature of Officer/Member/Manager)

And: JAMIE McDONALD
(signature of Officer/Member/Manager)

ACCEPTANCE BY AGENT

I, JAMIE McDONALD, hereby accept this appointment as agent for the
(print/type agent's name)

corporation/organization/limited liability company and assume full responsibility for the conduct of all business relative to alcohol beverages conducted on the premises for the corporation/organization/limited liability company.

JAMIE McDONALD 4-18-23 Agent's age 46
(signature of agent) (date)
1140 ROSECREANS ST. WISC. RAPIDS WI 54495 Date of birth 9-30-76
(home address of agent)

**APPROVAL OF AGENT BY MUNICIPAL AUTHORITY
(Clerk cannot sign on behalf of Municipal Official)**

I hereby certify that I have checked municipal and state criminal records. To the best of my knowledge, with the available information, the character, record and reputation are satisfactory and I have no objection to the agent appointed.

Approved on 04/19/2023 by [Signature] Title POLICE CHIEF
(date) (signature of proper local official) (town chair, village president, police chief)



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

Memo

To: Property and Finance Committee
From: Kyle Kearns
Date: 04/24/2023
Subject: Discussion and possible action on amending policy guidelines for the Rapids Rediscovered grant program.

In 2018, the City created the Rapids Rediscovered program from developer fees obtained from the Senior Housing Project adjacent to the YMCA. In summary, the program was created to revitalize existing neighborhoods, specifically targeting dilapidated buildings and vacant lots. The program has approximately \$39,000 of funds and is detailed further below.

Program Objectives:

- To encourage investment and the construction of new homes in transitional neighborhoods in order to strengthen them.
- To support the creation of new quality housing stock within the City designed to accommodate families.
- To remove blighted homes and vacant lots to reduce their negative impact on the surrounding neighborhood.
- To facilitate the construction of new housing on previously tax-deeded parcels currently held by the County to move them back onto the tax roll.
- To reduce barriers created by the need to remove functionally obsolete housing from properties located throughout the City.

Program Basics:

- The Community Development Department publishes and maintains a list of available vacant lots or redevelopment lots eligible for the program.
- The Builder/Buyer completes an application meeting the minimum program requirements and submits the application along with an offer to purchase.
- The Planning Commission and City Council review the application and for compliance with the program.
- The lot is purchased by the builder or buyer either from the City or another third party.
- Builder constructs the new home meeting the requirements of the program; projects must be completed within one (1) year of approval.
- Typical grant support of \$5,000 for a vacant lot or \$10,000 for a redevelopment lot is provided to the applicant.

House Standards: [\(recommending changes to the below\)](#)

- Dwelling must be owner occupied.
- Include a minimum of 3 bedrooms.
- Include a minimum of 2 bathrooms.
- Include a minimum 2 car garage.

Unfortunately, while the program has been marketed and promoted, no applications have been received. A great deal of feedback has been provided from potential applicants, however. Developers or contractors interested in the program were deterred primarily due to the owner occupancy requirement, house standards, and procedures. For example, there is interest in the construction of renter-occupied single family or multi-family homes and in the construction of smaller homes. These home styles would also fit well into the existing housing stock and attract a wider range of buyers and occupants. Furthermore, a great interest exists in the community to renovate existing dilapidated or vacant homes.

A gap exists for developers to profit from this. However, given the workforce shortage, supply chain issues and inflation, interest remains. To meet this gap and need, staff has suggested changes to the program guidelines to remove the owner occupancy requirement and reduce house standards. Furthermore, staff would recommend allowing duplexes to be constructed as well, and would suggest simplifying the process to allow for the grant to be obtained after lot purchase, and in concurrence with a building permit for the dwelling. Attached are the recommended changes, outlined in red and blue font. Should the changes be approved, staff would then make minor changes to the application as well.

Ultimately, the goal is to create growth and vibrancy in existing neighborhoods, and the changes proposed will still serve to meet that goal, and moreover will spark more interest from developers and contractors. Until the program is utilized, there is no measurable benefit from the program. Therefore, the hope is that once guidelines are adjusted, participation rates will increase and growth and vibrancy will result. If the program still remains inactive, staff suggests creating a renovation grant of a smaller amount, such as \$2,500, to be used for existing homes.



PROGRAM GUIDELINES FOR
RAPIDS REDISCOVERED -
A NEW HOUSING INVESTMENT
PROGRAM

~~JUNE 2019~~

May 2023



Rapids Rediscovered Guidelines

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Rapids Rediscovered Guidelines

1. **Program Objectives**

- To encourage investment and the construction of new homes in transitional neighborhoods in order to strengthen them.
- To support the creation of new quality housing stock within the City designed to accommodate families.
- To remove blighted homes and vacant lots to reduce their negative impact on the surrounding neighborhood.
- To facilitate the construction of new housing on previously tax-deeded parcels currently held by the County to move them back onto the tax roll.
- To reduce barriers created by the need to remove functionally obsolete housing from properties located throughout the City.

The program objectives have been established by the City Council to serve as guidelines for the program and are anticipated to be achieved through the provision of incentive grants to homeowners and builders meeting the intent of the program.

2. **Definitions**

Applicant: An individual who submits an application to participate in the Rapids Rediscovered program. Applicant may be a builder, [landlord](#), or the end buyer.

Buyer: An individual(s) who will own and occupy a new housing unit through this Program. ~~The buyer must occupy the property and not offer it for rent.~~ The City may entertain applications from a builder [or landlord](#) wherein the end buyer is not yet identified.

Builder: Contractor who has signed a contract with the buyer to build the home submitted for consideration under the program.

Contract for Private Development: The contract between the City of Wisconsin Rapids and the builder, [landlord](#) or buyer which details out the conditions for the project and the level of grant support.

Landlord: Person who intends to buy the property to construct the home for rental purposes.

Lot list: The listing of lots that are eligible for the program. Ownership, price and lot details are included.

Planning Commission: The entity of the City responsible for the review of the applications and recommendation to the City Council of approval or denial.

Program: The Rapids Rediscovered housing incentive program.

Redevelopment Lot: A lot with an existing functionally obsolete housing unit that must

Rapids Rediscovered Guidelines

be removed prior to a new home being constructed.

Vacant Lot: A lot without an existing home or structure that is ready for new home construction.

3. Program Basics

- The Community Development Department publishes and maintains a list of available vacant lots or redevelopment lots eligible for the program.
- The Builder/[Landlord](#)/Buyer completes an application meeting the minimum program requirements and submits the application along with an offer to purchase.
- The Planning Commission and City Council review the application and for compliance with the program.
- The lot is purchased by the builder, landlord or buyer either from the City or another third party.
- Builder constructs the new home meeting the requirements of the program; projects must be completed within one (1) year of approval.
- Typical grant support of \$5,000 for a vacant lot or \$10,000 for a redevelopment lot is provided to the applicant.

4. Application Requirements

A complete application shall include the following items:

- Application Fee of \$250. Must be provided at the time of application. The fee can be refunded after the successful completion of a project.
- Completed Application Form. Forms are available from the Community Development Department.
- Building Plans Including:
 - Blueprints. Floor plan and layouts of all levels including basement and unfinished areas.
 - Elevations. Elevations of all 4 sides of the proposed home, including views of the garage.
 - Site Plans. Site plan shall include location of the home, garage, accessory buildings, paved areas and landscaped areas.
 - Materials. Details of proposed building materials.
- Project Timeline. Timeline must show the project being completed within the 12-month timeframe allowed under the program. [The Community Development Department can extend the timeline 6 months if under construction.](#)
- Builder Contract. Signed copy of the contract between builder and buyer; if the buyer is known at the time of application.
- Purchase Agreement. Copy of the proposed purchase agreement for the eligible vacant lot or redevelopment lot, [or at a minimum an accepted sale offer agreement.](#)

Rapids Rediscovered Guidelines

- Financial Capability. A statement from a financial institution indicating willingness to provide the necessary construction capital to complete the project.
- ~~Insurance. Proof of builder's comprehensive general liability with property damage protection and worker's compensation coverage.~~

5. **Additional Program Requirements**

The following requirements are intended to ensure that both parties are in agreement as to the final outcome and expectations of the program.

- *Design Meeting.* Prior to the submission of an application, the applicant must meet with a design/architectural professional for the development of the necessary supporting documentation.
- *Property Purchase.* In the event the lot to be developed under the program is purchased from the City, the purchase price shall be the market value as provided on the lot list, ~~however Common Council shall have the authority to The City will not~~ entertain offers for less than the established price.
- *Contract for Private Development.* A contract for private development shall be signed between the City and the applicant. The contract is a standard form which includes conditions for the acquisition and development of the property as well as the grant amount. By submitting an application, the buyer is expected to agree to the terms of the contract.
- *Minimum Improvements and Development Value.* All approved projects will include a required minimum end value and minimum building standards.
- *Claw-back Provisions.* In the event the Buyer fails to complete the project as approved by the City, the City may exercise its rights provided in the contract to reclaim the property.

6. **House Design and Site Development Requirements**

All projects submitted must meet the minimum standards outlined below. All projects are subject to the review and approval by the Planning Commission and City Council. Housing design is critical to the success of the program and for maximizing the impact of the project in the chosen neighborhood. Design elements of importance include exterior materials, façade presentation and alignment, architectural elements, lot landscaping, and interior functionality. Chosen designs should blend with and enhance the surrounding neighborhood. All projects must meet the minimum standards found within the City's Zoning Code.

House Standards.

- ~~Dwelling must be owner occupied.~~ Owner occupancy is recommended but not required.
- Two-family uses can qualify if lot size standards are met.
- Include a minimum of ~~3~~ 2 bedrooms.

Rapids Rediscovered Guidelines

- Include a minimum of ~~2~~ 1 bathrooms.
- Include a minimum ~~2~~ 1 car garage.

Site Standards.

- At the completion of construction, the site must be fully landscaped, including foundation plantings, grass seed or sodded, and a minimum of two shade trees within the front yard. Existing trees may meet the requirement and to the greatest extent possible, existing trees should be preserved.
- Site drainage shall be designed to prevent a detrimental impact on the adjoining properties and neighborhood.
- All vehicle use areas shall be hard surfaced in compliance with 11.06.66 of the City Zoning Code.

General Requirements.

- The value of the home must meet or exceed the minimum value specified in the Contract for Private Development.
- Homes constructed through the program shall be stick-built new construction, however a modular home could be proposed if applicable standards are met.
- Exterior materials should be low maintenance and durable. Examples include brick, aluminum, vinyl and fiber cement siding.
- Size of the home in respect to height and square footage shall be compatible with the scale of the surrounding homes.
- Where possible, the dominance of any attached garage should be minimized through placement and architectural design. Garages that face the street shall not be located closer to the front lot line than the front of the principal building façade.

7. City Review Procedures

- Pre-application meeting with Community Development staff before plans are finalized.
- Application is submitted a minimum of 30 days before the next regularly scheduled Planning Commission meeting.
- Once an application on a specific lot is received, that lot is considered reserved until the review/approval process is completed.
- If staff determines that the application is incomplete, the applicant will be provided an additional 30 days to provide the missing items and/or information.
- Staff reviews the application to ensure conformance with the program.
- Staff prepares a report and recommendation for the Planning Commission.
- The application and report is placed on the next regularly scheduled Planning commission meeting agenda.
- Planning Commission reviews the application and recommendation from staff in

Rapids Rediscovered Guidelines

- order to make a recommendation to the City Council.
- If the recommendation from the Planning Commission is for approval, a draft Contract for Private Redevelopment is developed between the City and the applicant.
 - City Council reviews the recommendations from staff and Planning Commission and takes action to approve or deny.
 - If the City Council action is to approve, the Contract for Private Redevelopment will be signed by the City and the applicant.
 - Once the Contract has been signed the buyer closes on the lot, [if applicable](#).
 - [Grant to be provided in concurrence with the issuance of a building permit to construct the dwelling.](#)

8. Contact Information

Questions regarding the Rapids Rediscovered Program should be directed to:

City of Wisconsin Rapids
Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495
715-421-8225
kkearns@wirapids.org
www.wirapids.org



Community Development Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495

RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

The Rapids Rediscovered program is intended to increase investment in new single family homes found within the community. More information is available in the program guidelines and on the City's website www.wirapids.org under the Community Development section. You can also contact the Community Development Department at 715-421-8225 or kkearns@wirapids.org

Application Process

- ☐ Builder and buyer meet with Community Development staff to review the program and view the eligible properties list.
- ☐ Builder and buyer develop preliminary plans and complete the application materials.
- ☐ Pre-application meeting with Community Development staff before plans are finalized.
- ☐ Application is submitted a minimum of 30 days before the next regularly scheduled Planning Commission meeting.
- ☐ If staff determines that the application is incomplete, the applicant will be provided an additional 30 days to provide the missing items and/or information.
- ☐ Staff reviews the application to ensure conformance with the program.
- ☐ Staff prepares a report and recommendation for the Planning Commission.
- ☐ The application and report is placed on the next regularly scheduled Planning commission meeting agenda.
- ☐ Planning Commission reviews the application and recommendation from staff in order to make a recommendation to the City Council.
- ☐ If recommendation from the Planning Commission is for approval, a draft Contract for Private Redevelopment is developed between the City and the applicant.
- ☐ City Council reviews the recommendations from staff and Planning Commission and takes action to approve or deny.
- ☐ If City Council approves the application, the Contract for Private Redevelopment is executed and the lot is closed on by the buyer.



Community Development
Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495

RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

Required Application Materials Checklist

| Complete | Incomplete | N/A | |
|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Completed Application Form |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | \$250 Application Fee |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Copy of Proposed Purchase Agreement |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floor Plans (one copy, to scale 11" x 17" and digital version) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Elevations (one copy, to scale 11" x 17" and digital version) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Site Plan (one copy, to scale 11" x 17" and digital version) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Material List |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Construction Timeline |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Signed Contract Between Builder and Buyer (if applicable) |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Financial Capability Statement from Lender |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proof of Liability Insurance and Worker's Compensation Insurance |



Community Development
Department

444 West Grand Avenue
Wisconsin Rapids, WI 54495

RAPIDS REDISCOVERED – A NEW HOUSING INVESTMENT PROGRAM

Project Team Information

Property Purchaser: _____

Name of Builder: _____

Builder Contact Person: _____

Builder Address: _____

Builder Phone & Email: _____

Name of Lender: _____

Lender Contact Person: _____

Lender Phone & Email: _____

Project Information

Property Address of Project: _____

Purchase Price of Property: _____

Type of Home Planned: ☐ 1 Story ☐ 1½ Story ☐ 2 Story

Number of Finished Bedrooms: _____

Number of Finished Bathrooms: _____

Number of Garage Stalls: _____

Finished Square Footage: _____

Total Square Footage: _____

Estimated Value Upon Completion: _____

Estimated Closing Date: _____

Estimated Start of Construction: _____

Estimated Project Completion: _____



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

Memo

To: Property and Finance Committee
From: Kyle Kearns
Date: 04/24/2023
Subject: Discussion and possible action on contracting building plan review services with E-Plan Exam for the inspection division of the Community Development Department.

The City of Wisconsin Rapids is a delegated community as recognized by the State of Wisconsin Department of Safety and Professional Services. This means we have the primary responsibility to do building plan review and inspections of small building projects (new buildings and their additions totaling not more than 50,000 cubic feet and alterations affecting not more than 100,000 cubic feet) within the limits of the City. Projects beyond this capacity are reviewed and approved by the state, and make up about ¼ of our commercial projects. We are also delegated to perform inspections of all size buildings for all trades, (building, HVAC, plumbing, electrical). Currently we have the following staff in the department:

1. Residential Uniform Dwelling Code (UDC) Inspector
2. Commercial Building and Plumbing Inspector + UDC Residential
3. Contracted Commercial Electrical Inspector

Since the Pandemic, growth in both residential and commercial construction has occurred, the majority of which are alterations and remodels which don't always include plans. Prioritization occurs within the department, primarily with inspections first, plan review second, and miscellaneous items third, such as building code enforcement. However, plan review can be very timely both with a new commercial building submittal, or at times even with small projects such as stairs or interior improvements. For inspections we have 3 days to respond, but no time for plan review, which can prolong the responses depending on the workload. To combat this, along with delays by the state on larger projects, third party consultants offer plan review services. One in particular, E-Plan Exam, guarantees a 15-day review and will provide 10% kick-back in fees collected. Moreover, they can achieve municipal status as a fully designated community, opening the door to improved service for larger Commercial projects. Larger projects requiring state review, such as the former Shopko alteration, take 4-6 weeks for review. In this case, the City could also collect additional fees if fully designated by the State; these fees (10%) normally provided to the state could be captured by the City. Moreover, we currently cannot review fire alarm/sprinkler systems which can also act to delay projects, but with E-Plan exam it would be included.

The current department fee schedule is attached for reference, and a chart below outlining total review fees for commercial projects collected the past two years. It is hard to estimate how E-Plan Exam will change revenues, but it is certain that new fees will be captured via the full delegation that did not exist previously. Note that building plan review is a very small portion of our current fee structure; \$0.02 cents/square foot for new and, \$0.50 cents/\$1,000 valuation for remodel/repair. The trades, not

including electrical, are \$0.05 cents/square foot for new and, 1% of valuation for remodel/repair respectively. Lastly, also below is an example of numbers from an in-house review, and a state reviewed project.

| Commercial Building Plan Review | 2021 | 2022 |
|--|------------|------------|
| Value (Remodel/Repair) | \$1,048.26 | \$2,702.03 |
| Area (New) | \$72.9 | 1,444.17 |
| Total | \$1,112.16 | \$4,146.2 |

City Review Example:

New Construction: 2,415 sq. ft.

| | | |
|-----------------------|---|------------------------------------|
| City Building Permit | – | \$368.05 |
| City Plan Review | – | \$47.34 |
| E-Plan Exam Review | – | \$500.00 + \$100.00 Plan Entry Fee |
| 10% kick-back to City | – | \$60.00 (10% of \$600.00) |

State Review Example (hypothetical):

Construction Renovation: 12,500 sq. ft.

| | | |
|-----------------------|---|------------------------------------|
| City Building Permit | – | \$2,125 |
| State Plan Review | – | \$700 + \$100.00 Plan Entry Fee |
| E-Plan Exam Review | – | \$700.00 + \$100.00 Plan Entry Fee |
| 10% kick-back to City | – | \$150.00 (10% of \$1,500.00) |

Note that E-Plan Exam has matched fees similarly to the State and separates plumbing fees with a difference in new construction (square feet) and alterations (fixtures). If E-Plan exam is under contract, they note the following goals and stipulations.

1. Achieve full-fledged delegations for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler projects of unlimited size.
2. Reroute revenue from previously reviewed State projects to the City.
3. Guarantee 15 business days turn around for any commercial project
4. Provide full visibility to the entirety of the plan review process to all stakeholders
5. In partnership, serve as an extension to our municipal operations by offering free unlimited code consultations.
6. Under contract for 36 months – no retainer or annual base fee.
7. Collect and pay fees directly for plan reviews.

In summary, this opportunity to partner with a 3rd Party consultant to perform Commercial Plan Review for the City seems very beneficial . Revenues should only be affected minimally and could actually grow due to the full delegation anticipated and the capturing of additional fees for State reviewed projects not traditionally reviewed. Also, the burden on staff is significantly reduced, allowing for more time with inspections and building code enforcement. Lastly, I believe this partnership can better serve the contractors and developers, creating consistency for plan reviews. Therefore, staff would recommend approval to enter into the attached contract for service.



E-PLAN
— EXAM

City of
Wisconsin Rapids
January 2023

E-PLAN EXAM PROPOSAL FOR SERVICES

Commercial Plan Review Services



OVERVIEW

E-Plan Exam is pleased to submit this proposal for services to support the City of Wisconsin Rapids in its pursuit to deliver better customer service to your constituents and your internal team members through the plan review process!

It is our mission and goal at E-Plan Exam to assist municipalities in their effort to better serve the construction community by working in partnership to deliver exceptional quality plan reviews within an expedited time frame, while maintaining low costs. As code officials, who have served in high functional capacities, overseeing large building inspection and plan review departments, we fully understand and appreciate the challenges that are encountered daily in construction. Our philosophy and approach to better the communities we serve is to work in direct partnership with all stakeholders on all projects, from the time it is simply an idea in the mind of the developer to the point where occupancy is granted. What we have found is when we create and foster a positive experience with the communities we serve through integrity and passion, it improves the safety and the quality of the projects we are privileged to work on.

The proposal contained herein is meant to serve as a starting point and establish a foundation from which we can continue to build upon together. We sincerely look forward to supporting your community!

Our Main Objective

There are five main plan reviews that are required for any commercial building construction in Wisconsin: Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler. Without delegated authority granted by the State of Wisconsin Department of Safety and Professional Services, all projects would have to flow through them. This is where delegation comes in to handle some or all these scopes at the local level – but in many communities these thresholds are often inconsistent.

At the time of this proposal, after review with Wisconsin DSPS, **only 36 Communities** out of more than 1,800 in the State have the capabilities to do full-fledged plan review of Unlimited Size Structures for Building, HVAC, Fire Alarm, Fire Sprinkler, and Plumbing plan reviews. At the time of this proposal, E-Plan Exam serves approximately 40% of them.

- Most Communities, if they are delegated, are only delegated for small-scale Building and HVAC for projects not exceeding 50,000 cubic foot in volume for new construction.
- Most communities do not have any Plumbing Plan Review authority.
- Most communities are not delegated for Fire Alarm and Fire Sprinkler for projects at all.

Our goal would be to enhance your local capabilities by **obtaining and maintaining full-fledged delegation for Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler projects of unlimited size for your community!**

Once this program is up and running, at its heart it's a program of choice. Applicants would have the choice to submit to your community, and in turn E-Plan Exam, or they could still submit to the State. Likewise, your community can request that a submitter submit directly to the State for any reason. If you would like to proceed, would be joining a very select group of communities as of today that would have full-fledged approval from DSPS to handle all commercial projects at the local level. And once your community would be delegated by the State of Wisconsin, our goals would be simple:

- **Reroute revenue** never seen by your community from the State of Wisconsin.
- Guarantee **15 business days turn around** for any commercial project.
- Provide **full visibility** to the entirety of the plan review process to all stakeholders.
- In partnership, serve as an extension to your municipal operations by offering **free unlimited code consultations**.

Much of these elements are relatively easy to achieve, and while there are some prerequisites, our team will gladly work with you to achieve these delegations and set a new standard for construction in your community!

About Us

We founded our company in Wisconsin where our primary goal is to transform and raise the standard for which plan reviews are done in the state. In partnership with your community, we believe can provide exceptional service and effect positive change! Through successful implementation of our program, we have shown that these four simple objectives differentiate our operation from your current experience, and dramatically impact the communities we serve:

1. Integrity – At E-Plan Exam we take our practice and oaths seriously to safeguard the public welfare, life, health, and property for all our community partners. This is the guiding principle on which our company was founded and is present at the heart of every interaction we have.
2. Communication – We separate ourselves by our promise and guarantee to go above and beyond to work with everyone we interact with. Our goal is never to simply give a “yes” or “no” answer to whether something is code compliant but to work with everyone on what a code compliant path looks like.
3. Knowledge – Our experience is derived from working as advisors to the State of Wisconsin, serving on local and national code boards, leading large Wisconsin communities, and overseeing a variety of construction projects. With every unique project requiring its own solution, we will always make sure to coordinate our efforts with local inspection staff as well as the State of Wisconsin to ensure uniform enforcement and application of the code.
4. Passion – We believe that the permitting and plan review process is the most critical point where projects have the greatest potential to be delayed. Our greatest passion is driven by the ability to ensure that we guarantee a maximum of 15 business days for any review. In our opinion, waiting for weeks or even months on a plan review for a business to start construction is unacceptable. At E-Plan Exam we strive to challenge this industry “norm,” and do better, because we can.

OUR PROPOSAL

Outlined in this proposal and contract language is our promise to ensure the service offering we provide is at its best. We are prepared to guarantee that not only will all plan reviews be done within 15 business days, but all reviews will be done by individuals who either live or work in the State of Wisconsin. This allows us the capability to utilize plan examiners who have intimate knowledge of not only the current codes and our “Wisconsinisms”, but also our historical state building codes. All of which are still very much enforced today by state statutes and administrative code.

Additionally, our ability to communicate and coordinate our code efforts with not only the local inspection team but also the community, will result in fewer issues encountered during construction. This will allow for community development to occur with ease. To continuously improve our service, we ask that we have the opportunity to meet with community leadership, and those most impacted by our work regularly to review and improve our processes.

Proposed Fee Structure

Our fee structure outlined below operates on a percent fee split:

For all buildings and structures within your community:

- **90% of plan review fees are retained by E-Plan Exam and 10% are retained by the City of Wisconsin Rapids.**
 - **Out of E-Plan Exam’s retained plan review fees, we shall be responsible for fees due to the State of Wisconsin as applicable for reviews we perform as specified in Wisconsin Administrative Code.**

These fees are based on the following fee schedule which is a simplified and customer friendly variant of the State of Wisconsin’s Plan Review Fee Schedule. Please see below:



| COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION | | | | |
|--|---|------------|-------------------------|----------------------------------|
| 1. New construction, additions, alterations, and parking lots fees are computed per this table. | | | | |
| 2. New construction and additions are calculated based on total gross floor area of the structure. | | | | |
| 3. A separate plan review fee is charged for each type of plan review. | | | | |
| Area (Square Feet) | Building Plans | HVAC Plans | Fire Alarm System Plans | Fire Suppression System Plans |
| Less than 2,500 | \$250 | \$150 | \$30 | \$30 |
| 2,500 - 5,000 | \$300 | \$200 | \$60 | \$60 |
| 5,001 - 10,000 | \$500 | \$300 | \$100 | \$100 |
| 10,001 - 20,000 | \$700 | \$400 | \$150 | \$150 |
| 20,001 - 30,000 | \$1,100 | \$500 | \$200 | \$200 |
| 30,001 - 40,000 | \$1,400 | \$800 | \$350 | \$350 |
| 40,001 - 50,000 | \$1,900 | \$1,100 | \$500 | \$500 |
| 50,001 - 75,000 | \$2,600 | \$1,400 | \$700 | \$700 |
| 75,001 - 100,000 | \$3,300 | \$2,000 | \$1,000 | \$1,000 |
| 100,001 - 200,000 | \$5,400 | \$2,600 | \$1,200 | \$1,200 |
| 200,001 - 300,000 | \$9,500 | \$6,100 | \$3,000 | \$3,000 |
| 300,001 - 400,000 | \$14,000 | \$8,800 | \$4,400 | \$4,400 |
| 400,001 - 500,000 | \$16,700 | \$10,800 | \$5,600 | \$5,600 |
| Over 500,000 | \$18,000 | \$12,100 | \$6,400 | \$6,400 |
| Note: | 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. | | | |
| | 2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced, or waived based on scope of services, project type, or other relevant factors. | | | |
| Determination of Area | The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. | | | |
| Structural Plans and other Component Submittals | When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set. | | | |
| Accessory Buildings | The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived. | | | |
| Early Start | The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure. | | | |
| Plan Examination Extensions | The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00. | | | |
| Resubmittals & revisions to approved plans | When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate. | | | |

| | |
|---------------------------------------|---|
| Submittal of plans after construction | Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project. |
| Expedited Priority Plan Review | The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions. |

| COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING | | | | | |
|---|---|--|--|-----------------------------|--|
| 1. New construction, alterations and remodeling fees are computed per the following table | | | | | |
| 2. New construction fee is calculated based on square footage of the area constructed. | | | | | |
| 3. Alterations and remodeling fee is based on the number of plumbing fixtures. | | | | | |
| Area (Square Feet) (New Construction & Additions) | Plumbing Plan Review Fee | | Number of Fixtures (Alteration, Remodeling, and Site Work) | Plumbing Plan Review Fee | |
| Less than 3,000 | \$300 | | <15 | \$200 | |
| 3,001 - 4,000 | \$400 | | 16-25 | \$300 | |
| 4,001 - 5,000 | \$550 | | 26-35 | \$450 | |
| 5,001 – 6,000 | \$650 | | 36-50 | \$550 | |
| 6,001 – 7,500 | \$700 | | 51-75 | \$800 | |
| 7,501 – 10,000 | \$850 | | 76-100 | \$900 | |
| 10,001 – 15,000 | \$900 | | 101-125 | \$1,050 | |
| 15,001 – 20,000 | \$950 | | 126-150 | \$1,150 | |
| 20,001 – 30,000 | \$1,100 | | >151 | \$1,150 | |
| 30,001 – 40,000 | \$1,250 | | Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures | | |
| 40,001 – 50,000 | \$1,550 | | | | |
| 50,001 – 75,000 | \$2,100 | | | | |
| Over 75,000 | \$2,500 | | | | |
| Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft. | | | | | |
| Note: | 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. | | | | |
| | 2. At the Sole discretion of the Supervisor of Building Inspection and Plans Examiner; Fees may be modified, reduced, or waived based on scope of services, project type, or other relevant factors. | | | | |
| Determination of Area | The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. | | | | |
| Resubmittals & revisions to approved plans | When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Building Inspection Department may result in additional charges as appropriate. | | | | |

| | |
|---------------------------------------|--|
| Submittal of plans after construction | Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project. |
| Expedited Priority Plan Review | The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions. |

Initial review time for all plans shall not be longer than 15 business days to either Approve, Deny, or Request for Additional Information/Place on Hold.

In addition to the outlined fees above, as a courtesy to our municipal partners, we also offer on-call hourly professional engineering services of \$200.00 per hour, when both your community and E-Plan Exam agree in writing prior to such services.

Our initial proposed contract is for 36 months with all billing invoiced monthly with terms of Net 30 days.

And finally, there is no retainer or annual base fee required for our services. We are there when you need us, but when you don't, there is no cost to the municipality. Our goal is to fit seamlessly into your operation, to serve as an extension of your team and to work as your partner.

Insurance

E-Plan Exam carries a full complement of business insurance including errors and omissions, property, general and liability insurance. Certificates of insurance in the following amounts will be provided upon request:

| Type of Insurance | Amount of Insurance |
|------------------------------|--|
| Commercial General Liability | <ul style="list-style-type: none"> \$1,000,000 Each Occurrence \$2,000,000 General Aggregate |
| Professional Liability | <ul style="list-style-type: none"> \$1,000,000 Each Claim \$2,000,000 Aggregate |
| Umbrella Liability | <ul style="list-style-type: none"> \$5,000,000 Each Occurrence \$5,000,000 Aggregate |

Plan Review Process

Plan Intake

In construction, time is money and accuracy is crucial. To that end, we have fully automated our procedures to streamline plan review intake. In cooperation with our municipal partners, we have enabled online plan review submission. A sample of our plan review intake forms can be found at eplanexam.com/submit-a-project. Once an applicant submits a project, notifications are sent to all staff who wish to receive notice. This notification will include links to all pertinent contact information, documents, and construction plans that were submitted.

As part of our service, your community will have full access to our system and database. This will allow you to see not only where a project is in our plan review queue, but also what issues may have been encountered and the status of the review. This access is not only limited to you, but to all our clients. You can easily see where everything stands as a whole and filter down to the plan reviews within your municipal boundaries. If you are interested in learning more about our services, we can give you temporary access to our live system and demonstrate it for you.



Fee Collection Services

As part of our service, we offer to all our municipal partners the collection and handling of any plan review fees. This is something that often takes up a significant amount of time to collect fees, ensure proper charges, and process invoices. To simplify matters, we offer two options:

1. E-Plan Exam collects any fees directly for the plan reviews we perform. Our team invoices for each project received directly to the applicant and issues a payment to our municipal partners to be received within 15-30 days. This option frees up significant amounts of administrative time for tracking down payments, as well as streamlines payments to the State of Wisconsin. We take ownership for ensuring proper fee calculations and payments.
2. We also offer an option to invoice your community for plan review services rendered, based on projects within any given month. In this option, you would collect all fees from the applicants, and we would send you an invoice with billable terms of net 30 days.

Plan Review

We love to talk about complex projects before they are ready to be submitted. This helps to clear up any potential code issues and ensures a smooth plan review. Code consultations with our examiners and architects, designers, contractors, and/or municipal partners are encouraged for complex projects.

Once the plan review is complete, we turn over all documents, specifications, and requests for additional information, to the applicants as well as the municipality. Our goal is to do as thorough of a review as possible while giving as much information to the municipality, so they can properly do their inspections. Additionally, for large scopes of work or complex projects, we will do project kick off meetings with the local inspection team to make them aware of the intricacies of the project.

All the services mentioned above including code consultations, and code inquiries from our municipal partners, inspectors, or applicants are included as part of our base plan review service.

Our goal is to make this program and our plan review experts an extension of your staff, give you more insight and capabilities versus the State's current process, reroute previously unseen revenue to your community, and provide top quality customer service to you and the constituents within your community.

Plan Review Staff

Our staff are all deeply passionate about building codes and safety as well as teaching. We simply don't stop at enforcing the code, but part of the roles we believe are inherent in any successful building department is the role of being an educator. Our intent as part of our proposal is to only utilize staff who live in the State of Wisconsin and are knowledgeable in the standards here to undertake work for your community.

All of E-Plan Exam's staff are certified and licensed in accordance with the State of Wisconsin Department of Safety and Professional Services and carry the required credentials as a minimum for each type of review they undertake.

CONCLUSION

We sincerely look forward to working with the City of Wisconsin Rapids and supporting your efforts!

Should your community desire to speak with our references, municipal partners, or the developers we have worked with, we will be more than happy to provide contact information. If you decide to proceed with our services, we are proud to say that we will be able to serve your community immediately.

If you have any questions about this proposal or would like to discuss our services, please feel free to contact us at your earliest convenience and we will be more than happy to discuss. We are also available for virtual meetings if preferred.

Thank you for your consideration and we sincerely look forward to hearing from you!

Sincerely and respectfully,



David Adam (DA) Mattox, P.E.
President
414-736-4721
damattox@eplanexam.com



E-PLAN
EXAM

eplanexam.com

12605 W North Avenue #189 - Brookfield, WI 53005

City of Wisconsin Rapids Permit & Inspection Fees

Residential Building Permit Fees

| | |
|---|---|
| New Construction (Building) | \$0.17/ft ² * + \$50 (Zoning Review) |
| * Includes \$0.02/ft ² for Plan Review | |
| New Home State Seal | \$40.00 |
| Additions | \$40.00 + \$0.17/ft ² * |
| * Includes \$0.02/ft ² for Zoning/Plan Review | |
| Remodel/Repair | \$7.50/\$1,000 valuation ** |
| ** Items that require Plan Review include an additional \$0.50/\$1,000 valuation | |
| Electrical/HVAC/Plumbing | 1.5% of valuation (remodel/repair) or \$0.04/ft ² (new constr.) |
| Deck/Fence/Swimming Pool | \$40.00 |
| Footing/Foundation | \$95.00 |
| Minimum Permit Fee | \$40.00 *** |
| *** Not including permits for water heater & HVAC electrical connection permits (\$20.00) | |

Multiple Family Residential Building Permit Fees

| | |
|---|---|
| New Construction/Additions (Building) | \$0.24/ft ² * |
| * Includes \$0.02/ft ² for Plan Review | |
| Remodel/Repair | \$7.50/\$1,000 valuation ** |
| ** Items that require Plan Review include an additional \$0.50/\$1,000 valuation | |
| Electrical/HVAC/Plumbing | 1% of valuation (remodel/repair) or \$0.05/ft ² (new constr.) |
| Deck/Fence/Swimming Pool | \$40.00 |
| Fire Sprinkler | \$1.00/fixture |
| Minimum Permit Fee | \$40.00 *** |
| *** Not including permits for water heater and HVAC electrical connection permits (\$20.00) | |

Commercial Building Permit Fees

| | |
|--|---|
| New Construction/Additions – Commercial | \$0.19/ft ² * |
| New Construction/Additions – Warehouse | \$0.09/ft ² * |
| * Includes \$0.02/ft ² for Plan Review | |
| Remodel/Repair | \$7.50/\$1,000 valuation ** |
| ** Items that require Plan Review include an additional \$0.50/\$1,000 valuation | |
| Electrical/HVAC/Plumbing | 1% of valuation (remodel/repair) or \$0.05/ft ² (new constr.) |
| Deck/Fence | \$40.00 |
| Fire Sprinkler | \$1.00/fixture |
| Minimum Permit Fee | \$40.00 |

Sign Permit Fees

| | |
|-------------------|--------------|
| Standard | \$50.00/sign |
| Special Event | \$15.00/year |
| Electrical Hookup | \$20.00 |

Other Fees

| | |
|-------------------------|-----------------------------------|
| Mobile Vendor | \$100.00 |
| Temporary Use/Structure | \$40.00 + \$8.00/week |
| Moving Buildings | \$160.00 + \$0.08/ft ² |
| Razing Buildings | \$60.00 + \$0.08/ft ² |
| Manufactured Home | \$100.00 |

Fees for Plan Commission applications:

| | |
|------------------------------------|--|
| Annexation: | \$150 |
| Certified Survey Map: | \$50 + \$10 per lot |
| Code Amendment: | \$300 |
| Conditional Use: | \$250 |
| Temporary: | \$100 for first year \$50 Administrative Review |
| Amendment: | \$250 |
| Conversion of Nonconforming Use: | \$300 |
| Expansion of Nonconforming Use: | \$100 |
| Manufactured Home Park: | \$400 + \$10 per unit |
| Nonconforming Registration: | \$75 |
| PDD Amendment: | \$150 |
| PDD FDP: | \$300 |
| PDD GDP: | \$500 |
| Planning Process Appeal: | \$100 |
| Rezoning: | \$300 |
| Sign Variance: | \$150 |
| Site Plan Review, <i>New</i> | \$175 |
| Plan of Operation | |
| Architectural Review | |
| Site Plan Review, <i>Amendment</i> | \$125 |
| Plan of Operation | |
| Architectural Review | |
| Special Exception or Appeal | \$75 |
| Subdivision Final Plat | \$50 |
| Subdivision Preliminary Plat | \$200 + \$10 per lot |
| Wireless Facility – Type 1 | \$250 |
| Wireless Facility – Type 2 | \$75 |
| Zoning Permit | \$150 Commercial \$50 Residential \$10 Accessory Structure |



CITY OF WISCONSIN RAPIDS

Resolution No. 09 (2023)

2023 Budget Amendment No. 1

WHEREAS, at fiscal year-end, all uncommitted fund balances for all the City's designated funds are deemed to be not available for expenditure unless the funds are appropriated by a budget amendment resolution; and

WHEREAS, the fiscal year 2022 budget included appropriations for certain items which were expected to be expended in 2022 but for a variety of reasons were not; and

WHEREAS, the fiscal year 2022 budget included appropriations for various replacement account that are designated for future expenditure; and

WHEREAS, there were unexpended 2022 grant and revolving loan funds and it is necessary to appropriate these funds for expenditure in 2023; and

THEREFORE, BE IT RESOLVED, by a 2/3 vote of the entire City of Wisconsin Rapids Common Council government body that the 2023 budget be amended as follows:

BE IT FURTHER RESOLVED for the budgetary accounts identified below, the following expenditure approval thresholds will be adhered to unless the item that is funded from these accounts is specifically identified in the 2023 budget:

| <u>Expenditure Amount</u> | <u>Approval Authority</u> |
|---|---------------------------------|
| 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:

| <u>Account Name</u> | <u>Account No.</u> | <u>Account Name</u> | <u>Account No.</u> |
|-----------------------------------|--------------------|----------------------|--------------------|
| IT Projects | 61109.56108 | Municipal Building | 64140.58100 |
| Centralia Center Replacement | 75000.56132 | City Hall Outlay | 64151.58100 |
| Information Technology - Computer | 61106.56139 | Office Equipment | 61110.58100 |
| Information Technology - Network | 61106.56140 | Park Dept. Outlay | 65402.58100 |
| Information Technology - Software | 61106.56153 | Ambulance Outlay | 62603.58100 |
| Economic Development | 56206.56135 | Fire Dept. Vehicles | 62202.58100 |
| Police Department Vehicles | 62102.58100 | Fire Dept. Equipment | 62203.58100 |
| Fire Department Vehicles | 62202.58100 | Elections Outlay | 61117.58100 |
| Public Works Fleet Equipment | 64145.58100 | | |

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 adoption by the Common Council.

| <u>Expenditure Account Name</u> | <u>Account No.</u> | <u>Amount</u> | <u>Revenue Account Name</u> | <u>Account No.</u> | <u>Amount</u> |
|--|--------------------|---------------|-----------------------------|--------------------|---------------|
| General Fund | | | | | |
| Engineering - Software Licensing | 54100.53514 | \$ 1,040 | ----- | ----- | \$ - |
| Street Administration - Software Licensing | 54101.53514 | 5,200 | ----- | ----- | - |
| Park Department - Software Licensing | 55402.53514 | 910 | ----- | ----- | - |
| IT Projects | 61109-56108 | 26,258 | ----- | ----- | - |
| MUNIS Implementation | 61109-56114 | 38,483 | ----- | ----- | - |
| Election Outlay | 61117.58100 | 13,055 | ----- | ----- | - |
| Police Department Outlay | 62101.58100 | 19,310 | ----- | ----- | - |
| Fire Department Outlay | 62201.58100 | 18,221 | ----- | ----- | - |
| Fire Equipment Outlay | 62203.58100 | 9,478 | ----- | ----- | - |
| Witter Field Outlay | 65201.58100 | 15,300 | ----- | ----- | - |
| Christmas Decorations Outlay | 65902.58100 | 4,000 | ----- | ----- | - |
| Transfer To Other Funds | 59000.55911 | 65,000 | ----- | ----- | - |
| Non-lapsing Funds | 51560.56106 | (216,255) | ----- | ----- | - |
| Centralia Center Fund | | | | | |
| Replacement Reserves | 75000.56132 | 27,000 | Transfer From General Fund | 20150.49101 | 65,000 |
| Memorial Donations | 76000.55118 | 20,045 | Fund Balance Applied | 20150.49300 | (17,955) |
| Housing Rehabilitation Fund | | | | | |
| Housing Rehabilitation Expenditures | 56202.56120 | 464,827 | Fund Balance Applied | 20250.49302 | 464,827 |
| EMS Fund | | | | | |
| EMS Funding Assistance Program | 52605.53223 | 11,496 | Fund Balance Applied | 20350.49300 | 85,929 |
| EMS Funding Assistance Program | 52605.53224 | 2,910 | ----- | ----- | - |
| EMS - FAP - ARPA | 52606.53209 | 11,462 | ----- | ----- | - |
| EMS - Flex Grant | 52606.53226 | 8,563 | ----- | ----- | - |
| Ambulance Outlay | 62603.58100 | 51,498 | ----- | ----- | - |



CITY OF WISCONSIN RAPIDS

Resolution No. 09 (2023)

2023 Budget Amendment No. 1

| Expenditure Account Name | Account No. | Amount | Revenue Account Name | Account No. | Amount |
|---|-------------|---------------------|----------------------|-------------|---------------------|
| Room Tax Fund | | | | | |
| Economic Development | 56208.56135 | 71,301 | Fund Balance Applied | 20450.49300 | 391,126 |
| Park Department Outlay | 65402.58100 | 319,825 | ----- | ----- | - |
| HCRI Fund | | | | | |
| Housing Rehabilitation Expenditures | 56205.56121 | 52,306 | Fund Balance Applied | 20550.49302 | 52,306 |
| Grants and Donations Fund | | | | | |
| Police Department - Federal Forfeiture | 52102.55122 | 4,592 | Fund Balance Applied | 20350.49300 | 402,577 |
| Police Department - K-9 Program | 52102.55126 | 13,749 | ----- | ----- | - |
| Fire Department - HazMat | 52202.56101 | 11,650 | ----- | ----- | - |
| Fire Department - FFP Grant | 52202.56109 | 11,650 | ----- | ----- | - |
| City Zoo - Donations | 55802.55118 | 2,835 | ----- | ----- | - |
| City Zoo - Teske Memorial | 55802.55132 | 296,448 | ----- | ----- | - |
| League Park Grant | 55802.55134 | 18,372 | ----- | ----- | - |
| Incourage Skate Park | 55802.55135 | 415 | ----- | ----- | - |
| Flower Basket - Donations | 55904.55129 | 3,610 | ----- | ----- | - |
| Rapids Rediscovered Program | 56206.53501 | 39,256 | ----- | ----- | - |
| Wisconsin Rapids Aquatics Complex Fund | | | | | |
| Aquatics Replacement Reserves | 55510.58100 | 20,000 | Fund Balance Applied | 21150.49300 | 20,000 |
| Capital Projects Fund | | | | | |
| Fire Station Renovation | 62204.53501 | 106,344 | Fund Balance Applied | 40150.49300 | 106,344 |
| Public Works Construction Fund | | | | | |
| Traffic Control Outlay | 62105.53501 | 551,900 | WI DOT Traffic Grant | 40445.41522 | 496,710 |
| RECC Industrial Rail Spur | 64142.56101 | 68,254 | Fund Balance Applied | 40450.49300 | 123,444 |
| Municipal Building Improvement Fund | | | | | |
| Municipal Building Outlay | 64140.53501 | 103,328 | Fund Balance Applied | 40750.49300 | 245,890 |
| City Hall Outlay | 64151.53501 | 142,562 | ----- | ----- | - |
| Equipment Replacement Fund | | | | | |
| Information Technology - Computers | 61106.56139 | 25,030 | Fund Balance Applied | 40850.49300 | 1,001,129 |
| Information Technology - Network | 61106.56140 | 56,602 | ----- | ----- | - |
| Information Technology - Software | 61106.56153 | 18,232 | ----- | ----- | - |
| Office Equipment | 61110.58100 | 68,173 | ----- | ----- | - |
| Engineering Equipment | 61112.58100 | 53,309 | ----- | ----- | - |
| Police Department Vehicles | 62102.58100 | 32,825 | ----- | ----- | - |
| Fire Department Vehicles | 62202.58100 | 150,502 | ----- | ----- | - |
| Public Works Fleet Equipment | 64145.58100 | 596,456 | ----- | ----- | - |
| Total | | \$ 3,437,327 | | | \$ 3,437,327 |

Adopted the 16th day of May, 2023

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("Agreement") is entered into by and between the City of Wisconsin Rapids ("CityClient") and EPLEX, LLC (DBA as E-Plan Exam) ("Consultant"). ~~The CityClient~~ and ~~the~~ Consultant shall be jointly referred to as the "Parties".

RECITALS

WHEREAS ~~the ClientCity~~ is seeking ~~the~~ Consultant to perform services listed in Exhibit A – Plan Review Services and Fee Schedule, ("Services");

NOW THEREFORE, for good and valuable consideration, the sufficiency of which is hereby acknowledged, ~~the ClientCity~~ and Consultant agree as follows:

1. SCOPE OF SERVICES

Consultant will provide the Services to the Client using qualified professionals licensed in the State of Wisconsin to perform work outlined both in this Agreement and Exhibit A.

Plan reviews shall be performed in accordance with City's Municipal Code of Ordinances and the Department of Safety and Professional Services regulations in the Wisconsin Administrative Code.

~~Consultant will perform Plan Examination services in accordance with the Adopted Building Codes that are enforced by the State of Wisconsin as well as the Authority Having Jurisdiction's municipal building codes in accordance with Services.~~

Consultant will perform work at a level of competency in accordance with industry standards, applicable in the State and Municipality for which the Services are proposed.

It shall be up to the sole discretion of ~~the ClientCity~~ as the Authority Having Jurisdiction as to what will be required for the ability to have any building project commence. This includes any potential additional documentation, approvals, permits, bonds, compliance with local zoning, historical review, architectural review board requirements, and/or other requirements not herein specified but otherwise required by ~~the ClientCity~~ as the Authority Having Jurisdiction.

Due to the nature of the delegated agent/appointed agent program as set forth by the State of Wisconsin Department of Safety and Professional Services, any plan review exceeding the size thresholds for a "Certified Municipality" for Building and HVAC reviews, as well as any and all other types of reviews that rely upon the licensure of Consultant (i.e. Fire Alarm, Fire Sprinkler, Plumbing, etc.) shall be reviewed by Consultant. ~~ClientCity~~ retains the right, should they desire, to ~~perform~~ plan reviews that they have properly licensed qualified individuals to ~~perform~~ review services that would be able to be performed without the existence of this ~~A~~greement.

Due to the nature of the delegated agent/appointed agent program as set forth by the State of Wisconsin Department of Safety and Professional Services, ~~ClientCity~~ may at any point in

time request that the State of Wisconsin perform any plan review in lieu of Consultant. ~~ClientCity~~ is not bound to accept Consultants approval or disapproval of plans and at its sole discretion may seek another entity, such as the State of Wisconsin Department of Safety and Professional Services, to perform such services. In any event, Consultant shall be entitled to full payment for review of all plans Consultant reviewed, regardless of if ~~ClientCity~~ accepts the review ~~per~~formed.

Consultant is not obligated to perform services beyond what is required by this agreement.

1.2. TIMELINE FOR EXECUTION OF SERVICES

Proposed services as part of this Agreement and outlined in Exhibit A, shall go into full effect at the time and date of this fully executed Agreement.

3. CHANGES TO SCOPE OF SERVICES

Any Changes to Services that are mutually agreed upon between ~~the ClientCity~~ and Consultant shall be made in writing, which shall specifically designate any changes in compensation for the Services and be made as a signed and fully executed amendment to this Agreement.

4. FEE STRUCTURE

In consideration of the Consultant providing services, the ~~ClientCity~~ shall pay the Consultant for the services performed in accordance with Exhibit A – List of Plan Review Services and Fee Schedule.

5. ADMINISTRATIVE AND LOGISTICS INCIDENTAL CHARGES

While review of paper plans as well as shipping and handling of paper plans shall be acceptable, it is the underlying goal of this agreement to ensure, to the maximum extent possible, the best possible service delivery for code reviews to constituents of the City of Wisconsin Rapids. To accommodate this, the following methods shall be utilized:

1. Electronic Submission of Documents
 - a. ~~The ClientCity~~ shall allow and encourage for the submission, wherever possible, of electronic documents to be submitted via pdf format and to work with Consultant on the method acceptable for allowing such submissions. At the time of a fully executed ~~Agreement~~contract, ~~ClientCity~~ shall work with Consultant as to the best method to utilize to allow for document submission.
 - b. Electronic submission of documents shall be the preferred method to be utilized wherever and whenever possible.
2. Paper Submission of documents
 - a. Consultant to be responsible for any and all direct charges and expenses associated with shipping and handling charges of all documents to and from

~~ClientCity~~ via a designated courier and/or approved logistics vendor. At time of ~~a~~ fully executed ~~Agreement~~~~contract~~, ~~ClientCity~~ and Consultant shall agree to desired third party vendor and make all appropriate arrangements to allow for ease of logistics to ship relevant materials and financial costs to be accounted for.

- b. Any indirect charges associated with labor, material, or other costs incurred by ~~ClientCity~~ for delivery of documents to approved third party courier to ship materials to Consultant shall be the responsibility of ~~the ClientCity~~.
 - c. Any indirect charges associated with labor, material, or other costs incurred by Consultant for delivery of documents to approved third party courier to ship materials to ~~ClientCity~~ shall be the responsibility of the Consultant.
3. Alternate Means and Methods
- a. Nothing shall prevent ~~they ClientCity~~ and Consultant from making alternate arrangements aside from the methods outlined above for delivery of submission to the appropriate parties.

6. INVOICE & PAYMENT STRUCTURE

Fees outlined in Exhibit A are to be collected by ~~the~~ Consultant. Consultant shall remit 10% of the fees collected to will invoice the ClientCity on a monthly basis, and provide all supporting documentation, using a format referenced as an "Invoice", and render payment as appropriate. ~~All payments are due to Client as appropriate within thirty (30) days of invoice date. The ClientCity~~ may request additional information before approving the invoice. When additional information is requested, ~~the ClientCity~~ will identify specific disputed item(s) and give specific reasons for any request. If additional information is requested, the appropriate party will submit payment to the other party within thirty (30) days of resolution of the inquiry/dispute.

7. TERM

This Agreement shall be effective on the latest date on which the Agreement is fully executed by both Parties ("Effective Date"). The ~~i~~initial term of this Agreement shall commence on the Effective Date and be ~~thirty-six~~~~forty-eight~~ (3648) months, unless terminated earlier in accordance with paragraph 8. Unless if neither party provides notice objects in writing to the other party thirty (30) days prior to the expiration of the initial term or a renewal term, at the conclusion of this term, this Agreement shall automatically renew on identical terms for a period of twelve (12) months, unless terminated earlier in accordance with paragraph 8. remain in full effect until amended by both parties or agreement is Terminated as outlined in this Agreement.

8. TERMINATION

Either party may terminate this Agreement, or any part of this Agreement upon thirty (30) days written notice, with or without cause at any time, including during the initial Term of the Agreement. In case of such termination, Consultant shall be entitled to receive payment for work completed up to and including the termination and within thirty (30) days after the termination.

All projects that have had plans submitted, or re-submitted, for review but are not completed at the time of termination may be returned without comments with appropriate refund in initial fees rendered based on services provided. In the event that either condition as set forth in paragraph 65 are met, fees shall be invoiced for as specified in this Agreement.

9. CLIENTCITY OBLIGATIONS

~~The ClientCity~~ shall take necessary measures to follow procedures as set forth from the State of Wisconsin to seek approval to obtain Delegated Municipality or Appointed Agent Status as required. Consultant will assist in this process to the maximum extent possible however it shall be the primary responsibility of ~~the ClientCity~~ to obtain final authorization to proceed.

If in the event the State of Wisconsin ~~d~~Denies application for Delegated Municipality or Appointed Agent Status to ~~the ClientCity~~, this Agreement shall continue to exist until such time Delegated Municipality or Appointed Agent Status is granted.

~~The ClientCity~~ shall provide all data, information, plans, specifications, municipal forms, structural calculations, and all other documentation required by Consultant to perform services in an electronic pdf file format or paper submission in a timely manner.

~~The ClientCity~~ shall allow through ordinance, if required, the ability for electronic plan submission documents as required by the State of Wisconsin to be submitted and reviewed.

~~The ClientCity~~ shall maintain licensed credentialed staff of Inspectors at no cost to Consultant to the extent as required by the State of Wisconsin for the Delegated Agent / Appointed Agent plan review program.

10. PERFORMANCE STANDARDS

Consultant shall use that degree of care, skill, and professionalism ordinarily exercised under similar circumstances by members of the same profession practicing or performing the substantially same or similar services with respect to the category of services being performed. Consultant represents to the Client that it retains and will only utilize employees that possess the skills, knowledge, and ability to competently, timely, and professionally perform the Services in accordance with this Agreement.

11. INDEMNIFICATION

~~To the fullest extent permitted by law,~~ Consultant shall ~~be~~ indemnified and ~~hold~~held harmless City, its employees, agents, officers, elected and appointed officials, and volunteers, from and against any and all liabilities, losses, judgments, actions, legal or administrative proceedings, claims, demands, suits, obligations, debts, damages, penalties, charges and expenses, costs (including reasonable legal costs and attorneys' fees), and expenses, ~~and liabilities of any kind or of any nature whatsoever which may be imposed, incurred, sustained, or asserted against the City of Wisconsin Rapids, its employees, agents, officers, volunteers, elected and appointed officials~~ by reason of personal injury, including bodily

injury or death ~~to any person, or on account of any loss, damage, or destruction of any property or loss of use thereof, arising from, in connection with, caused by or resulting from Consultant's and/or any subconsultant's acts, errors, omissions, or negligence in the performance of this Agreement. and/or property damage to the extent that any such injury, loss or damage is caused by the negligence or breach of duty of Consultant or any officer, employee, representative, or agent of Consultant.~~ If either party becomes aware of any incident likely to give rise to a claim under the above indemnities, it shall notify the other and both parties shall cooperate fully in investigating the incident.

It is up to the sole discretion of the municipality to choose whether to accept, utilize or deny use of any or all documentation provided supplied by Consultant.

12. SUBCONTRACTING ASSIGNMENT

Consultant is permitted to subcontract portions of services to be provided with or without notice. Consultant shall remain responsible for any and all of subcontractor's performance. Subcontractors shall be subject to the same performance, certification and professionalism criteria as expected of ~~the~~ Consultant. Performance clauses shall be included in agreements with all subcontractors to assure quality levels and agreed upon schedules are met.

A listing of all personnel utilized in the completion of services, regardless of if they are subcontractors or not, shall be provided upon completion by Consultant including applicable license information for personnel and scope of work reviewed by subcontractor.

Unless mutually agreed to in writing prior to such work commencing, Consultant shall not be permitted to utilize individuals for services outlined in Exhibit A of this ~~A~~ Agreement who either do not reside in the State of Wisconsin as their primary residence or do not report to a primary employment office located within the State of Wisconsin.

13. INSURANCE

A. Consultant agrees to procure and maintain, at its own cost, ~~and during the term of this Agreement, insurance coverage in the amounts and types described in Exhibit B. a policy or policies of insurance sufficient to insure against all liability, claims, demands, and other obligations assumed by the Consultant pursuant to this Agreement.~~ Such insurance shall be in addition to any other insurance requirements imposed by law.

~~B. At a minimum, the Consultant shall procure and maintain the minimum insurance coverages listed below. Such coverages shall be procured and maintained with forms and insurers acceptable to the Client. In the case of any claims made policy, the necessary retroactive dates and extended reporting periods shall be procured to maintain such continuous coverage.~~

~~C.~~ B. At a minimum, ~~the~~ Consultant shall procure and maintain the minimum insurance coverages listed below for the scope of services Consultant Subcontracts to other parties. These insureds shall be covered by Consultant's insurance as named insureds for the sole purpose and scope of services rendered for this Agreement.

~~D.~~ C. Commercial general liability insurance with minimum combined single limits of one million dollars (\$1,000,000.00) each occurrence and two million dollars (\$2,000,000.00) general aggregate. The policy shall be applicable to all premises and operations of

Consultant. The policy shall include coverage for bodily injury, broad form property damage, personal injury (including coverage for contractual and employee acts) blanket contractual independent Consultant's products and completed operations.

~~E.D.~~ Professional liability insurance with minimum limits of one million dollars (\$1,000,000) each claim and two million dollars (\$2,000,000) general aggregate.

~~F.E.~~ Umbrella insurance coverage of five million dollars (\$5,000,000).

~~G.F.~~ Prior to commencement of the Services, Consultant shall submit endorsements of insurance acceptable to ~~the ClientCity~~.

14. INDEPENDENT CONTRACTOR

~~The~~ Consultant is an independent contractor, and neither ~~the~~ Consultant, nor any employee or agent thereof, shall be deemed for any reason to be an employee or agent of ~~the Municipality or ClientCity~~. As ~~the~~ Consultant is an independent contractor, ~~the ClientCity~~ shall have liability or responsibility for any direct payment of any salaries, wages, payroll taxes, or any and all other forms or types of compensation or benefits to any personnel performing services for ~~the ClientCity~~ under this Agreement. ~~The~~ Consultant shall be solely responsible for all compensation, benefits, insurance, and employment-related rights of any person providing Services hereunder during the course of or arising or accruing as a result of any employment, whether past or present, with ~~the~~ Consultant, as well as all legal costs including attorney's fees incurred in the defense of any conflict or legal action resulting from such employment or related to the corporate amenities of such employment.

15. OWNERSHIP OF DOCUMENTS

~~The ClientCity~~ shall retain ownership of all work product and deliverables created by Consultant pursuant to this Agreement. All records, documents, notes, data and other materials required for or resulting from the performance of the Services hereunder shall not be used by ~~the~~ Consultant for any purpose other than the performance of the Services hereunder without the express prior written consent of ~~the ClientCity~~. All such records, documents, notes, data and other materials shall become the exclusive property of ~~the ClientCity~~ when the Consultant has been compensated for the same as set forth herein, and ~~the ClientCity~~ shall thereafter retain sole and exclusive rights to receive and use such materials in such manner and for such purposes as determined by it. If this Agreement expires or is terminated for any reason, all records, documents, notes, data, and other materials maintained or stored in Consultant's secure proprietary software pertaining to ~~the ClientCity~~ will be exported into a XLS, CSV, DOC, or PDF file and become property of ~~the ClientCity~~.

~~City The Municipality or the Authority Having Jurisdiction, where the project is located~~ shall have the right to request access to any documents, papers and records that ~~the~~ Consultant has related to this project for the purposes of ~~a~~Audit or examination, except for Consultant's financial records and contractual records, and may make excerpts and transcriptions of the same.

Consultant shall keep all documents and records generated in the performance of the Services under this Agreement for no less than seven (7) years after completion of the

Services, and shall make them available to City at City's request. Consultant acknowledges that such records may be subject to Wisconsin's public records law.

16. SEVERABILITY

If any part of this Agreement shall be held to be invalid for any reason, the remainder of this Agreement shall be valid to the fullest extent permitted by law.

17. DISCRIMINATION & ADA COMPLIANCE

Consultant will not discriminate against any employee or applicant for employment because of race, color, religion, age, sex, disability, national origin, or any other protected class. Such action shall include but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. The Consultant agrees to post in conspicuous places, available to employees and applicants for employment, notice to be provided by an agency of the federal government, setting forth the provisions of the Equal Opportunity Law.

Consultant shall comply with the appropriate provision of the Americans with Disabilities Act (the "ADA"), as enacted and as from time to time amended, and any other applicable federal and State of Wisconsin Law or regulations.

2-18. PROHIBITION AGAINST EMPLOYING ILLEGAL ALIENS

Consultant shall not knowingly employ or contract with an illegal alien to perform work under Agreement and will verify immigration status to confirm employment eligibility. Consultant shall not enter into an agreement with a subcontractor that fails to certify to the Consultant that the subcontractor shall not knowingly employ or contract with an illegal alien to perform work under this Agreement. Consultant is prohibited from using the program or the Department program procedures to undertake pre-employment screening of job applicants while this Agreement is being performed.

19. NOTICES

Any Notice under this Agreement shall be in writing and shall be deemed sufficient when directly present or sent pre-paid, first-class United States Mail, addressed as follows:

| If to the Client City: | If to the Consultant: |
|--|--|
| City Clerk Kyle Kearns 444 W Grand Ave Wisconsin Rapids, WI 54495 | David Adam (DA) Mattox 12605 W North Ave., #189 Brookfield, WI 53005 |

3-20. DISPUTE RESOLUTION

In the event a dispute arises out of or related to this Agreement, or the breach thereof, and if said dispute cannot be settled through negotiation, the parties agree first to try in good faith to settle the dispute through mediation, before resorting to litigation.

21. GOVERNING LAW

This Agreement shall be construed under and governed by the Laws of the State of Wisconsin and all services to be provided will be provided in accordance with applicable federal, local state, and local municipal law. This Agreement constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede all previous communications, representations, whether oral or written, with respect to the subject matter hereof.

22. COUNTERPARTS

4.23.

This Agreement and any amendments may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same instrument. For the purposes of executing this Agreement, scanned signatures shall be as valid as the original.

This Agreement, along with attached exhibits, constitutes the complete, entire and final agreement of the parties hereto with respect to the subject matter hereof, and shall supersede any and all previous communications, representations, whether oral or written, with respect to the subject matter hereof. Invalidation of any of the provisions of this Agreement or any paragraph, sentence, clause, phrase, or word herein or in the application thereof in any given circumstance shall not affect the validity of any other provision of this Agreement.

IN WITNESS HEREOF, the undersigned have caused this Agreement to be executed in their respective names on the dates hereinafter enumerated.

ClientCity: _____

Consultant: _____

Authorized
Signature: _____

Authorized
Signature: _____

Printed
Name: _____

Printed
Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Exhibit A – Plan Review Services

1. PLAN REVIEW SERVICES

Plan review is limited to Structural, Building, Mechanical, Plumbing, Fire Alarm, and Fire Sprinkler trades/disciplines.

Each discipline will be reviewed by a plan examiner holding certifications as required by the local jurisdiction and/or licensed Architect and/or Professional Engineer holding licensure in the State of Wisconsin.

- ✓ Disciplines are defined as follows:
 - Building (architectural / structural)
 - Mechanical (HVAC)
 - Plumbing
 - Fire (Sprinkler, Fire Alarm, etc.)
- ✓ Post final comprehensive conditional plan approval – required if requested by Jurisdiction of Authority.
 - Delegated Component Submittal(s)
 - Shop Drawings

2. PLAN REVIEW FEE:

- Building, HVAC, Plumbing, Fire Alarm and Fire Sprinkler Plan Review Fees shall be based upon the fee schedule adopted by ~~City~~the Municipality.
- Plan Review Fees will be split with ~~the Client~~City.
 - 90% of plan review fees are retained by Consultant and 10% are retained by ~~Client~~City.
 - Out of Consultant's retained fees, Consultant shall be responsible for fees due to the State of Wisconsin as applicable for plan reviews Consultant perform as specified in Wisconsin Administrative Code.

| COMMERCIAL PLAN REVIEW FEE SCHEDULE – BUILDING/HVAC/FIRE ALARM/FIRE SUPPRESSION | | | | |
|--|----------------|------------|----------------------------|----------------------------------|
| 1. New construction, additions, alterations and parking lots fees are computed per this table. | | | | |
| 2. New construction and additions are calculated based on total gross floor area of the structure. | | | | |
| 3. A separate plan review fee is charged for each type of plan review. | | | | |
| Area (Square Feet) | Building Plans | HVAC Plans | Fire Alarm System Plans | Fire Suppression System Plans |
| Less than 2,500 | \$250 | \$150 | \$30 | \$30 |
| 2,500 - 5,000 | \$300 | \$200 | \$60 | \$60 |
| 5,001 - 10,000 | \$500 | \$300 | \$100 | \$100 |

| | | | | |
|---|---|----------|---------|---------|
| 10,001 - 20,000 | \$700 | \$400 | \$150 | \$150 |
| 20,001 - 30,000 | \$1,100 | \$500 | \$200 | \$200 |
| 30,001 - 40,000 | \$1,400 | \$800 | \$350 | \$350 |
| 40,001 - 50,000 | \$1,900 | \$1,100 | \$500 | \$500 |
| 50,001 - 75,000 | \$2,600 | \$1,400 | \$700 | \$700 |
| 75,001 - 100,000 | \$3,300 | \$2,000 | \$1,000 | \$1,000 |
| 100,001 - 200,000 | \$5,400 | \$2,600 | \$1,200 | \$1,200 |
| 200,001 - 300,000 | \$9,500 | \$6,100 | \$3,000 | \$3,000 |
| 300,001 - 400,000 | \$14,000 | \$8,800 | \$4,400 | \$4,400 |
| 400,001 - 500,000 | \$16,700 | \$10,800 | \$5,600 | \$5,600 |
| Over 500,000 | \$18,000 | \$12,100 | \$6,400 | \$6,400 |
| Note: | 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. | | | |
| | 2. At the sole discretion of the Community Development Director Supervisor of Building Inspection and Plans Examiner, fees Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors. | | | |
| Determination of Area | The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. | | | |
| Structural Plans and other Component Submittals | When submitted separately from the general building plans, the review fee for structural plans, precast concrete, laminate wood, beams, cladding elements, other facade features or other structural elements, the review fee is \$250.00 per plan with an additional \$100.00 plan entry fee per each plan set. | | | |
| Accessory Buildings | The plan review fee for accessory buildings less than 500 square feet shall be \$125.00 with the plan entry fee waived. | | | |
| Early Start | The plan review fee for permission to start construction shall be \$75.00 for all structures less than 2,500 sf. All other structures shall be \$150.00. The square footage shall be computed as the first floor of the building or structure. | | | |
| Plan Examination Extensions | The fee for the extension of an approved plan review shall be 50% of the original plan review fee, not to exceed \$3,000.00. | | | |
| Resubmittals & revisions to approved plans | When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and <u>Community</u> | | | |

| | |
|---------------------------------------|---|
| | Development Building Inspection Department may result in additional charges as appropriate. |
| Submittal of plans after construction | Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees, structural components and base fees applied to a project. |
| Expedited Priority Plan Review | The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions. |

| COMMERCIAL PLAN REVIEW FEE SCHEDULE – PLUMBING | | | | |
|---|---|--|--|-----------------------------|
| 1. New construction, alterations and remodeling fees are computed per the following table | | | | |
| 2. New construction fee is calculated based on square footage of the area constructed. | | | | |
| 3. Alterations and remodeling fee is based on the number of plumbing fixtures. | | | | |
| Area (Square Feet) (New Construction & Additions) | Plumbing Plan Review Fee | | Number of Fixtures (Alteration, Remodeling, and Site Work) | Plumbing Plan Review Fee |
| Less than 3,000 | \$300 | | <15 | \$200 |
| 3,001 - 4,000 | \$400 | | 16-25 | \$300 |
| 4,001 - 5,000 | \$550 | | 26-35 | \$450 |
| 5,001 – 6,000 | \$650 | | 36-50 | \$550 |
| 6,001 – 7,500 | \$700 | | 51-75 | \$800 |
| 7,501 – 10,000 | \$850 | | 76-100 | \$900 |
| 10,001 – 15,000 | \$900 | | 101-125 | \$1,050 |
| 15,001 – 20,000 | \$950 | | 126-150 | \$1,150 |
| 20,001 – 30,000 | \$1,100 | | >151 | \$1,150 |
| 30,001 – 40,000 | \$1,250 | | Plus \$160 for each additional 25 fixtures (rounded up) beyond 150 Fixtures | |
| 40,001 – 50,000 | \$1,550 | | | |
| 50,001 – 75,000 | \$2,100 | | | |
| Over 75,000 | \$2,500 | | | |
| Plus \$0.0072 per each additional sq. ft. over 75,000 sq. ft. | | | | |
| Note: | 1. A Plan Entry Fee of \$100.00 shall be submitted with each submittal of plans in addition to the plan review and inspection fees. | | | |

| | |
|--|---|
| | 2. At the s Sole discretion of the Community Development Director Supervisor of Building Inspection and Plans Examiner, f Fees may be modified, reduced or waived based on scope of services, project type, or other relevant factors. |
| Determination of Area | The area of a floor is the area bounded by the exterior surface of the building walls or the outside face of columns where there is no wall. Area includes all floor levels such as subbasements, basements, ground floors, mezzanines, balconies, lofts, all stories, and all roofed areas including porches and garages, except for cantilevered canopies on the building wall. Use the roof area for free standing canopies. |
| Resubmittals & revisions to approved plans | When deemed by the reviewer to be a minor revision from previously reviewed and/or approved plans, the review fee shall be \$75.00. Any significant changes or alterations beyond minor amendments as determined by the Plans Examiner and Community Development Building Inspection Department may result in additional charges as appropriate. |
| Submittal of plans after construction | Where plans are submitted after construction, the standard late submittal fee of \$250.00 will be assessed per each review type that occurred after construction. This is in addition to any other plan entry fees and base fees applied to a project. |
| Expedited Priority Plan Review | The fee for a priority plan review, which expedites completion of the plan review in less than the normal processing time when the plan is considered ready for review, shall be 200% of the fees specified in these provisions. |

3. Supplemental Services as required by municipality:

- Hourly rate for services beyond what is specified in this Agreement shall be rendered at \$200.00 per hour. This shall only be assessed when prior written consent is provided by ~~the Client~~City to ~~the~~ Consultant and agreed to by the Consultant in writing.
 - This hourly rate is not intended for plan review services, but rather for incidental supplemental “on call” professional engineering services as required beyond the scope as outlined in services defined throughout the balance of Exhibit A.

4. PLAN REVIEW FEE – includes the following services:

- ✓ One optional remote code consultation meeting after conclusion of the first review
- ✓ Consultation via phone during duration of project regarding reviews ~~performed~~performed.
- ✓ Three (3) reviews of all disciplines to verify that all comments have been addressed.
 - Subsequent reviews may result in resubmittal plan examination fees to be assessed.
- ✓ Changes to plans after conditional approval is granted may result in resubmittal plan examination fees to be assessed.
- ✓ Free code consultation with all inspectors/municipal staff, both employed directly and under contract, serving the City of Wisconsin Rapids for entirety of duration of any project reviewed by E-Plan Exam, regardless of any contract in place with that entity and the City of Wisconsin Rapids. This free consultation period shall extend prior to any formal submission of any plan

documents to the conclusion of any project reviewed or termination of this agreement (whichever occurs first).

5. TIME OF PERFORMANCE

- ✓ Plan review turnaround time shall be fifteen (15) business days after full receipt by Consultant of all required documents as required by the Department of Safety and ~~P~~professional ~~S~~services as well as the City of Wisconsin Rapids's ~~M~~municipal ~~C~~code.
 - Plan Review turnaround time is defined as the time-frame from date of full receipt of plans to conclusion of plan review. Conclusion of plan review date will be determined by date that plans are listed as one of the following as dictated by best practices with the State of Wisconsin Department of Safety and Professional Services:
 - Conditionally Approved
 - Hold – Request for Additional Information
 - Denied

6. CONSULTANT CONTACT

Consultant will provide a qualified professional to oversee this project. They are available by phone and email using the contact information listed below.

Plan Review Management Contact

David Adam Mattox, P.E.

414-736-4721

damattox@eplanexam.com

Plan Review Management Contact

John Cunningham

414-336-4470

Johncunningham@eplanexam.com

EXHIBIT B

INSURANCE REQUIREMENTS

Consultant shall procure and maintain, during the term of this Agreement, insurance coverage in the following amounts and types:

- (a) Commercial General Liability Coverage at least as broad as Insurance Services Office Commercial General Liability Form, including coverage for Products Liability, Completed Operations, Contractual Liability and Explosion, Collapse, Underground coverage:
 - (i.) \$1,000,000 each Occurrence limit
 - (ii.) \$1,000,000 Personal and Advertising Injury limit
 - (iii.) \$2,000,000 general aggregate (other than Products-Completed Operations) per project
 - (iv.) \$2,000,000 Products-Completed Operations aggregate
 - (v.) \$50,000 Fire Damage limit – any one fire
 - (vi.) \$5,000 Medical Expense limit – any one person
 - (vii.) Products-Completed Operations coverage must be carried for two years after final acceptance of work.
- (b) Professional Liability
 - (1) Limits
 - (i.) \$1,000,000 each claim
 - (ii.) \$2,000,000 annual aggregate
 - (2) Must continue coverage for 2 years after final acceptance of service/job/work.
- (c) Auto Liability Coverage as least as broad as Insurance Services Office Business Automobile Form, with minimum limits of \$1,000,000 combined single limit per accident for Bodily Injury and Property Damage, provided on a Symbol #1 0 “Any auto” basis.
- (d) Worker’s Compensation and Employer’s Liability if required by Wisconsin State Statute or any Worker’s Compensation Statutes of a different state. Must carry coverage for Statutory Worker’s Compensation and an Employer’s Liability with limits of:
 - (i.) \$100,000 Each Accident
 - (ii.) \$500,000 Disease-Policy Limit
 - (iii.) \$100,000 Disease-Each Employee
 - (iv.) Employer’s Liability limits must be sufficient to meet umbrella liability insurance requirements.
- (e) Umbrella Liability Coverage at least as broad as the underlying Commercial General Liability, Automobile Liability, and Employer’s Liability, with a minimum limit of \$2,000,000 each occurrence and \$2,000,000 aggregate, and a maximum self-insured retention of \$10,000. The Umbrella Liability must be primary and non-contributory to any insurance or self-insurance carried by the City.
- (f) Additional Provisions

- (i.) All insurance must be primary and non-contributory to any insurance or self-insurance carried by City.
- (ii.) All sub-professionals shall be required to obtain the above coverages as applicable. The insurance shall be as broad and with the same limits and coverages (including waivers of subrogation) as those required per Consultant requirements.
- (iii.) Insurance is to be placed with insurers who have an A.M. Best rating of no less than A- and a Financial Size Category rating of no less than Class VII, and who are authorized as an admitted insurance company in the State of Wisconsin.
- (iv.) The following must be named as additional insureds on all liability policies: City of Wisconsin Rapids, and its officers, council members, agents, elected officials, employees and authorized volunteers. On the Commercial General Liability Policy, the additional insured coverage must be ISO form CG 20 10 07 04 and also include Products-Completed Operations additional insured coverage per ISO form CG 20 37 07 04 or their equivalents for a minimum of 2 years after acceptance of work. This does not apply to Worker's Compensation policies or Professional Liability policy.
- (v.) Waivers of subrogation in favor of the City must be endorsed onto the Worker's Compensation, Commercial General Liability, Automobile Liability, and Umbrella Liability coverages.
- (vi.) Any deductible or self-insured retention must be declared to the City.
- (vii.) Prior to execution of the Contract, the Consultant shall file with the City a certificate of insurance signed by the insurer's representative evidencing the coverage required by this Agreement. In addition, form CG 20 10 07 04 for ongoing work exposure and form CG 20 37 07 04 for products-completed operations exposure must also be provided or its equivalent on the Commercial General Liability coverage.

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 5/2/2023
Reported to Council: 5/16/2023

The Public Works Committee met on Tuesday, May 2nd, 2023 in the Council Chambers at City Hall and via remote videoconference. Tom Rayome, Ryan Austin and Dennis Polach were in attendance. Others attending are listed below.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review and consider approval of Change Order #1 for the 2023 Concrete Contract for Reconstruction Projects.

Motion by Austin, second by Polach to approve change order #1 for the 2023 Concrete Contract for Reconstruction Projects as presented. Motion carried (3-0).

4. Review and consider modifying the parking ordinance on the east side of 16th Street South between just south of Pepper Avenue to East Riverview Expressway.

Motion by Austin, second by Polach to add a parking restriction on the east side of 16th Street South between 230' south of Pepper Ave and East Riverview Expressway. Motion carried (3-0).

5. Review the Wisconsin Rapids Rail Feasibility Study.

Since the last meeting, a Carbon Reduction Grant application was submitted for the Predictive Mobility alternative. Additionally, conversations were held with the DOT regarding the rail study and possible alternatives. Meetings with CN will be scheduled in May and a conference call will be scheduled with Patrick Engineering & LinqThingz for the June Public Work's Meeting.

6. Review referral list.

The referral list was reviewed and updated.

7. Set next meeting date.

A special meeting is scheduled for Thursday, May 11th at 5pm to review the bids for the sidewalk and curb & gutter maintenance contract. The next regular meeting is scheduled for June 8th at 5pm.

8. Adjourn

Motion by Austin, second by Polach to adjourn at 5:46 pm. Motion carried (3-0).

Others in attendance:

See sign-in sheet.



PUBLIC WORKS DEPARTMENT

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

April 2023

Refuse and Recycling

- Garbage Collection estimate 325.35 tons (2022 315.25 tons)
- Recycling Collection estimate 98.65 tons (2022 95.44 tons)

Construction

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

Items to complete in spring:

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

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

- Restoration of green spaces from West Grand Ave – High Street

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

- Preparation for sidewalks

Items to complete:

- Concrete sidewalks and curb ramps
- Asphalt patch driveways

Oak Street (East Jackson Street – 16th ST N)

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 3 city blocks
- Installed 814' of 12" Sanitary
- 3 – Sanitary manholes
- 8 – 4" or 6" services
- 1 Storm manhole
- 5 – catch basins and leads
- Installed 675' of 12" Watermain

Streets Maintenance

- Patched city streets with cold patch
- Building Maintenance
- Sanitary manhole repairs
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Assisted Waste Water with flushing of dead end manholes
- Worked on snow plow damage from early and late snow events

- Assisted Waste Water with Sewer interceptor cleaning
- Working on Spring cleanup of debris removal of islands and dirt from Winter on streets
- Service Equipment
- Review and replace SDS sheets for stockroom
- Graded gravel roads
- First monthly brush pickup
- Flagger Training
- Work with Wood County and Mastic East Riverview Expressway, STH 34/13 and Baker Street
- Gravel patch holes in 3rd Ave Parking Lot
- Catch Basin Repair 5th Ave and Harrison, 4th Ave and High Street
- Dig footing for Prairie Dog exhibit at the Zoo
- Remove hazard trees on City property
- Prepared for crushing at City Pit

Paint and Signs

- Replace seasonal banners
- Repairing damaged signs due to winter plowing and poor driving
- Continue to replace Speed limit Signs, 25 mph – 40 mph, waiting on more Stock to replace 30” Stop signs
- Supplied signs for West Jackson Street Construction Project
- Removed No Parking Signs on 3rd Street (Grand Ave – Oak Street) per Public Works Committee request
- Changed Permit Parking on 1st Ave South from 11 spots to 4 spots per Public Works Committee request

Shop and Repairs

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Screen Plant)
- Service Police and Fire’s fleet
- Rebuilt Hydraulic Cylinder in Garbage Truck
- Rebuilt Packer floor in Garbage Truck
- Remove winter equipment and prepare for summer season
- Prep new vehicle for use



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

ENGINEERING DEPARTMENT Monthly Activity Report

April 2023

Permits & Degradation

- 15 Permits/Licenses (12 last month) for asphalt paving (0), driveway grades/concrete pour inspections (4), storm water (0), excavating (6), Street Privilege (0), storm connection (0), permit parking (0), banner (0), environmental testing well (0), contractor licenses (5)
 - This year – 72 permits & licenses
- 204 Diggers Locates for Storm Sewer & Sanitary Sewer (134 last month)
 - 3 Emergency locates (during work hours)
- Degradation fees - this year = \$21,883.83
 - This month = \$9,041.76 (\$5,431.15 last month)

Traffic

- Vision Triangles
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February.
 - 13th St N & Prospect St – 10/6/22
 - Data gathering is complete. Initial review of the data confirms that all intersections except for 14th St N & Avon St are suitable as uncontrolled. We have further reviewed 14th St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield. Report is attached.
- Traffic Study
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
 - Lincoln St and Daly Ave traffic accident audit is complete
 - Turning movement counts, thru counts and speed data has been collected on Lincoln St.
- ITS Standalone Signal Grant
 - ITS Standalone Signal Grant – Chase St and High St was awarded to the City.
 - 2023 Project
 - Material/equipment supplies are creating some challenges and schedule creation is pending.
 - Bid awarded to Pember Companies. Contracts are signed and Notice to Proceed has been issued.



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- Bid opening was Dec. 8th at 10am.

- Signal complaints

- FYA request for WB left traffic on Expressway at Plover Road
- Signal adjustments requested at 8th St and Expressway for NB lefts
- A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
- Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
- STH 54 & CTH W – too few cars can get through (9/20/2022)
- Chestnut & 8th St – too few cars can get through (9/20/2022)
- W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)

- Signal Equipment

- Met with Gridsmart 3/29 to replace a damaged camera at Plover Rd and Baker St
- Spare cabinet is ordered and is expected to arrive in September or October.

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – A contract is out for bid with a bid opening of May 11th.
- Sidewalk Cutting with Safestep. They have completed their inspection and are scheduling the cutting work.

2023 Reconstruction Projects

- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - Shorewood Terrace (1st St N to Termini) – 100%
 - Apricot St and Broadway St – 100%
- 2023 Contracts
 - Crushing Contract – Contract Documents are signed. Estimated start date is June 1st. Bid date was 3/2/2023
 - Asphalt Contract – Contract Documents are signed. Bid date was 3/2/2023
 - Concrete Contract – Contract Documents are signed. Bid date was 3/2/2023
 - Sewer Lining Contract – 10%

2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%



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

- Wylie St (8th St N to 10th St N) – 100%
- 14th Ave N (W Grand Ave to Fremont St) – 5%
- 15th Ave N (W Grand Ave to High St) – 5%
- McKinley St (8th Ave to 14th Ave) – 5%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 60%
 - Lincoln St (Expressway to Peach St) – 25%
 - Turning movement counts performed at Chestnut and Dewey 4/3 and 4/4
 - Design Meeting held April 6th
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Preliminary concepts were reviewed at the March meeting.
 - Information will be posted on the Engineering website.
 - Wylie St (8th St N to 10th St N) – 70%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Grant application was submitted in March and has been approved.
- Grand Ave Bridge Rehabilitation
 - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
 - A meeting was held on April 18th with the DOT bridge inspector to review the Grand Ave bridge.
 - The DOT will perform a follow-up inspection and then discuss with us further.

Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – The DNR's pre-application process is complete. A low hazardous waste exemption from DNR on dredged materials has been applied for. After which, work will continue on the dredging permit application.
 - An update will be provided to the property owners in May.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Transportation Utility

- April: 0



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Wisconsin Rapids, WI 54495-2780
Engineering (715) 421-8205 FAX (715) 421-8291

- March: updates included 2 accounts
- February: updates included 26 accounts

Capital Improvement Planning

- Annual CIP review process and updating will begin in April

Other Highlights

- Seasonal Engineering Technician will start May 8th.
- Rail Feasibility Study –
 - CN – reached out to the government affairs employee at CN. They provided other contacts to reach out to regarding the rail study.
 - DOT – conversation with Jordan Kelbley on March 29th to discuss the rail study. He will get back to me once he discusses with other DOT staff.
 - Alternative route signage related to the Rail Study – BIL Carbon Reduction Grant. A grant application was prepared in March for submission on April 7th.
 - A follow-up meeting was held with Patrick Engineering on February 21st to further discuss the report and answer some preliminary questions.
 - A final report was delivered Feb. 6th. The document has been posted on the City's website and provided for those interested in reviewing the report.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- W Jackson St Update
 - Final restoration work is complete.
- Downtown Riverwall project scoping
 - No new updates

Avon Street and 14th Street North Intersection Study

Background

Location

The intersection of Avon St and 14th St N is an uncontrolled intersection of two local roads. The speed limit on both streets is 25 mph. The primary concern raised about this intersection is drivers failing to yield and causing accidents. A traffic study has been conducted to address these concerns.

Accidents

There have been 5 right angle accidents at the intersection in the past ten years.

- 2020 Eastbound vehicle fails to yield.
- 2019
 - Westbound vehicle fails to yield.
 - Westbound vehicle fails to yield.
- 2017 Northbound vehicle fails to yield.
- 2014 Southbound vehicle fails to yield.

Study

Method

The traffic data for this study was collected using both an automatic traffic counting device and in-person observation. A traffic counting device was installed at the intersection and collected data on both streets over a period of two weeks.

Observation

The intersection was examined for line-of-sight obstructions within the vision triangle. Vision triangles are areas in the corners of intersections where objects could obstruct a driver's view of cross traffic. These areas should be kept clear of plants or objects between 2 ½ to 10 feet tall. Because Avon St and 14th St N are both local roads the legs of the vision triangle extend 20 feet out from the intersection of the right-of-way.

Minor vision obstructions were identified in 3 of 4 corners of the intersection. In the northeast corner there are rows of shrubs along both streets located within the ROW. In the southwest vision triangle, there are two small trees. In the northwest corner there is a tree with low branches in the ROW.

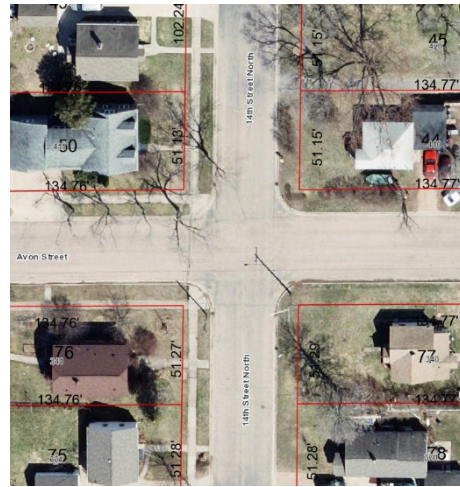


Figure 1 Intersection of Avon St and 14th St N

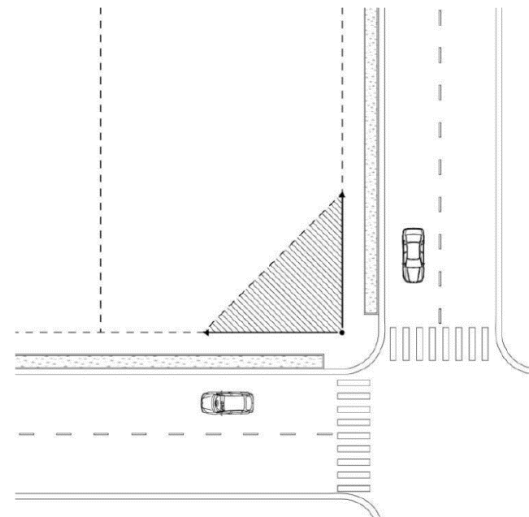


Figure 2 Vision Triangle



Figure 3 Avon St Westbound



Figure 4 Avon St Eastbound



Figure 5 14th St Northbound



Figure 6 14th St Southbound

Results

An automatic traffic monitoring device recorded vehicle volumes and vehicle speeds. Traffic counts are reported as the number of vehicles per hour averaged over the eight-hour interval with the highest traffic volume for the day. Vehicle speeds are reported as the 85th percentile speed which is the speed the fastest 15% of vehicles exceeded.

Table 1 Traffic Count

| Traffic Count (Vehicles Per Day) | |
|----------------------------------|-----|
| Avon Street | 72 |
| 14 th Street North | 104 |

Table 2 Traffic Speed

| 85 th Percentile Speed (mph) | |
|---|----|
| Avon Street | 23 |
| 14 th Street North | 24 |

Recommendation

The City of Wisconsin Rapids has adopted a policy to determine when additional traffic signage is necessary (Table 3). This policy is based on the Manual of Uniform Traffic Control Devices (MUTCD), a book of traffic standards created by the Federal Highway Administration, further supplemented by the WisDOT and adopted by the City of Wisconsin Rapids in Chapter 340.

The intersection of concern is an uncontrolled intersection, therefore the next level of control is yield signs. The recommended combined traffic volume for a yield-controlled intersection is 1000 vehicles per day. The recorded traffic volume was 176 vehicles per day. Another factor that is considered is visibility. There are multiple trees and shrubs within the vision triangles and ROW near the intersection. All vision obstructions should be removed by the city or property owners. Improving visibility may reduce traffic accidents. There have been multiple right-angle accidents recorded at the intersection within a 12 month period, which means yield controls may be necessary.

Yield signs are typically installed on the street with the lower traffic volume called the minor street. The traffic counts indicate Avon St is the minor street. Another factor that determines sign placement is visibility. The most significant vision obstruction is in the northwest corner of the intersection. A row of bushes obstructs westbound vehicles view of southbound vehicles. In 2019 there were two reported accidents where a westbound vehicle failed to yield and collided with a southbound vehicle. Based on the accident history and traffic volume the most appropriate location for yield signs would be Avon St to control east/westbound traffic.

Table 3 Wisconsin Rapids' Policy on Installation of Regulatory Signs

| | | NO CONTROL | YIELD SIGN | STOP SIGN, 2-WAY | STOP SIGN, 4-WAY | TRAFFIC SIGNAL |
|---|---|--|---|---|---|--------------------------------------|
| 1 | Avg Vol/hr for 8 hour period | < 100 veh/hr | > 100 veh/hr | > 250 veh/hr | 300/hr - Major 200/hr - minor 500/hr - both | Meets warrants of the MUTCD |
| | Volume for 24 hours | < 1000 veh | > 1000 veh | ≥ 3000 veh | 5000 balanced volumes | |
| 2 | Visibility | No obstructions in the vision triangle | Minor obstructions in the vision triangle | vision triangle obstructed | blind intersection | |
| 3 | right angle accident in a 12 month period | no accidents | ≥ 2 | ≥ 3 | ≥ 5 | ≥ 5 |
| 4 | Street classification | local/local | local/local, thru/local, collector/local | thru street collector/local, arterial/local | collector/arterial, arterial/arterial | arterial/arterial |
| 5 | Other factors | | | T-intersection | | meets pedestrian and school crossing |
| **Two of five items are required to be considered for increasing the regulatory signage | | | | | | |
| ** Other considerations that need to be considered are Section 2B.04 of the MUTCD and Intersection Control pg 654 AASHTO 2004 | | | | | | |

Option 1: Remove vision obstructions.

Option 2: Remove vision obstructions and add yield signs on Avon Street



Public Works Committee

Date of Request: May 1st, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review and consider approval of Change Order #1 for the 2023 Concrete Contract for Reconstruction Projects.

Background information:

The change order document and change order policy is attached.

In summary, these are the changes:

- Radial Detectable Warning Fields were not included in the original bid. The change order would incorporate them into the contract. (Add \$11,090)
- Three bid items had incorrect units. This change order would correct the units of measure. (Add \$12,600)
- Add a colored concrete item for the work along 2nd Ave S with the paver replacement. This was previously approved in December of 2022. (Add \$32,110)

Options available:

Action you are requesting the committee take: Consider approving the change order.

How will the item be financed? Public Works Construction Fund for the radial detectable warning fields and unit adjustments.

CHANGE ORDER # 1DATE OF ISSUANCE: 4/17/2023EFFECTIVE DATE: upon signature

| | |
|---|--------------------------------------|
| PROJECT (21-07) Oak St - E Jackson St to 16th St S; Concrete Pavement Patching; Misc. Undistributed | |
| CONTRACT 2023 Concrete Contraact for Reconstruction Projects | DATE OF CONTRACT 3/22/2023 |
| CONTRACTOR SD Ellenbecker | PROJECT NO 2023-02 |

THE CONTRACT DOCUMENTS ARE MODIFIED AS FOLLOWS:

DESCRIPTION OF CONTRACT CHANGES

ADD to BID ITEM under SECTION 2 - (21-07) Oak St - E Jackson St to 16th St. S
 -ADD Item Code 16A; Radial Detectable Warning Field @ 8th St; SF; 108 SF; \$65/SF; ADD \$7,020.00
 -ADD Item Code 16B; Radial Detectable Warning Field @ 11th St; SF; 118 SF; \$65/SF; ADD \$7,670.00
 -DEDUCT 8 Ea. of Item 15 Standard Detectable Warning Fields(2x5) @\$450/ea. = (\$3600.00) DEDUCT

Modify BID ITEM under SECTION 4 - Concrete Pavement Patching
 -Item Code 26; Full Depth Concrete Pavement Saw Cutting; Change Unit of Measure from SF to LF
 -Item Code 27; Remove Curb and Gutter; Change Unit of Measure from SF to LF

Modify BID ITEM under SECTION 4 - Concrete Pavement Patching
 -Item Code 28; Remove Concrete Pavement (9"); Change Unit of Measure from SF to SY.
 -DEDUCT \$6,300.00 (700SF @ \$9.00/SF)
 -ADD \$18,900.00 (700SY @ \$27.00/SY)

ADD to BID ITEM under SECTION 6 - Misc. Undistributed
 -ADD Item Code 44; Colored Concrete; SF; (3,380 SF @ \$9.50/SF); ADD \$32,110.00

ATTACHMENTS: (LIST SUPPORTING DOCUMENTS)

| CHANGE IN CONTRACT PRICE | CHANGE IN CONTRACT TIMES |
|---|--|
| ORIGINAL CONTRACT PRICE | ORIGINAL CONTRACT TIMES |
| <u>\$561,462.00</u> | SUBSTANTIAL COMPLETION |
| (INCREASE) (DECREASE) FROM PREVIOUSLY APPROVED CHANGE | READY FOR FINAL PAYMENT |
| ORDERS NO. <u>0</u> TO NO. <u>1</u> | (INCREASE) (DECREASE) FROM PREVIOUSLY APPROVED |
| <u>Increase</u> | CHANGE ORDERS NO. _____ TO NO. _____ |
| CONTRACT PRICE PRIOR TO THIS CHANGE ORDER | SUBSTANTIAL COMPLETION |
| <u>\$561,462.00</u> | READY FOR FINAL PAYMENT |
| INCREASE OF THIS CHANGE ORDER | CONTRACT TIMES PRIOR TO THIS CHANGE ORDER |
| <u>\$55,800.00</u> | SUBSTANTIAL COMPLETION |
| CONTRACT PRICE INCORPORATING THIS CHANGE ORDER | READY FOR FINAL PAYMENT |
| <u>\$617,262.00</u> | (INCREASE) (DECREASE) OF THIS CHANGE ORDER |
| | SUBSTANTIAL COMPLETION |
| | READY FOR FINAL PAYMENT |
| | CONTRACT TIMES WITH ALL APPROVED CHANGE ORDERS |
| | SUBSTANTIAL COMPLETION |
| | READY FOR FINAL PAYMENT |

| | | |
|---------------------------------|------------------------------|-----------------------------------|
| RECOMMENDED: | ACCEPTED: | ACCEPTED: |
| BY _____ | BY _____ | BY _____ |
| ENGINEER (AUTHORIZED SIGNATURE) | MAYOR (AUTHORIZED SIGNATURE) | CONTRACTOR (AUTHORIZED SIGNATURE) |
| DATE _____ | DATE _____ | DATE _____ |

ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

SUBJECT:

Policy for Change Order

PURPOSE:

To set a policy for approval on change orders

POLICY:

PROCEDURES:

1. The Assistant City Engineer or Inspector and Project Coordinator will designate their approval on change orders which are initiated in the field.
2. The Assistant City Engineer or Inspector and Project Coordinator jointly are authorized to approve change orders up to \$1,000 provided that the sum of the change order under consideration and the previous change orders do not exceed 8% of the contract lump sum bid.
3. Change orders over \$1,000, provided that the sum of the change order under consideration and the previous change orders do not exceed 8% of the contract lump sum bid, shall be approved by the City Engineer.
4. Change orders over \$5,000 or change orders in which the sum of the change order under consideration and the previous change orders exceeds 8% of the contract lump sum bid shall be approved by the Public Works Committee.
5. Change orders which materially influence the scope of the project as well as change orders which are used to acquire additional construction, fixtures, etc., not intended in the original contract must be approved by the Public Works Committee prior to issuance.
6. Technically a change order may be challenged if not processed properly. It is recommended that those persons approving change orders be certain of:
 - a) Validity of change order
 - b) Extent of your authority to commit the City to any change order whenever it is an added cost or deduction.

POLICY DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____



Public Works Committee

Date of Request: 4/26/2023

Requestor: Joe Eichsteadt (City Engineer)

Request/Referral: Add no parking ordinance on the east side of 16th Street South from Pepper Avenue to 230' south of Pepper Avenue.

Background information:

We became aware, through a parking complaint, that the ordinance does not have parking restrictions on the east side of 16th St S between Pepper Ave and the Expressway.

Parking Complaint - As vehicles head north on 16th Street South approaching Pepper Avenue and the Lincoln High School parking lot entrance, the northbound lane narrows to prevent passing. The narrowing is achieved using a painted median beginning at the centerline 125 feet South of Pepper Avenue. Parking is prohibited on the east side of 16th Street for the distance of the taper.

Some drivers have said that when vehicles park on the east side of 16th Street immediately south of the painted median they do not have enough room to pass without crossing the road centerline. 16th Street is approximately 48 feet wide from face of curb to face of curb. In the area of concern there is a 12 foot driving lane and a 12 foot parking lane, see Figure 3. The width of a typical pick-up truck including mirrors is 8 feet. If a vehicle was parked 2 feet off the face of curb this would leave 14 feet of width for vehicle to pass

Presently, there is no ordinance that corresponds with the sign in place.

Options available:

- Recommendation is to approve a no parking ordinance for the east side of 16th Street. We would propose to move the No Parking sign south of Pepper Ave another 50ft south to avoid any conflicts with parked vehicles. Therefore, the no parking area would be on the east side of 16th St from 230' south of Pepper Ave to the East Riverview Expressway.

How will the item be financed? N/A



Figure 1 Parking restriction on the East Side of 16th St S, south of Pepper Ave



Figure 2 Existing Sign



Figure 3 Vehicle Parked on the East Side of 16th St S, near the start of the painted median.



Public Works Committee

Date of Request: May 1st, 2023

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review the Wisconsin Rapids Rail Feasibility Study

Background information:

Latest Updates:

- Alternative route signage related to the Rail Study – BIL Carbon Reduction Grant. A grant application was prepared in March for submission on April 7th.
- DOT – conversation with Jordan Kelbley on March 29th to discuss the rail study. 4/24/23 email states the DOT is unable to agree to participating in costs with the alternatives listed in the study. At this time, the DOT is not in agreement nor disagreement on the overpass/underpass alternative. They are interested in continuing to communicate on alternatives selected by the City.
- CN – reached out to the government affairs employee at CN. They provided other contacts to reach out to regarding the rail study. Discussions still have to happen with them yet.

Alternative Review and Selection:

- Here is a recommended path forward:
 1. Finalize the list of alternatives. Are there any more to add? The only alternative that was not included in the report was the 'do nothing' alternative.
 2. Narrow the list of alternatives. Are there any alternatives that can be removed?
 3. Prioritize the alternatives. Regardless of dollars what alternatives fixes the problems in the way the City would be satisfied? Also, consider a more immediate plan and a long term plan.
 - Depending on alternatives selected and prioritization it may be recommended to consider services from a grant specialist that can identify grants to secure the largest stack of funding for the project selected.



4. Once grants are identified we can lay out what is needed to get grant applications submitted. Some may require preliminary plans and more detailed cost estimates.

Options available:

Action you are requesting the committee take: No action.

How will the item be financed? N/A

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2023 (4/26/2023)

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. 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.
3. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)
4. Consider possible solutions to possible lack of sufficient overnight and extended parking for semi-trucks within the City.
5. ~~Referral by Alderperson Bemke to consider sidewalk installation on the east side of 16th St S from E Riverview Expressway to existing sidewalk 1075' south.~~
6. Review the Change Order policy and consider updates.

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING SECTION 27.13(1)(a)(19)(v) OF THE MUNICIPAL CODE. SAID ORDINANCE REVISES PARKING REGULATIONS ON 16TH STREET SOUTH

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

SECTION I Section 27.13(1)(a)(19)(v) of the Wisconsin Rapids Municipal Code shall hereby be amended to read as follows:

27.13 PARKING REGULATIONS

(1) No Parking.

(a) Parking Prohibited at all Times

(19) Streets beginning with the letter "S":

(v) 16th Street South, east side, from 300 feet south of East Riverview Expressway to 230 feet south of Pepper Avenue
~~336 feet north of Pepper Avenue except from 650 feet south of East Riverview Expressway to 995 feet south of East Riverview Expressway~~

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

PASSED:
APPROVED:
PUBLISHED:

REPORT OF THE PUBLIC WORKS COMMITTEE

Tom Rayome

Ryan Austin

Dennis Polach

Date of Meeting: 5/11/2023
Reported to Council: 5/16/2023

The Public Works Committee met on Thursday, May 11th, 2023 in the Council Chambers at City Hall and via remote videoconference. Tom Rayome (absent) with Dean Veneman substituting, Ryan Austin and Dennis Polach were in attendance. Others attending are listed below.

1. Call to order

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

2. Review bids for the 2023 Curb & Gutter and Sidewalk Maintenance Contract and consider award to the low, qualified bidder.

Three bids were received with Potrykus Construction being the low bidder in the amount of \$193,035.00

Motion by Austin, second by Polach to award the contract to the apparent, low qualified contractor, Potrykus Construction, in the amount of \$193,035.00 and contractually reduce the contract amount by \$30,000 with the intent to carry over funds and transfer funds into the budget as presented. Motion carried (3-0).

3. Adjourn

Motion by Veneman, second by Polach to adjourn at 5:15 pm. Motion carried (3-0).

Others in attendance:

See sign-in sheet.



Human Resources Committee Meeting Minutes May 9, 2023

Human Resources Committee

Jay Bemke, Chairperson

Jake Cattanaach, Vice Chairperson

Patrick Delaney

The Human Resources Committee held a meeting in the 2nd Floor Training/ Conference Room of McMillan Library, Wisconsin Rapids, on Tuesday, May 9, 2023 at 1:00 p.m. All Committee members were present. Also present were Mayor Blaser, City Attorney Sue Schill, Deputy Chief Dewitt, Eric Daven, Kyle Kearns, Joe Bachman, Ryan Hartman and Katherine Elchert.

Agenda

1. Call to order

Chairperson Bemke called the meeting to order at 1:00 p.m.

2. Discuss and consider for approval the elimination of the Code Enforcement Officer position in the Community Development Department, and the creation of an additional police officer position in the Police Department; the position will be a full-time assignment by the Police Chief of the duties of code enforcement, nuisance abatement and general neighborhood services.

Motion by Bemke to approve the elimination of the Code Enforcement Officer position in the Community Development Department, and the creation of an additional police officer position in the Police Department; the position will be a full-time assignment by the Police Chief of the duties of code enforcement, nuisance abatement and general neighborhood services.

Motion died on the floor for lack of a second. No other motions regarding the item were made.

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

Motion by Bemke, seconded by Cattanaach to move into closed session. A roll call vote was taken. Motion carried 3-0.

4. In closed session the Committee discussed negotiations and strategy pertaining to a Memorandum of Understanding with the WRPPA police union regarding entry level officers who are not law enforcement board-certified; the Committee did not discuss the assignment by the Police Chief of duties of code enforcement, nuisance abatement and general neighborhood services to an officer.

5. Motion by Delaney, seconded by Bemke to vote to go into open session. Motion carried 3-0.

Motion by Cattanaach, seconded by Bemke, to approve a proposed Memorandum of Understanding between the City and WRPPA, as presented, with the MOU sunseting on December 31, 2024. Motion carried 2-1.

Motion by Delaney, seconded by Bemke, to approve a policy requiring reimbursement from entry level police officers of recruit school costs consistent with the Fire Department payback schedule. Motion carried 3-0.

6. Adjournment

Motion by Delaney, seconded by Bemke to adjourn. Motion carried 3-0. The meeting adjourned at 2:50 p.m.



Committee Referral

Name of Committee: Human Resources Committee

Date of Request: 05/04/2023

Requestor: Shane Blaser, Mayor

Request/Referral: Request from Shane Blaser, Mayor to restructure the Code Enforcement position.

Background information: Currently the Code Enforcement is supervised and managed by the Community Development Department. I'm requesting that the position is moved to the Police Department (increasing the department size by 1 FTE). The position would be a full-time police officer that has been assigned to the responsibility of Neighborhood Resource Officer. The position would handle code enforcement complaints. The position could also organize neighborhood clean ups, neighborhood watches, and other neighborhood concerns.

Currently the Code Enforcement salary is \$48,210.00. To bring the salary in line it should be a pay grade 6 which is \$51,772.00 - \$58,527.00. A Police Officer salary range is \$60,625.00 - \$73,316.00 (after 5 years)

Options available: Approve or deny the restructuring request.

Action you are requesting the committee take: Approve the restructuring.

How will the item be financed? The difference in wages would need to be funded through contingency and go through the budget process next year.

I've attached the policy for Requesting Personnel, the original Requisition/Position Needs Analysis form, update position description, and the Carlson/Dettmann Job Description Questionnaire.



Requesting Personnel

1. SCOPE

This policy applies to all City employees.

2. PURPOSE

To provide Department Heads and Managers with appropriate guidelines regarding requests for personnel for replacement or new positions.

3. POLICY

Department Heads shall complete the "Personnel Requisition/Position Needs Analysis" to request and justify personnel needs for replacement, modified, and/or new positions. All replacement positions must be accounted for in the current budget. Modified or new positions must receive approval from the Mayor, HR Director, and Finance Director prior to HR Committee or Finance Committee approval.

Consideration for the personnel need must include current staffing needs, cost reduction, improved public service, employee relations, and new and innovative methods and techniques. Requests for new positions may be submitted beginning January 1 through June 1 for positions, which, if approved, will be considered in the subsequent budget cycle process. "Personnel Requisition/Position Needs Analysis" forms for new, unbudgeted positions are to be approved by the Finance Director, the Human Resources Director, and the Mayor. Upon that approval, a recommendation will be made to the Human Resources Committee by the July meeting. The request must then be approved by the Finance Committee and Common Council through the subsequent budget cycle process.

If a vacancy of an existing, budgeted position arises and the Department Head wishes to fill the position, the Department Head is required complete a "Personnel Requisition/Position Needs Analysis" and review restructuring opportunities with the HR Director and the Mayor. If there is a restructuring opportunity, a referral will be made to the Human Resources Committee. If after review, it appears that restructuring is not a viable option, the position will be posted within 10 working days of receiving the Requisition form. The Human Resources Committee approval is not necessary for replacement positions.

If the requisition and replacement process is not timely proceeding, the filling of the position will be addressed on the next HR Committee agenda.

4. PROCEDURES

1. The hiring Department Head will complete the "Personnel Requisition/Position Needs Analysis" and forward it to the Human Resources Director for review. Upon receipt of the "Personnel Requisition/Position Needs Analysis" for new (unbudgeted) positions, the Human Resources Director will review the form and consult with the Department Head to determine the position description, pay grade, salary range and starting rate of pay as described in the Compensation Policy. The HR Director may seek guidance for appropriate pay from a third party compensation vendor. These requests shall be made January 1 – June 1 for positions to be added in the upcoming budget year.
2. The "Personnel Requisition/Position Needs Analysis" for new (unbudgeted) positions will require approval from the Finance Director, Human Resources Director, and the Mayor. If approved, it will be referred to the Human Resources Committee Meeting by the July meeting. If approved by the Human Resources Committee, it will be forwarded to the Finance Committee and Common Council for approval in the subsequent budget cycle process.
3. A meeting with the Mayor, HR Director, and Department Head shall be arranged to discuss restructuring opportunities for replacement positions. The Mayor may approve the filling of the position, or refer it to the Human Resources Committee for a restructuring opportunity.
4. Approved "Personnel Requisitions/Position Needs Analysis" will be returned to the Human Resources Director and filled in accordance with the established Hiring Policy. "Personnel Requisitions/Position Needs Analysis" that have not been approved will be returned to the originator.
5. Positions may be posted prior to the Committee and Council approval; however, these positions may not be filled until approval is granted.

5. DOCUMENT HISTORY

| Version No. | Revision Description |
|-------------|---|
| 1.0 | Revised from 5/22/02 and 11/18/14 former policies |

6. DOCUMENT PROPERTIES

Primary Author: Dawn Urban
Approver(s): HR Committee – 2/1/19
Common Council – 2/19/19



Requisition / Position Needs Analysis

Department Community Development Position: Code Enforcement Officer Date: April 4, 2023
Name of Supervisor Kyle Kearns, Director of Community Development

Check all that apply:

- ☐ New Position ☒ Replacement Position ☒ Reclassification
☒ Full-Time ☐ Part-Time ☐ Temporary Seasonal

Note: Reclassification needs approval from the HR Committee.

The position wage is proposed to be changed as noted in the wage study

1. If this is a new position, have you budgeted for it? **If not, you will need written approval from the Finance Director.**

Yes ☐ No ☐ Existing Position

2. If this is a replacement position, will the City recognize a savings? What is the approximate savings?

The position is proposed to increase wage in the wage study and I would propose a change now for recruiting.

3. If this is a replacement position and additional funds are necessary, you need to discuss this with the Finance Director prior to submitting this form. Once approved, list the additional funding that you will need.

N/A

4. Review the Job Description. Is the job description accurate? Yes ☐ No ☒

Changes proposed & attached

If it needs to be changed, consult with HR before submitting this form.

5. Which persons or departments will this individual have frequent interaction with?

Community Development Department & Police Department

6. Is this a single incumbent position? If not, what is the number of the same positions in the department?

Yes

7. Is it possible to redistribute the workload or make other changes to eliminate this position? What have you already tried?

Code enforcement is critical for the City to ensure property maintenance codes are enforced. The department has worked with the PD to assist in performing property inspections.



I. If you have salary information from other sources, please complete the table below:

| | <u>Job Title</u> | <u>Pay Band</u> | <u>Source</u> |
|----|--------------------------|------------------------|----------------------|
| 1. | Code Compliance Officer | \$50,544 - \$58,136 | City of Middleton |
| 2. | Code Enforcement Officer | \$39,166 | City of Escanaba |
| 3. | Code Enforcement Officer | \$43,680 | Edwardsville, IL |

II. Fiscal Impact

Salary Range: Pay Grade 6 Minimum 51,772 Midpoint 58,527

Annual Budgeted Salary cost \$ 48,210

– **New Employee cost (from start date to year-end)** \$ 27,216 (14 cycles)

Add 30% to salary if benefits eligible \$ 36,379

Total Savings \$ N/A

Request 1-2 week overlap

Special Considerations:

The current position was reviewed during the wage study update and is proposed to be changed slightly. I would recommend making the change now during this requisition request if possible.

III. Recommendation: Approve updated job description and wage classification.

☒ **Fill** ☐ **Do Not Fill**

Manager

Department Head

Human Resources Director

Mayor

**The City of Wisconsin Rapids
Position Description**

| | | | |
|------------------------|---|--------------------|--|
| Name: | | Department: | Planning & Economic DevelopmentCommunity Development |
| Position Title: | Ordinance Control Officer | Pay Grade: | 6 |
| | | FLSA: | Non-Exempt |
| Date: | May 2010, Revised November 2013April, 2023 | Reports To: | Director of Community DevelopmentPlanning & Economic Development |

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Purpose of Position

This is a civilian position within the Community Planning & Economic Development Department responsible for investigating and enforcing municipal ordinances. The Ordinance Control Officer follows up on complaints received regarding City code and ordinance violations and patrols the City to observe and inspect properties with violations. Furthermore, the position works with property owners to find resources, both internal and external to the city, to ensure ordinance compliance. Additionally, the officer may lead in the cleanup efforts for properties and organize, and coordinate other neighborhood improvement activities.

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Essential Duties and Responsibilities

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

Works with Planning & EconomicCommunity Development Director to develop appropriate standard communication plan and timelines for compliance.

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Responds to complaints regarding City code and ordinance violations. Requires patrol of ~~Spends approximately 25% of work time patrolling~~ the City and observing and inspecting properties with City code and ordinance violations.

Takes digital photographs and prepares detailed and specific reports on observations.

Communicates with property owners to direct the appropriate action they must take to become compliant with City codes and ordinances.

Researches resources available for property owners needing to fix/improve properties, who are experiencing difficulties, and connects property owners with appropriate resources.

Develops and forwards appropriate correspondence to property owners.

Conducts follow-up inspections to ensure appropriate action has been taken by property owners, as directed, to correct violations.

Issues citations to property owners who fail to comply with directives, codes, and ordinances.

Attends court hearings and may be called as a witness.

Submit inspection warrants and other courses of action under municipal law to enforce applicable ordinance and protect the public health and well being.

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Maintains software system with information pertaining to the original complaint, actions, and results.

Coordinates abatement activities with multiple departments and/or contractors, such as grass cutting, snow shoveling, and property cleanup.

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Develops, maintains, and participates in a communication plan to provide status updates and other feedback to the Mayor's Office, Alderpersons, and general public. Provides, at minimum, a monthly report to the Mayor's Office and Council regarding the status of complaints and resolutions.

Provides monthly office hours to meet with Alderpersons and/or citizens regarding complaints and feedback.

Research code enforcement techniques and neighborhood improvements programs.

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Implements, manages, and coordinates neighborhood improvement programs and events to encourage residents to clean up neighborhoods, eliminate blight, improve safety, and further sense of place.

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Plans neighborhood events, i.e. "Love Your Block", to encourage residents to clean up neighborhoods, eliminate blight, improve safety, etc.

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Assist building inspectors with exterior building code violations and inspections as needed.

Performs other duties as assigned.

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Minimum Training and Experience Required to Perform Essential Job Functions

High school diploma ~~required, or equivalent and e~~College course work in a police science or related field preferred, or any equivalent combination of training and experience. Previous inspection experience is strongly preferred. Must possess a valid Wisconsin driver's license and have a good driving record.

Ability to write and print legibly and use a computer or typewriter keyboard; ability to prepare clear, concise, and comprehensive reports; ability to deal effectively and calmly with public during adverse situations; ability to communicate effectively, both in person and on telephone.

Knowledge and Skills Required to Perform Essential Job Functions

Good computer skills. Must be able to read and have a command of the English language. Good knowledge of office practices, procedures, and equipment; good knowledge of business English, spelling, and arithmetic; knowledge of department rules, procedures, and functions; ability to accurately type records, reports, and related materials in Microsoft Office and other programs; ability to work well with the public; good oral and written communication skills; and the ability to visually monitor a variety of screens and documents. This position requires a high degree of confidentiality. A background investigation will be conducted.

Physical and Mental Abilities Required to Perform Essential Job Functions

Language Ability and Interpersonal Communication

Ability to analyze and categorize data and information in order to determine the relationship of the data with reference to established criteria/standards. Ability to compare, count, differentiate, measure, assemble, copy, and record and transcribe data and information. Ability to classify, compute and tabulate data.

Ability to persuade and convince others. Ability to explain, advise, demonstrate, and clarify to others, within well-established policies, procedures and standards to specific situations. Ability to follow specific oral and written instructions and respond to simple requests from others.

Ability to utilize a variety of reference, descriptive, and/or advisory data and information, such as inspections reports, citations, ordinances, computer operating manuals, statutes, complaint forms, procedures, guidelines, and non-routine correspondence.

Ability to communicate orally and in writing with the property owners, City personnel, and general public.

Mathematical Ability

Ability to perform addition, subtraction, multiplication, and division.

Judgment and Situational Reasoning Ability

Ability to use functional reasoning in performing semi-routine functions involving standardized work, with some choice of actions.

Ability to exercise the judgment, decisiveness, and creativity required in situations involving the evaluation of information against measurable criteria and make minor decisions in accordance with departmental policy.

Physical Requirements

Ability to operate, maneuver, and/or steer equipment and machinery requiring simple, but continuous, adjustments, such as motor vehicles, tape measure, calculator, and telephone.

Ability to operate a variety of office equipment, such as computer terminal, fax machine, computer printer, and photocopier.

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

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

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

Environmental Adaptability

Some tasks may risk exposure to irate individuals, intimidation, temperature extremes, and electrical current.

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

Employee's Signature

Supervisor's Signature

Date

Date

JOB DESCRIPTION QUESTIONNAIRE

The purpose of the Job Description Questionnaire (JDQ) is to provide the information necessary to evaluate jobs for salary placement, classify jobs for various legal requirements, and to compile appropriate job descriptions.

Please read this JDQ carefully before answering any of the questions and then complete it as accurately, completely, and briefly as possible. While it is not necessary to describe each duty in great detail, it is important to provide sufficient information so the job can be accurately evaluated and classified. Keep in mind that *the purpose of the JDQ is to collect information about the job and is not designed to evaluate employee performance.*

Consider the typical responsibilities of the job; even those that might only occur cyclically (e.g. annually, quarterly, etc.). The responses should be based on duties and responsibilities that are a regular and ongoing part of the job, under typical conditions, and not special projects or temporary assignments. Further, unless specifically directed by management, describe the job as it is today, not as you believe it should be or what it might be in the future.

| SECTION 1 | | | DEMOGRAPHIC INFORMATION | | |
|-----------------------|---|------------------------|---------------------------------|--|--|
| Employee Name | Starks, Raymond M | Employer Name | City of Wisconsin Rapids | | |
| Job Title | Code Enforcement Officer, Ordinance Control | Work Location | Entire City of Wisconsin Rapids | | |
| Department | Community Development | Division | Ordinance Control | | |
| Full-Time / Part-Time | Full Time | Part-Time (Hrs per Wk) | | | |
| Supervisor Name | Kyle Kearns | Supervisor Title | Director | | |

| SECTION 2 | JOB SUMMARY/PURPOSE |
|--|---------------------|
| <p>What is the primary purpose of your job? Briefly state what your job is—including why your job exists—in such a manner that could easily be explained to another person. In other words, if someone came up to you on the street and asked what your job entailed, how would you describe it?</p> <p>Enforcement of City municipal codes and the International Property Maintenance Code. Explain to residents why they have to maintain their properties to community standards. Try to keep areas and properties from becoming blighted or downtrodden.</p> | |

SECTION 3

DESCRIPTION OF ESSENTIAL DUTIES & RESPONSIBILITIES

Positions are made up of various duties that generally fall into a handful of categories/responsibilities. For example, a Street Operator's categories may include Streets Maintenance, Snow Plowing, Equipment Operation, Refuse Collection, etc. An Administrative Assistant's categories may include Document Preparation, Meeting Coordination, Records Management, etc.

Identifying the main functions and the percent of time spent on each category provides the best information to correctly classify your position. Adding the significant duties within each category allows us to better understand your work in each area. As you list the specific duties, please focus on WHAT is done, rather than HOW it is done. This provides adequate detail without requiring your responses to be more labor-intensive than needed. Please try to avoid terminology and acronyms that are not widely known outside of your line of work.

| Category (Area of Responsibility): | Property maintenance inspections and re-inspections | % of Annual Total Time Spent on Category: | 97% |
|------------------------------------|--|---|-----|
| Duties within Category: | Inspect for and request abatement for violations of the following: Abandoned/junk vehicles, Animal waste, Building code, Rubbish and garbage accumulations, Garbage and recycling violations, Uncut grass and weeds(seasonal), Impassable sidewalks/vision triangle issues, Parking violations, Sidewalk shoveling(seasonal), Accessory building violations, Principal building maintenance, Fencing maintenance, Animal licensing violations, Animal exemption permit inspections and violations, Zoning violations. Issue and serve citations for un-abated and repeat violations. Apply for and serve Special Inspections Warrants. Remove and dispose of illegally posted/placed signs. Prepare reports on blighted and distressed areas. Coordinate cleanup of distressed, public nuisance properties. Coordinate with the Police Department on public nuisance properties. Work with the County Health Department on nuisance, animal, and hoarding properties within the City. Testify in Municipal Court on disputed citations. Respond to public inquiries on multiple topics. Prepare monthly reports for common council meetings. | | |
| Category (Area of Responsibility): | Address corrections | % of Annual Total Time Spent on Category: | 2% |
| Duties within Category: | Note and catalogue improperly addressed residences, specifically duplex and triplex and request corrections. Correct address and ownership issues within the heavily used MyGov program. | | |
| Category (Area of Responsibility): | SeeClickFix public facing, issue reporting program | % of Annual Total Time Spent on Category: | 1% |
| Duties within Category: | Maintain and update the public reporting program within the COWR phone app. Train fellow employees in its use. | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |

| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
|------------------------------------|--|---|---|
| Duties within Category: | | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |
| Category (Area of Responsibility): | | % of Annual Total Time Spent on Category: | % |
| Duties within Category: | | | |

SECTION 4

TOOLS, SOFTWARE, & TECHNOLOGY

Identify the software programs that proficiency is required in to successfully perform your duties. Please include standard programs (i.e. MS Word or Excel) in addition to job-specific programs (i.e. accounting software, engineering software). If none are required, please list n/a.

Word, Excel, Google Docs, SeeClickFix (the City of Wisconsin Rapids Phone App) Wisconsin PARS, MyGov, Market Drive v18, TRACS

Identify technical equipment that proficiency is required in to successfully perform your duties. Examples include office equipment (i.e. copier, multi-line phone system) as well as equipment used in the field (i.e. calibration equipment, GPS units, locating devices).

Phone, Copier, Desktop Computer, iPhone, iPad.

Identify vehicles and machinery that proficiency is required in to successfully perform your duties. Examples include forklift, squad car, lawn mower, etc.

COWR automobile

SECTION 5

JUDGMENTS / DECISION-MAKING

| Identify at least five of the most <u>typical</u> judgments/decisions that you make in performing your job (throughout the course of a year) as well as the possible solutions to these problems. Finally, identify those who may assist in the decision-making process and/or those who may review the decisions made. | | |
|---|---|--|
| Typical Problems/Challenges | Possible Solution(s) to Problem/Challenge | Job Title(s) of Collaborators and/or Who Reviews |
| | | |
| | | |
| | | |
| | | |
| | | |

| SECTION 6 WORKING RELATIONSHIPS / INTERACTIONS / CONTACTS | | |
|--|---|---|
| Please identify your typical work relationships with other persons inside or outside of your own organization. | | |
| Title of Individuals With Whom You Typically Interact | Describe the Interaction (What Was Going On?) | Why Was It Necessary? |
| Director of Community Development | Daily interactions on new or ongoing Code Enforcement issues | Keeping my immediate supervisor updated |
| Building / Plumbing Inspector(s) | Interact on issues in their areas of expertise | Utilize available expertise and resources to help perform my job. |
| Parks Department Supervisor | Request grass cutting, snow shoveling and brush, tree, and bush cutting. Request inspection of dead and downed trees, Request noxious weed destruction. | Uncut grass on residential properties, un-shoveled sidewalks, Removal/killing on listed noxious weeds. Public safety involving dead and downed trees. |
| Streets Supervisor | Discuss garbage and recycling collection issues. Coordinate blighted property cleanup. | Review garbage and recycling recurring issues. Time and coordinate cleanup on residential properties. |
| Chief of Police | Request his signature on Public Nuisance property declarations, request signature and delivery of 24-hour cleanup notices. | City code requires the Chief of Police to declare a property a Public Nuisance and he must demand 24-hour cleanup of nuisance property. |
| Mayor | Relay information on issues of greater public interest. | Keep him advised of larger issues that he may be questioned on. |

| SECTION 7 SUPERVISION / MANAGEMENT |
|---|
| Please indicate the type of responsibility you have as it pertains to leading or managing others. Understanding that some areas (e.g. terminating employees) may require approval at a higher level (e.g. Human Resources), give a "yes" response if the primary recommendation comes from this |

position and give a "provides input" response if the recommendation is handled through the "chain of command" in a department.

| Area of Action / Responsibility | | Yes | No | Provides Input |
|---|--|-----------|----|----------------|
| Screen / Interview Applicants | | | | |
| Hire / Promote Employees | | | | |
| Evaluate Performance Of Others | | | | |
| Provide Written / Verbal Warnings | | | | |
| Suspend Employees | | | | |
| Terminate Employees | | | | |
| Prepare Work Schedules For Others | | | | |
| Formal Project Management | | | | |
| Provide Work Direction For Others | | | | |
| Counsel Employees (e.g. Guiding/Coaching/Mentoring) | | | | |
| Developing Training/Development Plans for Employees | | | | |
| Train Employees (As Part Of The Normal Duties Of The Job) | | | | |
| Approving/Assigning Overtime | | | | |
| Approve Time Off Request For Others | | | | |
| Develop / Implement Policies | | | | |
| Do you <u>directly</u> supervise any employees? <i>If yes, please list the number of FTEs and job titles of those employees below:</i> | | | | n/a |
| Job Title | | # of FTEs | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

SECTION 8

PHYSICAL REQUIREMENTS / WORK ENVIRONMENT

Please indicate the amount of time typically spent in the following categories throughout the course of a year. Although an explanation is invited for each element, we ask that you provide a brief explanation of those elements marked with an * in the space provided.

| Physical Requirements | | | | |
|---|-----|---------------|--------------------|----------------|
| [Place an "X" in the appropriate cells] | | | | |
| | N/A | Low Frequency | Moderate Frequency | High Frequency |
| Carrying / Lifting 10 - 25 Pounds | | X | | |
| Carrying / Lifting 25 - 50 Pounds | | X | | |
| Carrying / Lifting > 50 Pounds * | X | | | |
| Sitting | | | | X |
| Standing / Walking / Climbing | | | | X |
| Specific Vision, Hearing, Taste, or Smell Requirements * | | | X | |
| Squatting / Crouching / Kneeling / Bending | | | X | |
| Repetitive Hand/Foot Movement * | | | | X |
| Pushing / Pulling / Reaching Above Shoulder | | X | | |
| Work Environment | N/A | Low Frequency | Moderate Frequency | High Frequency |
| Indoor/Office Work Environment | | X | | |
| Outdoor Weather Conditions | | | | X |
| Noise >85dB (e.g. mower, heavy traffic, milling machine, etc.) * | X | | | |
| Extreme Hot/Cold Temperatures (>90 degrees / <40 degrees) * | | | | X |
| Irritated or Agitated Individuals * | | | X | |
| Hostile or Violent Individuals * | | X | | |
| Hazardous Fumes / Odors / Toxic Chemicals * | | X | | |
| Electrical Hazards * | X | | | |
| Confined Spaces (as identified by OSHA) * | X | | | |
| Close Proximity to Moving Machinery / Equipment * | X | | | |
| Bodily Fluids / Communicable Diseases * | | | X | |
| Work-Related Travel | X | | | |
| Working Alongside Moving Traffic on Roads | | | | X |
| Provide Any Additional Information Regarding the Physical Requirements or Work Environment (e.g. description of required vision, hearing, taste, smell; type of work travel; etc.): | | | | |

I deal with properties that have rubbish and garbage issues, and hoarding issues. I have to check for signs of insect and rodent infestations, usually smells. I deal with animal hoarding issues and inspect residences that wish to have greater than normal animal count. I drive a city owned vehicle requiring repetitive hand and foot movement. The majority of my work is outside in the weather. I deal daily with irritated individuals that are generally not happy with the City or myself. Animal hoarders live in dangerous conditions involving cat and dog urine or feces. I deal frequently with people that live in unhealthy places, I have been spit on and have walked through human and animal feces. I daily remove signs from City right of way, walking along curbs and streets.

SECTION 9

ADDITIONAL EMPLOYEE COMMENTS

Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly:

TO BE COMPLETED BY THE EMPLOYEE'S SUPERVISOR

SECTION 10

Supervisor Name

Kyle Kearns

Supervisor Title

Director of Community Development

SUPERVISOR INFORMATION

SECTION 11

EDUCATION REQUIRED FOR HIRE

Level of Education Required

Field(s) of Study (e.g. Degrees/Concentrations)

Less than High School Education

n/a

High School Education (or Equivalent)

Required

One Year Certificate (or Equivalent)

Associate's Degree (or Equivalent)

Preferred

Bachelor's Degree

Preferred

Master's Degree

Professional Degree (*Juris Doctor*, Medicine, etc.)

PhD w/ Dissertation

Other:

Provide Any Additional Information Regarding the Required Education (e.g. preferred vs. required, specific coursework, etc.):

Secondary education in political science, law enforcements, communications, and/or administration preferred.

SECTION 12

TOTAL EXPERIENCE REQUIRED UPON HIRE

[Place an "X" in the appropriate cells]

No Experience

2 yr.

2 to 3 yrs.

4 to 5 yrs.

6 to 7 yrs.

8 to 9 yrs.

≥ 12 yrs.

Describe Specific Experience Required for Hiring (e.g. 5 total years of customer service experience 2 of which were in a supervisory capacity):

Expert Communication Skills a must. Minimum two years of government experience preferred.

| SECTION 13 | | | | |
|--|---|---------------------|------------------------|--|
| CERTIFICATION / LICENSURE / TRAINING TO PERFORM JOB | | | | |
| List Required Certification/Licensure/Training | How Attained/Provided | Required Upon Hire? | May Obtain After Hire? | |
| Certified Code Enforcement Officer (CCEO) | American Association of Code Enforcement & International Code Council | | X | |
| Certified Code Enforcement Administrator (CCEA) | American Association of Code Enforcement & International Code Council | | X | |
| | | | | |
| | | | | |
| Comments - Describe any time requirement for certification, recertification requirements, and any current practices as it relates to licensure or certification (e.g. extra pay for certification, employer payment for obtaining or renewing, etc.): | | | | |
| Voluntary but preferred, if not experience in Code Enforcement. | | | | |

| SECTION 14 | |
|---|---|
| SUPERVISOR'S CORRECTIONS / ADDITIONS | |
| In lieu of altering an employee's JDQ, please provide any corrections, clarifications, or additional information in the space provided below. | |
| JDQ Section | Correction / Addition |
| Section 3 | Added Detail: Generation of detailed reports for nuisances and other violations where required by City ordinance, submitted to Mayor, Chief, and Director |
| Section 3 | Added Detail: Inspection warrants are obtained through circuit court and contested code violations and citations must be followed in municipal court. |
| Section 3 | Added Detail: MyGov (Permit & Code Enforcement Software), Market Drive (Assessor Database Software), TRACS (Citation Software) |
| | |
| | |
| | |
| | |

| SECTION 15 |
|--|
| ADDITIONAL SUPERVISOR COMMENTS |
| Please identify any other job-related information that is not otherwise addressed in the JDQ, or would help someone else understand this job more clearly: |

The position is occasionally tasked with other neighborhood improvement initiatives, such as the creation/administration of programs or policy. The intent of the position is to also be proactive in code enforcement rather than reactive and punitive.

MEMORANDUM OF UNDERSTANDING
RECRUIT OFFICER

Between the
City of Wisconsin Rapids
and

The Wisconsin Rapids Professional Police Association
Wisconsin Professional Police Association
Law Enforcement Employees Relations

This is to confirm the understanding by the parties for hiring, wages and benefits for a Patrol Officer ~~who that~~ has not attended Basic Law Enforcement Training (Academy). The parties agree to the following:

1. Newly hired Officers who are required to attend the Academy to become certified shall receive the recruit rate of pay, equal to eighty-five (85%) percent of the Patrol Officer ~~s~~Starting rate of pay, upon hire and while in attendance at the Academy. Upon the first day following graduation, the "Recruit Patrol Officer" will move to the status of "Patrol Officer" and the applicable rate of the pay (Article 39).
2. If a newly hired non-certified Recruit Patrol Officer is assigned to field training prior to the Academy ~~b~~Beginning, the Recruit Patrol Officer shall receive the ~~normal~~ Recruit Patrol Officer ~~starting~~ rate of pay ~~until they start the Academy at which time, they will receive the recruit rate of pay until the first day following Academy graduation. The intent of this section is for basic recruit academy training only and for the dates while the Recruit Patrol Officer is assigned to the academy.~~ Academy Training must be completed within 18 months of the Recruit Officer's employment start date.
3. The City will pay for ~~a~~Academy costs (tuition and books). To the extent that the City will be reimbursed by DOJ for these costs and pursuant to the DOJ's reimbursement of training expenses policy, the City may -and either provide lodging, or mileage/daily transportation (will be City's discretion which is provided). from the Police Department to the academy location. If the costs are not reimbursed by DOJ, the Recruit Patrol Officer shall be responsible for the costs. The Recruit Patrol Officer shall cooperate in completing and submitting any forms necessary for the proper documentation of Academy attendance and any Academy expenses.

The Recruit Patrol Officer shall be paid for forty (40) hours per week while in the ~~a~~Academy. Any overtime hours worked while attending the ~~A~~academy are subject to Article 6 of the Agreement and based on the Recruit Patrol Officer rate of pay.

The Recruit Patrol Officer must receive permission from a supervisor prior to working overtime. Study time to successfully complete the ~~A~~academy is not subject to overtime. Additionally, for WRS purposes/benefits the Recruit Patrol ~~man~~ Officer shall be considered a "protective status" employee.

4. The Recruit Patrol Officer shall be sworn in according to normal procedures prior to the start of the Academy in accordance with the Wisconsin Training and Standards Rule and Regulations. The Recruit Patrol Officer is considered a probationary employee throughout the recruit ~~A~~academy and the one-year probationary period under Article 4 lasts for one year thereafter, unless the Recruit Patrol Officer is assigned to field training or other duties prior to attendance in the Academy. Such training or

on duty time shall count as part of the probationary period.

If the Recruit Patrolman Officer fails to complete the Academy they may be terminated.

5. The Chief of Police or designee shall receive reports from the Academy Director regarding attendance and performance. The Recruit Patrol Officer shall adhere to the Police Department's attendance policy as well as any attendance policy of the Academy. The Recruit Officer's work schedule shall be determined at the discretion of the Chief of Police or designee.
6. The date of hire for employment and benefits shall be the Recruit Patrol Officer's start date. For collective bargaining unit seniority purposes, seniority will begin upon Academy completion.
7. This agreement is non-precedential for any and all purposes.
8. This agreement shall be binding and effective as of _____, 2023.
9. This agreement may be changed, modified, or corrected during its term by written agreement.
10. This agreement shall terminate December 31, 2023, unless the parties agree to an extension.

Signed and dated this ____ day of _____, 2023.

CITY OF WISCONSIN RAPIDS

WRPPA

Mayor

Association President

City Clerk

*Chair
Wage and Grievance Committee*

The report of the Human Resources Committee meeting held on May 16, 2023 will be distributed at the Common Council meeting on May 16, 2023.



Legislative Committee Meeting Minutes May 1, 2023

Legislative Committee

Jay Bemke, Chair
Tom Rayome, Vice-Chair
Matt Zacher

The Legislative Committee met at 5:19 p.m. on Monday, May 1, 2023 in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Legislative Committee were present.

1. Call to Order

Chairperson Bemke called the meeting to order at 5:19 p.m.

2. Consider a Council rule which would require all supporting materials for items brought before Council be provided to alderpersons at least 2 business days before the Council meeting

Motion by Zacher, seconded by Bemke to adopt a Council rule which would require all supporting materials for items brought before Council be provided to alderpersons at least 2 business days before the Council meeting, or else the item will not be considered at that meeting. Council has the ability to suspend this rule by a simple majority vote and then consider the late supporting materials and consider the agenda item. Motion carried, 3-0

3. Consider eliminating standing committees, and having 2 Council meetings per month

No action was taken. The Committee directed staff to identify what needs to be considered in order to make this change. That recommendation will be considered at a future Committee of the Whole meeting.

4. Consider limiting alderpersons to serving 3 or 4 consecutive terms

The Committee took no action on this item and removed the referral.

5. Discuss temporary alcohol licenses and their requirements under state law, as it relates to recent requests for temporary alcohol licenses.

The Committee received advice from the City Attorney and the City Clerk regarding the approval of temporary alcohol licenses. No formal action was taken on this item.

Next meeting is scheduled for Thursday, June 1 at 4:00 p.m.

Motion by Rayome, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 7:25 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk



Committee Referral

Name of Committee: Legislative

Date of Request: 12/22/2022

Requestor: Patrick Delaney

Request/Referral: Items brought before council need to be given to the Alderpersons at least 2 business days before council meeting

Background information: Common Council alderpersons have the obligation to do their due diligence before voting on items. Last minute paperwork given out at the meetings makes this task impossible. No additional paperwork, videos, or presentations should be allowed at the meeting if not first presented to all alderpersons at least 2 business days before the meeting is held.

Options available: _____

Staff recommendation: _____

Action you are requesting the committee take: Create a council rule that all alderpersons get any and all information presented at the meetings at least 2 days before the meeting is held. No additional paperwork, videos or presentations will be accepted, viewed or heard without proper advanced notice.

How will the item be financed? N/A

Please attach all supporting documentation.



Committee Referral

Name of Committee: Legislative

Date of Request: 11/08/2022

Requestor: Patrick Delaney

Request/Referral: Have 2 common Council Meetings and no committee meetings per month

Background information: Common Council can meet and do all business in 2 meetings instead of the current system

Options available: _____

Staff recommendation: _____

Action you are requesting the committee take: Change current Common Council meetings to two per month

How will the item be financed? N/A

Please attach all supporting documentation.



Committee Referral

Name of Committee: Legislative

Date of Request: 10/24/2022

Requestor: Patrick Delaney

Request/Referral: Create an ordinance limiting alderpersons to 3 or 4 consecutive terms

Background information: Alderpersons should serve a limited term amount to help improve community involvement

Options available: _____

Staff recommendation: _____

Action you are requesting the committee take: Create an ordinance limiting alderpersons to 3 or 4 consecutive terms

How will the item be financed? _____

Please attach all supporting documentation.

**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 25, 2023 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 1:35 p.m.

1. ROLL CALL:

Present: Cheryl Reith-Kincaid, Evan Smith, Jean Helmer, JoAnn Grode and Mary Vang

Excused: David Henke

Also present: Carol Voss, Linda Lucht, Josh Freeman and Jolina Janus

2. ELECTION OF OFFICERS

- A. Chair: Commissioner Helmer moved to elect Commissioner Grode as Chair of the Housing Authority of Wisconsin Rapids Board, seconded by Commissioner Smith. All aye votes.
- B. Vice Chair: Commissioner Reith-Kincaid moved to elect Commissioner Helmer as Vice Chair of the Housing Authority of Wisconsin Rapids Board, seconded by Commissioner Smith. All aye votes.
- C. Recording Secretary: Commissioner Helmer moved to elect Executive Director Mary Vang as Recording Secretary, seconded by Commissioner Smith. All aye votes.

3. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the December 28, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the December 28, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

4. COMMUNICATIONS

- A. Stock box update: Mary reported that a total of 26 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Commissioner Reith-Kincaid stated that there may be an increased interest in stock boxes with the extra Foodshare benefits coming to an end in February. Commissioner Grode reported that fresh produce was included in this round of distributed stock boxes.

5. CONSIDERATION OF BILLS

- A. Approve December 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the December 2022 bills. Commissioner Grode inquired about the Express Recycling purchase card transaction for shredding services totaling \$227.63. She suggested utilizing United Ways free community wide shred day event. Mary stated that this was a one-time service as files were being digitized and does not anticipate that this will be an ongoing service. In addition, a new shredder was purchased to replace the old shredder that is no longer operable. Commissioner Grode also inquired about the higher than usual tenant security deposit for \$510 in the Quickbooks register. Mary stated that this could be due to the new security deposit increase that was approved by the board in a prior board meeting or a combination of security, pet deposit and overpayment in rent due to timing of removal from the tenant ACH rent batch. Commissioner Helmer moved to approve the December 2022 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

6. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview; two who are deceased, one due to program violations, and one voluntary move. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with housing to secure alternative housing and resources. Three vacancies have been filled off the waiting list with move in dates for January 31, 2023, February 10 & 24, 2023. The remaining vacancies will be filled off the waiting list with tentative move-in dates in February 2023. There are no vacancies at Tenth Avenue. There is one vacancy in the scattered sites due to program violations. This vacancy has been filled with a move in date of January 27, 2023.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at Huntington House; two who are deceased and one who is moving closer to family. One vacancy has been filled off the waiting list with a move in date of February 1, 2023. The other two vacancies will be filled from the waiting list with anticipated move in dates in March 2023.
- C. Section 8 program status: Mary reported that as of January 17, 2023, there are 163 families under contract with the current waiting list running approximately around 10 months. There are currently 259 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: three VASH voucher holders, three new admissions, zero expired vouchers, zero portability move-outs/move-ins, five new vouchers issued for a cumulative of seven vouchers, and one voluntary end of participation.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$10,977.92 in general capital activities for parking lot sealing/restriping, tree services,

appliances, and HVAC repairs at Parkview & Tenth Avenue. The 2019 grant has a zero balance in operations and RAD activities and \$15,478.37 in general capital activity for appliances. The 2020 grant has a \$69,457.74 balance in operations for insurances and miscellaneous operating expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a \$159,624.98 balance in operations for insurances, PILOT, and miscellaneous operating expenses, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. Mary stated that ninety percent of the 2021 grant has been obligated in HUD's eLOCC system in accordance with HUD requirements to obligate ninety percent of funds within sixty days of the obligation end date of February 22, 2023. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous operating expenses: \$43,292.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. A disbursement was made from the 2018 Capital Fund Grant of \$1,873.69 to Tweet Garot for repair work on the domestic hot water heater at Parkview, 2020 Capital Fund Grant a disbursement was made of \$17,219 to Kone to pay the remaining balance on the elevator power unit upgrade at Parkview and \$379.98 to Complete Office for the purchase of a new shredder to replace the broken office shredder. 2021 Capital Fund Grant a disbursement of \$125 was made to Diversified Benefit Services for annual plan and document maintenance of HSA health insurance program and \$660 to Freedom Pest Control for annual pest contract at Parkview and Tenth Avenue, 2022 Capital Fund Grant a disbursement of \$1,770 was made to Guezlows Heating & A/C to service furnaces in the single-family homes.

- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$425.65 was received for January 2023 from one former public housing and Section 8 participant. Jolina has entered several other debtors into the State of WI SDC program and will be updating the spreadsheet.
- F. Quote from Eron & Gee/Herman's Plumbing to replace Huntington House, Parkview and Tenth Avenue valves at water meter:
Commissioners reviewed the quote from Eron & Gee/Herman's Plumbing. Josh reported that during a routine annual water meter inspection conducted by Water Works and Lighting. The purpose of these inspections is to service and ensure that the water meter is working and reading properly. The utility company encountered issues with properly closing the valves at the water meter, which resulted in water spraying and pooling on the floor of the mechanical room at Parkview. The utility company observed the aging and fragile condition of the valves at all three apartment buildings and advised that the valves be replaced to avoid an emergency with the valves not closing and water accumulating quickly in the building leading to water damage. Josh also stated that maintenance staff avoided the use of these valves due to their deteriorating condition. With new valves installed, maintenance would be able to shut off water to the bypass valve after the water meter to avoid completely shutting off water to the entire building during plumbing work. Commissioner Helmer moved to approve replacement of the valves at

Huntington House, Parkview and Tenth Avenue, seconded by Commissioner Smith. All aye votes.

7. OLD BUSINESS

A. Security camera at Huntington House & Tenth Avenue garbage rooms: Mary reported that an updated and slightly higher-grade trail camera was purchased for under \$100 and installed in the garbage room of Tenth Avenue. The camera allows for convenient instant viewing of images. Commissioners reviewed the security camera quote from Tech Pros for Huntington House apartments. Mary stated that the quote of \$3,925 included labor, licensing, cabling and installation of four cameras; two in the basement corridor, one in the garbage room, and one in the main lobby. She stated that having these cameras would provide deterrence of non-compliance with recycling and garbage and loitering in public spaces, but due to budget constraints and upcoming expenses-redirecting priority to pressing capital improvements and upcoming expenses would not be advisable at this time. She stated the following upcoming expenses will be due: approximately \$19,500 for the PILOT, \$20,268 to fund the replacement reserves account as required by HUD and the recent water valve quote of \$7,050. She reiterated that the Huntington House Redevelopment, LLC has a separate budget from Public Housing, and funds can only be used specifically to each program budget. Commissioner Reith-Kincaid inquired about HUD subsidies for Huntington House and asked if the cameras are no longer being considered for the building. Mary stated that Huntington House Redevelopment, LLC (HHR LLC) as its own entity is under a Housing Assistance Payment (HAP) contract with HUD, and the only subsidy that HHR LLC receives is the difference in the contracted rent that is not paid by the tenant. HHR LLC's main revenue is tenant rent revenues, which includes the HAP subsidy. Dependent upon budget availability, the security camera's will be reconsidered in the near future; however, in the interim, two trail cameras like the one installed at Tenth Avenue will be purchased and installed in the garbage room and in the basement corridor.

8. PUBLIC INPUT: There was no public input.

9. NEXT MEETING: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, February 22, 2023, in the community room of the Huntington House Apartments.

10. ADJOURNMENT: Commissioner Smith moved to adjourn the meeting at 2:31 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang

Jo Ann Grode

Executive Director

Date: _____

Chair

Date: _____

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Tuesday, February 28, 2023 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 1:30 p.m.

1. ROLL CALL:

Present: Cheryl Reith-Kincaid, David Henke, Jean Helmer, JoAnn Grode and Mary Vang

Excused: Evan Smith

Also present: Carol Voss, Linda Lucht, and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the January 25, 2023 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the January 25, 2023 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Approval of February 16, 2023 Resident Advisory Board meeting minutes: Commissioners reviewed the minutes from the February 16, 2023 meeting. Commissioner Helmer moved to approve the minutes of the February 16, 2023 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Social Committee update and February 6, 2023 meeting minutes: Commissioners reviewed the minutes from the February 6, 2023 meeting. Commissioner Reith-Kincaid inquired about the results of the tenant survey. Mary stated that the surveys are still being collected and collated by Jolina. Jolina stated that several surveys have already been turned in and the deadline is March 15th. Commissioner Reith-Kincaid moved to approve the minutes from the February 6, 2023 meeting, seconded by Commissioner Helmer. All aye votes.
- C. Stock box update: Mary reported that a total of 23 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Mary anticipates that there will be an increase in the number of tenants participating as several new tenants have expressed interest in boxes for March. Commissioner Grode stated that there was fresh produce distributed again with the food boxes, which tenants seem to really be enjoying.

- D. Letter from HUD regarding Housing Choice Voucher (HCV) anticipated renewal awards for 2023: Mary reported that the HCV program funding will be at a historical high with HAP prorations of up to 100% and Administrative Fees of up to 89% for 2023. In addition, the HCV program is anticipated to receive an inflation adjustment of 7.5% for 2023. HCV program staff will be working diligently to pull a large number of applicants from the waiting list to increase leasing potential and HAP utilization and to avoid future offset of funding.

4. **CONSIDERATION OF BILLS**

- A. Approve January 2023 bills (QuickBooks register and purchasing card transaction detail): Mary reported that fraudulent transactions were made against the Huntington House Redevelopment LLC account. She did file a police report and has been in contact with the bank to request further investigation by the fraud department. The bank's investigation will take time before funds are returned to the account. Mary stated that temporary hard hold has been placed on the account as she works with US Bank's government banking division to setup positive pay as another layer of security for all accounts with US Bank. Commissioner Helmer moved to approve the January 2023 bills, seconded by Commissioner Reith-Kincaid. All aye votes.

5. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: two who are deceased and two voluntarily moving. There is one upcoming vacancy due to program violations with an indefinite date as the family is working with case management to secure alternative housing and resources. Two vacancies have been filled off the waiting list with move in dates for February 24, 2023. One unit is a transfer from the caretaker unit with an anticipated move in date of April 21, 2023, and one unit will be filled off the waiting list with a tentative move-in date of March 24, 2023. There is one vacancy at Tenth Avenue due to the tenant receiving a Section 8 Housing Project Based Voucher and transferring to Huntington House Redevelopment LLC. The vacancy will be filled off the waiting list with a tentative move in date of April 21, 2023. There are no vacancies for scattered sites. The Parkview caretaker position will become open at the end of March 2023. It is anticipated that the position will be filled by a Parkview candidate with past janitorial experience to fulfill the requirements of the Section 3 program. A bed bug inspection will be conducted at Tenth Avenue apartments as a result of a tenant reporting that they had what resembled bed bug bites on their extremities. This canine inspection will be in combination with the Parkview routine inspection.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at Huntington House: one who is deceased and one who is moving closer to family. One vacancy has been filled off the waiting list

with a move in date of March 1, 2023. The other vacancy has been filled by the transfer from Tenth Avenue with a move in date of April 1, 2023.

- C. Section 8 program status: Mary reported that as of February 16, 2023, there are 162 families under contract with the current waiting list running approximately around 10 months. There are currently 191 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: three VASH voucher holders, one new admission, zero expired vouchers, zero portability move-outs/move-ins, four new vouchers issued for a cumulative of fifteen vouchers, and zero 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 \$6,558.68 in general capital activities for parking lot sealing/restriping, tree services, appliances, and HVAC repairs at Parkview and Tenth Avenue. The 2019 grant has a zero balance in operations and RAD activities and \$15,478.37 in general capital activity for appliances. The 2020 grant has a \$69,012.74 balance in operations for insurances and miscellaneous operating expenses, \$24,546 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous operating expenses; \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. The following disbursements were made from the 2018 Capital Fund Grant: \$1,161.49 to Tweet Garot for repair work on the north entry heater fan at Parkview, \$247.75 to Eron & Gee/Herman's plumbing for kitchen sink plumbing repairs in unit #207 at Parkview apartments, and \$3,010 to Guelzow Heating & A/C for new furnace installation at 540 20th Ave South. There was a disbursement from the 2020 grant from operations of \$445 to HDS for monthly billing and cash receipt statements. Two disbursements were made from the 2023 grant from operations of \$6,106 to FEMA for annual renewal of Parkview flood insurance and per HUD capital fund requirements \$153,518.98 was drawdown to meet 90% obligation and drawdown of the grant to meet the obligation end date of February 22, 2023 and to avoid future grant offset. A disbursement of the 2022 grant from general capital activities was made of \$2,706 to Guezlows Heating and A/C for servicing of scattered site furnaces.
- E. State Debt Collection (SDC) : Mary reported that two payments totaling \$1616.78 was received for February 2023 from one former public housing and Section 8 participant.
- F. Cameras at Huntington House Apartments: Mary reported that a trail cameral has been installed in the garbage room with weekly monitoring or as needed.

- G. Proposed tenant cable fee increase: Mary proposed a \$2 increase to the current cable charge of \$20 per month. With an average tenant participation rate of 88.75% with the current cable contract through Spectrum, the Housing Authority absorbed \$6,555.28 in costs to maintain the contract for 2022. With the annual increase in 2023, the Housing Authority will be absorbing an estimated \$9,212.92 in costs. Per HUD, the Housing Authority is not able to make a profit from cable charges to tenants, but with the decreasing participation levels from tenants, maintaining the \$20 tenant cable charge is becoming an expense burden. The housing authority would be absorbing half of the costs with the proposed \$22 per month cable fee that would be effective May 1, 2023.
- H. Annual FEMA flood insurance renewal: Mary reported that the annual FEMA flood insurance for Parkview has been renewed for the renewal period of February 22, 2023.
- I. Otis Elevator proposal to upgrade power unit to elevator at Tenth Avenue apartments: Commissioners reviewed the Otis Elevator proposal for Tenth Avenue elevator power unit upgrade. Commissioner Reith-Kincaid moved to approve the proposal, seconded by Commissioner Helmer. All aye votes.
- J. Review drafted 2023 Capital Funds annual plan: Mary reviewed the drafted 2023 capital funds annual plan with Commissioners. HUD announced the at the 2023 grants would be available on or near March 20, 2023 in eLOCCS. The drafted annual plan will be adjusted upwards in operations to reflect the awarded amount. The operations budget line based on the drafted amount of \$293,000 is anticipated for insurances, administrative contracts., and miscellaneous operation expenses. The General Capital Activities budget line is in anticipation of capital expenses as follows: appliances, water heaters, unit turnovers/modernization, Parkview windows, HVAC at Parkview & Tenth Avenue apartments, concrete repairs, and flooring repairs/replacement.
- K. Kanso formerly known as HDS software upgrade to web-based platform quote: Commissioners reviewed the quote from Kanso. Mary reported that the desktop version of the current housing data software program will no longer be supported, and a web-based version will be replacing it. Housing Data Systems (HDS) merged with Kanso to provide a more streamlined housing data program for housing authorities. The web-based software program would offer a variety of features such as real-time status for work orders and inspections, applicant/tenant and landlord portal, and the ability for tenants to pay their rent through the web-based tenant portal. Housing Authorities will be offered more flexibility with digitizing and signing of documents. Commissioner Helmer moved to approve the Kanso quote, seconded by Commissioner Reith-Kincaid. All aye votes.

8. PUBLIC INPUT: There was no public input.

9. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 29, 2023, in the community room of the Huntington House Apartments.
10. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:17 p.m., seconded by Commissioner Reith-Kincaid. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date: _____

Approved by:

Jo Ann Grode
Chair

Date: _____

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

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, March 29, 2023 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:31 p.m.

1. ROLL CALL:

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

Excused: Jean Helmer

Also present: Carol Voss, Linda Lucht, Josh Freeman and Jolina Janus

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the February 29, 2023 meeting. Commissioner Henke moved to approve the minutes of the February 29, 2023 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Social Committee update: Commissioner Grode reported on the tenant survey responses. There was a consensus to change the Lost Canyon trip to the Upper Dells boat trip. Upcoming summer brat fry and ice cream socials will be scheduled at the next committee meeting.
- B. Stock box update: Mary reported that a total of 36 food boxes were distributed among tenants at Parkview, Tenth Avenue and Huntington House apartments. Mary stated that fresh potatoes were part of the distribution and the tenants enjoyed getting those along with their box.

4. CONSIDERATION OF BILLS

- A. Approve December 2022 financial statements from fee accountant: Commissioners reviewed the December 2022 financial statements. Commissioner Grode inquired about the zero-dollar allocation on the Public Housing income statement YTD budgeted line item for telephone expenses. Mary stated that the expense was more than likely lumped in under administrative expenses, and it was not split out on the statement; she will further discuss with fee accountant to ensure that the amount was spread according to the 2022 budget. Commissioner Grode also inquired about no budgeted costs on the Housing Choice Voucher income statement HAP RAD operating expenses YTD budgeted line item. Mary reported that the expense is a Housing Assistance Payment (HAP) that is

paid to the Huntington House LLC (HH LLC) as part of the HAP contract between the HH LLC and Section 8 Housing Choice Voucher program. She also carefully reviewed and explained variances in the income statements with Commissioners to provide an opportunity for Commissioners to inquire about her analysis. Commissioner Reith-Kincaid moved to approve the December 2022 financial statements, seconded by Commissioner Henke. All aye votes.

- B. Approve February 2023 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the February 2023 bills. Mary reported that a \$100 adjustment was made to the Huntington House Redevelopment, LLC bank reconciliation to balance, due to the unauthorized web transaction for Public Storage. Funds were recovered from this unauthorized transaction. The remaining two unauthorized check transactions are under investigation by the Treasury Management Department of US Bank and recovery/return of funds may take up to 6 months from when the Housing Authority put in the fraudulent activity request. Positive Pay has been established with all US Bank accounts to provide an additional layer of security in preventing future unauthorized transactions. Commissioner Reith-Kincaid moved to approve the February 2023 bills, seconded by Commissioner Smith. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview: one who is deceased, two transfers and one due to program violations. One vacancy has been filled off the waiting list with move in dates for April 5, 2023. One unit is a transfer from the caretaker unit with move in date of March 20, 2023, one is a transfer into the caretaker unit with move-in date of April 6, 2023, and one unit will be filled off the waiting list with a tentative move-in date of April 15, 2023. There are no vacancies at Tenth Avenue. There are no vacancies for scattered sites. Mary also provided building updates, she reported that the one unit at Parkview apartments has been heat treated. An incident occurred over the weekend with a tenant and Housing Authority property and is being addressed. Tenth Avenue apartments had three units identified during the bed bug inspection canine inspection on March 13th, 2023. These units have been treated and follow up inspections to be scheduled. Mary also brought up concerns of food items gone missing in the Tenth Avenue community room refrigerator. Maintenance have put a trail camera to continue observing the situation. The Tenth Avenue elevator power unit upgrade is anticipated to occur some time this summer, and advanced notice will be provided so tenants can prepare for elevator downtime.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at Huntington House: one who is deceased and one due to a program violation. The vacancies will be filled off the waiting list with move in dates in April of 2023. Josh reported on the cast iron pipes that needed to be replaced in the mechanical room. The aging plumbing will need to be addressed over time as it becomes apparent.

- C. Section 8 program status: Mary reported that as of March 16, 2023, there are 162 families under contract with the current waiting list running approximately around 3 months. There are currently 128 families on the waiting list. The Section 8 voucher activity for the month consisted of the following: two VASH voucher holders, three new admissions, one expired voucher, zero portability move-outs/move-ins, fifteen new vouchers issued for a cumulative of twenty-four vouchers, and three end of participation, two due to program violations and one reached 180 days of zero HAP. Mary also reported that Ka Bao and Jolina have been working diligently in the last months to ramp up voucher issuance to increase lease ups. Payment standards have been increased to 120% of FMR's per waiver request. In addition, Mary, anticipates to place a policy addendum to temporarily put a hold on interim changes for participant household income increases and amplify utilization of HAP funds.
- D. Capital Funds Program grant status: Mary reported that the 2018 and 2019 grants are fully disbursed. The 2020 grant has a \$69,012.74 balance in operations for insurances and miscellaneous operating expenses, \$15,122.05 in general capital activities for appliances, and zero in RAD activities. The 2021 grant has a zero balance in operations, and \$23,085 in general capital activities for appliances, concrete repairs, in unit floor repairs/replacement, and automatic door opener repairs/replacement. The 2022 grant has a \$245,014.06 balance in operations for insurances, PILOT, maintenance snowblower and miscellaneous operating expenses; \$40,586.90 in general capital activities for appliances, tree services, unit turnover/modernization, Parkview windows, HVAC repairs at all projects, and zero in RAD activities. The 2023 grant has \$295,951 in operations and \$27,000 in general capital activities. The following disbursement was made from the 2018 general capital activity for \$6,558.68 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). One disbursement was made from the 2019 General Capital Activity of \$15, 478.37 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). A disbursement was made from the 2020 general capital activity of \$9,423.95 to Otis Elevator for Tenth Avenue elevator power unit upgrade (partial). Josh reported that this spring, Water Works & Lighting will be relocating the exterior underground shut off valve at Tenth Avenue apartments. The current location of the shut off valve is next to the building sign and there is not sufficient room to properly operate the valve in the event of an emergency. Josh also reported on upcoming projects that will need to be addressed at the two apartment buildings. The domestic hot water holding tanks at Parkview are weeping and will need to be replaced in the near future, along with the actuator for the central heating system. The truck plow sway bar and snowbrush gears will need to be replaced/repared, as they have reached an 8-year use life.
- E. State Debt Collection (SDC): Mary reported that four payments totaling \$1,671.33 were received for March 2023 from three former public housing and one Section 8 participant. Three debts were satisfied.
- F. US Bank purchasing card program rebate: Mary reported that a rebate of \$745.99 was received as part of the US Bank purchase card program.

- G. FYE 2022 unaudited HUD Financial Assessment Subsystem (FASS) submission: Mary reported that the 2022 unaudited were submitted to the HUD's Real Estate Assessment Center (RAC) Financial Assessment Subsystem on March 15, 2023.
- H. 2023 Operating Subsidy submission: Mary reported that the 2023 Public Housing operating subsidy was submitted on March 7, 2023 in the HUD REAC PIH Operating Fund subsystem. The requested calculations for 2023 operating subsidy is \$250,280.

8. RESOLUTIONS

- A. Resolution #2023-1 Acceptance of 2023 Capital Funds: Commissioners reviewed Resolution #2023-1. Commissioner Smith moved to approve Resolution #2023-1, seconded by Commissioner Henke. All aye votes.
9. **PUBLIC INPUT**: Commissioner Reith-Kincaid mentioned the puzzle area upstairs at Huntington House needs some organization. Mary stated that she would seek out interested tenant volunteers to organize the puzzle room.
10. **NEXT MEETING**: The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, April 26, 2023, in the community room of the Huntington House Apartments.
11. **ADJOURNMENT**: Commissioner Henke moved to adjourn the meeting at 3:09 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Mary Vang
Executive Director

Date: _____

Approved by:

Jo Ann Grode
Chair

Date: _____



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE HISTORIC PRESERVATION COMMISSION MEETING

March 16, 2023

The Historic Preservation Commission met at 4:00 p.m. on March 16, 2023 in the Council Chambers at City Hall, 444 West Grand Avenue, Wisconsin Rapids. It was also streamed live on the City of Wisconsin Rapids Facebook page, Charter Cable Channel 985 and Solarus HD Cable Channel 3. Members present were: Jackie Bredl Dietrich, Michael Hittner, William Parker, Justin Pleuss and 1st Alternate Jeff Penzkover; Ryan Austin joined via Zoom. Also present were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Jason Tish and Phil Brown.

1. Call meeting to order

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

2. Election of Chair and Vice Chair

Motion by Commissioner Parker to elect Mike Hittner as Chairperson; second by Penzkover.

Motion carried (5 – 0)

Motion by Commissioner Hittner to elect Jackie Bredl Dietrich as Vice Chairperson; second by Pleuss.

Motion carried (5 – 0)

3. Update on the status of Certified Local Government designation request

Carrie Edmondson provided an update on the request by the City to receive CLG status. Jason Tish added comments about the program and process. Conversations ensued regarding appeal processes and funding.

4. Discussion and presentation of work program including Historic Preservation Commission roles and responsibilities of the Historic Preservation Commission and referenced training materials.

5. Discussion on next steps including to apply for CLG funds to conduct local property survey

Jason Tish summarized the processes for applying for funds. Carrie Edmondson added information regarding the City's property survey.

6. Schedule regular meeting time

Commissioners confirmed bi-monthly meetings. The next meeting is scheduled for Thursday, May 25th in the City Hall Council Chambers.

7. Adjourn

Motion by Bredl Dietrich to adjourn; second by Parker

Motion carried (5 – 0)

Meeting adjourned at 5:11 p.m.

Respectfully submitted by Erika Esser, 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

4/6/23

The South Wood County Airport Commission met on Thursday April 6, 2023 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichorn, and Joe Zurfluh. Brad Hamilton attended via telephone. Also in attendance were Dennis Polach, Randy Gustafson, Paul Tranal, Bill Menzel, Mike Esser, Tom Davis, and Jeremy Sickler.

1. Call to order: Chairman Blaser called the meeting to order at 8:05 AM.

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

Motion by Commissioner Zurfluh, 2nd by Commissioner Eichorn 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 ad for bids from interested firms to provide consultant services was published and the selection will take place at the May meeting. The fuel system project will be closed out upon scheduling of the final inspection and completion of punch list items.

Sickler reported that the fuel sales and activity in March was well below average compared with historical performance.

Sickler mentioned and discussion ensued regarding the perpetual outages of the Two Mile Ave. Gate. Sickler will pursue more permanent solutions and possibly seek the services of another maintenance vendor.

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

4. Old Business

a. Discuss and consider action regarding T-Hangar door repairs. The Commission did not receive a quote from a vendor. No action taken.

5. New Business

a. Discuss and consider action regarding soffit and lighting refurbishment on terminal building. Sickler reported that a verbal quote was received for replacement of the exterior soffit, fascia, and lighting for \$11,136. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to accept the proposal contingent upon submission of a written quote. Motion carried.

6. Review of Financial Statements

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

7. Future agenda items:

T-hangar door repair. Hangar sale. Consultant selection.

8. Public Comment

Bill Menzel asked for accommodations for better ability to hear for the attendees. EAA 706 commented on the completion of contractor guidelines, receipt of a Ray Scholarship for their applicant, the schedule of public events for the summer season, and the business name correction on credit card statements.

9. Correspondence received: None

10. Set next meeting date:

Thursday May 4 at 8:00 AM.

11. Adjourn:

Motion made by Commissioner Hamilton, 2nd by Commissioner Blaser to adjourn at 0919. Motion carried.

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



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
April 12, 2023
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, Grode, King, Tenpas and Yonkovich; and Interim Police Chief Mike Potocki, Deputy Fire Chief Jason Joling and Alderperson Dennis Polach.

3. Approve the March 1, 2023 meeting minutes.

A motion was made by Commissioner Tenpas, seconded by Commissioner Grode, to approve the March 1, 2023 meeting minutes. Motion carried.

4. Approve the March 28, 2023 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to approve the March 28, 2023 meeting minutes with a correction to the spelling of Tenpas name in one instance. Motion carried.

5. Approve the April 5, 2023 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, to approve the April 5, 2023 meeting minutes with a correction to the spelling of Tenpas name in one instance. Motion carried.

6. Discuss the February and March monthly reports and activities of the Police Department with the Interim Police Chief.

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

7. Discuss the February and March monthly reports and activities of the Fire Department with the Fire Chief.

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

8. 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:



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
April 12, 2023
7:30 A.M.

“Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.” In closed session, the Commission will discuss placement of one (1) Firefighter on permanent status.

A motion was made by Commissioner Grode, seconded by Commissioner Albrecht, 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, Grode, King, Tenpas and Yonkovich; and Interim Police Chief Mike Potocki and Deputy Fire Chief Jason Joling.

In closed session, the Commission discussed placement of one (1) Firefighter on permanent status.

9. 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.

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

Re Item 8: A motion was made by Commissioner Yonkovich, seconded by Commissioner Grode, to place Cole Varsho on permanent status. Motion carried.

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

The next monthly meeting will be held on May 10, 2023, at 7:30 a.m.

11. Adjourn.

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

Respectfully Submitted,

Lee Albrecht, Secretary



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

The Wastewater Treatment Commission met at **1:45 p.m. on April 12, 2023** at the Wastewater Treatment Plant, 2540 1st Street South. The following members were present: David Laspa, David Yonkovich, Tammy Steward, Peter Jennings, and Jim Neitzel; on Zoom: Joe Eichsteadt and Ryan Austin. Alderman Dennis Polach was also present.

- 1. Minutes of the March 8, 2023 meeting:** A motion was made by David Yonkovich and seconded by Jim Neitzel to approve the minutes of the March 8, 2023 Commission meeting. **Motion Carried.**
- 2. Supervisory Report:**
 - a. Administrative report: Derek Budsberg provided a report summarizing the month's activities.
 - b. Monthly Plant Report: Al Belke gave an up-to-date report of plant work. All plant operations were within the WDNR Discharge Permit ranges.
- 3. Consider Approval of the "Hot Water Loop Study Task Order" with Donohue Engineering:** A motion was made by Jim Neitzel and seconded by Ryan Austin to submit contract with Donohue Engineering. **Motion Carried.**
- 4. Presentation by Village of Biron regarding a new services agreement.**
- 5. Acceptance of bills and revenues:** A motion was made by Jim Neitzel and seconded by Peter Jennings to accept the bills and revenues for March. **Motion Carried.**
- 6. Referrals:** Biron Wastewater Contract
- 7. Adjourn:** A motion was made by David Yonkovich and seconded by Jim Neitzel to adjourn at 2:27 pm. **Motion Carried**

Respectfully submitted Jessica Beaton

Regular Meeting of the Water Works and Lighting Commission Wednesday, April 12, 2023

There were present:

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

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

1. Call to Order

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

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

2.1 Regular Commission Meeting held March 8, 2023

There was a motion made by Jay Bemke, seconded by John Harper, and carried to approve the minutes of the Regular Commission Meeting held on March 8, 2023, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Locating services RFP

A request for proposals was sent for the electric locating services within our service territory; four companies responded. The lowest bid was submitted by USIC and is a company that WW&LC has previously used. Based upon the results and staff recommendation, there was a motion made by John Harper, seconded by Rick Merdan, and carried to award the electric locating services to USIC. There were no nay votes recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the March safety committee report and the

safety coordinator's monthly report.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the trucks that have been ordered. Josh stated that we ordered one in 2021 and he feels we will be lucky to receive it before the end of this year. It could likely be 2024.

4.3 Water Department Operations Report

This report was reviewed and Adam Breunig answered questions regarding March maintenance projects.

4.4 Customer Support Supervisor's Report

This report was reviewed and discussed. Lynn stated that it is already getting busy due to the upcoming end of the moratorium.

4.5 Director of Finance's Report

This report was reviewed and there was a lengthy discussion regarding the financial statements. Jeff Kuhn stated that he and Lynn Schroer attended the Town of Grand Rapids Board Meeting where they unanimously passed an ordinance giving WW&LC the ability to tax roll past due electric balances.

4.6 Information System's Administrator's Report

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

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer answered questions regarding the Green Energy Block Program and an energy assessment that was recently completed for an area organization.

4.8 Electrical Engineer's Report

This report was reviewed and discussed. Tyler Sneen answered questions regarding the PLC upgrade project.

4.9 Director of Engineering & Electric Operations

This report was reviewed and discussed. Todd Weiler answered questions

regarding the PLC failure in the filter plant. Todd stated that we currently have a project to upgrade all of these PLCs throughout the SCADA system.

4.10 General Manager's Report

This report was reviewed and discussed. Jem Brown answered questions regarding the pros and cons of GLU becoming a Dairyland Power member. Jem stated that this would be a GLU membership, not an individual utility membership.

5. Review of accounts payables

A listing of all invoices and checks covering March was provided to the commission for review.

6. Adjourn

There was a motion made by John Harper, seconded by Jeff Penzkover, and carried to adjourn at 2:26 PM. There were no nay votes recorded.

Respectfully submitted,

Rick Merdan, Secretary

Special Meeting of the Water Works and Lighting Commission Wednesday, April 19, 2022

There were present:

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

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

1. Call to Order

Chairman John Bergin called the meeting to order at 8:30 AM.

3. Simplified water rate case

Jeff Kuhn covered the simplified water rate case. 2022 rate of return was 1.76%, showing need to file simplified rate case. The earliest implementation of new rates would be in July 2023 and first seen on August 2023 bills. There was a motion made by Rick Merdan, seconded by John Harper, and carried to approve filing for a simplified water rate case. No nay votes were recorded.

2. Key Performance Indicators

Director of Finance Jeff Kuhn covered the 2021 Key Performance Indicators. There was discussion on the different ratios and how the utility compares to other utilities its size and region, along with other utilities in the state of Wisconsin. No action was taken.

4. Internal controls discussion

Jeff Kuhn discussed the various financial internal controls. The Commission has asked for review of the IT/Cyber internal controls and tours. No action was taken.

5. 2023 scholarship recipient selection

The commission reviewed the 2023 scholarship applications. After all scholarship applications were reviewed and evaluated, there was a motion

made by Rick Merdan, seconded by John Harper, and carried to award the 2023 WW&LC scholarship to Ben Klingforth. No nay votes were recorded.

6. Adjourn

There was a motion made by John Harper, seconded by Rick Merdan, and carried to adjourn at 10:02 AM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary



**Community Development
Department**

City of Wisconsin Rapids
444 West Grand Avenue
Wisconsin Rapids, WI 54495
Ph: (715) 421-8228

REPORT OF THE ZONING BOARD OF APPEALS

April 19, 2023

The Zoning Board of Appeals met at 2:00 p.m. on April 19, 2023 in the Council Chambers at City Hall. It was also streamed live on the City of Wisconsin Rapids Facebook page and broadcast live on Cable Channel 985 and Solarus HD Cable Channel 3. Attending Board members included Chairperson Dave Laspa, Jerry Feith, Lee Gossick, Bruce Kluver and Peggy Montag (1st alternate). Mike Hittner was absent. Others present included Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderpersons Dennis Polach and Tom Rayome, Amy Ende, Angela Roberts, and Heather Yeager.

The meeting was called to order at 2:00 p.m.

1. Approval of the reports from the December 20, 2022, Zoning Board of Appeals meeting.

Motion by Feith to approve the reports from the December 20, 2022 Zoning Board of Appeals meeting;
second by Gossick

Motion carried (5 – 0)

2. **23-000164 Angela Roberts;** public hearing and action on a request for a variance from the front yard setback to construct a single-family residence at 1111 High Street (Parcel ID 3401997).

Carrie Edmondson provided a summary of the findings in the staff report. Staff recommended approval of the request.

Public hearing opened at 2:06 p.m.

Speaking in favor: Angela Roberts, 1111 High Street

Speaking against: Amy Ende, 1121 High Street

Public hearing closed at 2:09 p.m.

Lee Gossick expressed positive feedback regarding the proposed project.

Motion by Montag to approve the request for a variance from the front yard setback to construct a single-family residence at 1111 High Street (Parcel ID 3401997); second by Gossick.

Motion carried (5 – 0)

3. **23-000163 Heather Yeager;** public hearing and action on a request for a variance from the corner side yard setback to construct a fence at 1241 14th Street South (Parcel ID 3406969).

Carrie Edmondson provided an analysis of the project and noted that staff recommended denial due to the setback standards in the zoning code and other findings in the staff report.

Public hearing opened at 2:15 p.m.

Speaking in favor:

- Heather Yeager, 1241 14th St. S, who indicated that she had a list of signatures from neighbors who also approved of the project.
- Alderperson Dennis Polach 241 14th St. S

Speaking against: none

Public hearing closed at 2:24 p.m.

Peggy Montag asked for clarification on setback requirements for a 6-foot fence to which Ms. Edmondson responded. Lee Gossick asked the applicant if she could provide the list of neighbors who approved of the project and Heather Yeager replied yes. Jerry Feith expressed his approval of the architecture and the aesthetics of the proposed fence, and also asked staff about safety requirements regarding pools, to which Carrie Edmondson and Kyle Kearns responded. Peggy Montag asked about vision triangle issues; Ms. Edmondson replied.

Motion by Kluver to approve the request for a variance from the corner side yard setback to construct a fence at 1241 14th Street South (Parcel ID 3406969); second by Gossick.

The reasoning for accepting the request was due to the fence being aesthetically pleasing, fencing is required for the pool, there are no issues with the vision triangle, there is no detriment to the public, and it would eliminate the chain-link fence.

Motion carried (4 – 1; Laspa voting against)

4. Adjourn

Motion by Feith to adjourn; second by Gossick.

Motion carried (5 – 0)

Meeting adjourned at 2:36 p.m.

Respectfully submitted by Erika Esser, Secretary

CITY OF WISCONSIN RAPIDS
PARKS / RECREATION / BUILDINGS
220 3rd Avenue South, Suite 3, Wisconsin Rapids, WI 54495, (715) 421-8240
Parks & Recreation Commission Minutes - REVISED
May 8, 2023

The Parks & Recreation Commission met on Monday, May 8, 2023, at 4 p.m. in the first floor conference room at City Hall, 444 West Grand Avenue, Wisconsin Rapids, WI. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Veneman called the meeting to order at 4 p.m.

Commissioners present in the 1st floor conference room were Mayor Blaser, Craig Broeren, Lee Thao, and Dean Veneman. Kris Barteck and Carolynn Martin appeared via videoconference. Tom Ekelin, Patrick Gatterman, and Tom Rayome were excused. Staff present were Dawn Desorcy, Jake Klingforth, Samantha Lom, and Mike Potocki. Also attending were Alderperson Dennis Polach and Elizabeth Whelen.

2. Approve April 10, 2023, meeting minutes.

A motion was made by Mayor Blaser, seconded by Commissioner Broeren, to approve the minutes of April 10, 2023. Motion carried.

3. Election of officers.

Mayor Blaser nominated Dean Veneman for chairperson. No other nominations were received. Blaser made a motion to close nominations and that a unanimous ballot be cast for Dean Veneman as chairperson, this was seconded by Commissioner Thao. Motion carried. Veneman was voted chairperson.

Commissioner Veneman nominated Craig Broeren for vice-chairperson. No other nominations were received. Veneman made a motion to close nominations and that a unanimous ballot be cast for Craig Broeren as vice-chairperson, this was seconded by Mayor Blaser. Motion carried. Broeren was voted vice-chairperson.

4. Discussion on Skate Park.

Staff met to discuss the skate park and how to make it safer and more enjoyable for people to visit. We hope to develop an app for the Police Department to give the ability to watch the park 24/7 from their squads so that issues may be addressed immediately. We do not want to close the park, but focus on removing the troublemakers. Policies and rules are being developed to address the skate park specifically (having regular hours and locking gate when closed; may require that users have a skateboard, bike, etc., in order to be in facility), as well as general conduct rules for all of our parks which would allow us to properly deal with those who damage park equipment or grounds or who are otherwise disorderly in our parks. The commission would like to explore whether or not the City is able to hold parents accountable for their child(ren)'s action via an ordinance. These policies and rules will be available for consideration at the next meeting.

5. Update on Dog Park.

Fence is installed for both large and small dog park areas. Entrance gate areas have been poured. The water source is in. Pulverizing has begun, and we are waiting for drier weather to start seeding. The parking lot approaches will be poured soon. Grass must be established prior to opening, and we are planning to open in the fall of this year.

Parks & Recreation Commission Minutes

May 8, 2023

Page 2

6. Update on Prairie Dog Exhibit.

We are currently waiting for the tunnel to be delivered, as we are unable to fill the exhibit in until that is received. We were under budget for concrete. The glass bid is in, but the amount should be less because project is smaller than the original plan. We hope to open the exhibit in mid-June.

7. Bills.

A motion was made by Commissioner Thao, seconded by Commissioner Broeren, to approve the bills. Motion carried.

8. Staff reports.

Dawn and Jake presented staff reports.

Future agenda items: Ideas for remaining Teske money, naming dog park, and skate park policies.

9. Adjourn.

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

Dawn Desorcy, Recording Secretary



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

ENGINEERING DEPARTMENT Monthly Activity Report

April 2023

Permits & Degradation

- 15 Permits/Licenses (12 last month) for asphalt paving (0), driveway grades/concrete pour inspections (4), storm water (0), excavating (6), Street Privilege (0), storm connection (0), permit parking (0), banner (0), environmental testing well (0), contractor licenses (5)
 - This year – 72 permits & licenses
- 204 Diggers Locates for Storm Sewer & Sanitary Sewer (134 last month)
 - 3 Emergency locates (during work hours)
- Degradation fees - this year = \$21,883.83
 - This month = \$9,041.76 (\$5,431.15 last month)

Traffic

- Vision Triangles
- Stop Sign / Yield Sign Requests
 - Traffic studies for the following intersections will be completed in February.
 - 13th St N & Prospect St – 10/6/22
 - Data gathering is complete. Initial review of the data confirms that all intersections except for 14th St N & Avon St are suitable as uncontrolled. We have further reviewed 14th St N and Avon St due to a series of accidents since 2014 that may justify increasing traffic control to yield. Report is attached.
- Traffic Study
 - Request to allow right turn no stop for westbound traffic on Two Mile Ave at 1st St S. Some preliminary research has been done to gather guidance documents. A traffic study has been completed.
 - Lincoln St and Daly Ave traffic accident audit is complete
 - Turning movement counts, thru counts and speed data has been collected on Lincoln St.
- ITS Standalone Signal Grant
 - ITS Standalone Signal Grant – Chase St and High St was awarded to the City.
 - 2023 Project
 - Material/equipment supplies are creating some challenges and schedule creation is pending.
 - Bid awarded to Pember Companies. Contracts are signed and Notice to Proceed has been issued.



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

- Bid opening was Dec. 8th at 10am.

- Signal complaints
 - FYA request for WB left traffic on Expressway at Plover Road
 - Signal adjustments requested at 8th St and Expressway for NB lefts
 - A request for traffic signals at 16th St S and Expressway to switch quicker for vehicles heading north and south on 16th St S AND for the green to stay on longer.
 - Request to make 3rd St / Market St / Jackson St intersection an all-way stop.
 - STH 54 & CTH W – too few cars can get through (9/20/2022)
 - Chestnut & 8th St – too few cars can get through (9/20/2022)
 - W Grand & Expressway – left turn coming on when it shouldn't (9/30/2022)
- Signal Equipment
 - Met with Gridsmart 3/29 to replace a damaged camera at Plover Rd and Baker St
 - Spare cabinet is ordered and is expected to arrive in September or October.

Project Designs/Construction underway:

Maintenance Projects

- Sidewalk and Curb & Gutter Maintenance – A contract is out for bid with a bid opening of May 11th.
- Sidewalk Cutting with Safestep. They have completed their inspection and are scheduling the cutting work.

2023 Reconstruction Projects

- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - Shorewood Terrace (1st St N to Termini) – 100%
 - Apricot St and Broadway St – 100%
- 2023 Contracts
 - Crushing Contract – Contract Documents are signed. Estimated start date is June 1st. Bid date was 3/2/2023
 - Asphalt Contract – Contract Documents are signed. Bid date was 3/2/2023
 - Concrete Contract – Contract Documents are signed. Bid date was 3/2/2023
 - Sewer Lining Contract – 10%

2024 Reconstruction Projects

- Preliminary Survey for 2024 and 2025 Projects
 - Lincoln St (Expressway to Peach St) – 100%



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- Wylie St (8th St N to 10th St N) – 100%
- 14th Ave N (W Grand Ave to Fremont St) – 5%
- 15th Ave N (W Grand Ave to High St) – 5%
- McKinley St (8th Ave to 14th Ave) – 5%
- Design for 2024 Projects
 - 9th St S (Peach St to Chestnut St) – 60%
 - Lincoln St (Expressway to Peach St) – 25%
 - Turning movement counts performed at Chestnut and Dewey 4/3 and 4/4
 - Design Meeting held April 6th
 - Preliminary scoping has been underway along with traffic counts and initial feedback from Public Works and Community Development.
 - Preliminary concepts were reviewed at the March meeting.
 - Information will be posted on the Engineering website.
 - Wylie St (8th St N to 10th St N) – 70%
 - 14th Ave N (W Grand Ave to Fremont St) – 0%
 - 15th Ave N (W Grand Ave to High St) – 0%

Projects Involving Grants

- 8th St S and Wood Ave - Highway safety Improvement Grant (HSIP).
 - Grant application was submitted in March and has been approved.
- Grand Ave Bridge Rehabilitation
 - Bridge Rehabilitation Report is complete and submitted to Bureau of Structures.
 - A meeting was held on April 18th with the DOT bridge inspector to review the Grand Ave bridge.
 - The DOT will perform a follow-up inspection and then discuss with us further.

Storm Water Utility

- One Mile Cr. – All easements for the project are now secured.
 - Dredging Permit – The DNR's pre-application process is complete. A low hazardous waste exemption from DNR on dredged materials has been applied for. After which, work will continue on the dredging permit application.
 - An update will be provided to the property owners in May.
 - Dam Permit – DNR Review staff have been unable to get to the review, but are continuing to update us on the latest review schedule. Their review is expected any day.

Transportation Utility

- April: 0



ENGINEERING DEPARTMENT
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- March: updates included 2 accounts
- February: updates included 26 accounts

Capital Improvement Planning

- Annual CIP review process and updating will begin in April

Other Highlights

- Seasonal Engineering Technician will start May 8th.
- Rail Feasibility Study –
 - CN – reached out to the government affairs employee at CN. They provided other contacts to reach out to regarding the rail study.
 - DOT – conversation with Jordan Kelbley on March 29th to discuss the rail study. He will get back to me once he discusses with other DOT staff.
 - Alternative route signage related to the Rail Study – BIL Carbon Reduction Grant. A grant application was prepared in March for submission on April 7th.
 - A follow-up meeting was held with Patrick Engineering on February 21st to further discuss the report and answer some preliminary questions.
 - A final report was delivered Feb. 6th. The document has been posted on the City's website and provided for those interested in reviewing the report.
 - Rail Study Kick-off meeting was held on 9/29/2022. Data collection began on October 12th.
- W Jackson St Update
 - Final restoration work is complete.
- Downtown Riverwall project scoping
 - No new updates



PUBLIC WORKS DEPARTMENT

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

April 2023

Refuse and Recycling

- Garbage Collection estimate 325.35 tons (2022 315.25 tons)
- Recycling Collection estimate 98.65 tons (2022 95.44 tons)

Construction

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

Items to complete in spring:

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

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

- Restoration of green spaces from West Grand Ave – High Street

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

- Preparation for sidewalks

Items to complete:

- Concrete sidewalks and curb ramps
- Asphalt patch driveways

Oak Street (East Jackson Street – 16th ST N)

- Removed existing pavement, curb and gutter, sidewalk and black dirt from 3 city blocks
- Installed 814' of 12" Sanitary
- 3 – Sanitary manholes
- 8 – 4" or 6" services
- 1 Storm manhole
- 5 – catch basins and leads
- Installed 675' of 12" Watermain

Streets Maintenance

- Patched city streets with cold patch
- Building Maintenance
- Sanitary manhole repairs
- Swept chipseal streets, downtown business areas and highways to remove some winter dirt
- Assisted Waste Water with flushing of dead end manholes
- Worked on snow plow damage from early and late snow events

- Assisted Waste Water with Sewer interceptor cleaning
- Working on Spring cleanup of debris removal of islands and dirt from Winter on streets
- Service Equipment
- Review and replace SDS sheets for stockroom
- Graded gravel roads
- First monthly brush pickup
- Flagger Training
- Work with Wood County and Mastic East Riverview Expressway, STH 34/13 and Baker Street
- Gravel patch holes in 3rd Ave Parking Lot
- Catch Basin Repair 5th Ave and Harrison, 4th Ave and High Street
- Dig footing for Prairie Dog exhibit at the Zoo
- Remove hazard trees on City property
- Prepared for crushing at City Pit

Paint and Signs

- Replace seasonal banners
- Repairing damaged signs due to winter plowing and poor driving
- Continue to replace Speed limit Signs, 25 mph – 40 mph, waiting on more Stock to replace 30” Stop signs
- Supplied signs for West Jackson Street Construction Project
- Removed No Parking Signs on 3rd Street (Grand Ave – Oak Street) per Public Works Committee request
- Changed Permit Parking on 1st Ave South from 11 spots to 4 spots per Public Works Committee request

Shop and Repairs

- Routine service work fleet trucks
- Off Season Equipment maintenance (Sweeper, Screen Plant)
- Service Police and Fire’s fleet
- Rebuilt Hydraulic Cylinder in Garbage Truck
- Rebuilt Packer floor in Garbage Truck
- Remove winter equipment and prepare for summer season
- Prep new vehicle for use



SOUTH WOOD COUNTY AIRPORT
Jeremy Sickler, Airport Manager

April 2023

Airport Development:

Future project update: The Commission will be asked to select a consultant in May. After the Commissions selection, the BOA holds an internal selection process which usually takes the Commission preference into serious consideration. Once selection is complete, the contract process will begin between the BOA and the selected consultant.

| Fuel Type | Previous month | Current month | This month last year | 2023 year to date | 2022 year to date | Year over Year |
|------------------|-----------------------|----------------------|-----------------------------|--------------------------|--------------------------|-----------------------|
| 100 LL | 523.93 | 1289.40 | 414.00 | 2547.00 | 2700.00 | 94% |
| Jet A | 790.80 | 559.00 | 1419.50 | 2816.01 | 6031.34 | 47% |
| TOTAL | 1314.73 | 1848.40 | 1833.50 | 5363.01 | 8731.34 | 61% |

Airport Monthly Revenues:

Sales

| | |
|-------------------|-----------|
| Fuel: | \$9929.94 |
| Ramp Fee: | \$200.00 |
| Lav Fee: | \$0.00 |
| GPU: | \$0.00 |
| Call Out Fee: | \$0.00 |
| Transient Hangar: | \$0.00 |
| Catering: | \$0.00 |
| Oil: | \$0.00 |

Year over year total fuel gallon sales comparison through April:

2021 - 8946.04 gallons
2020 - 6704.53 gallons

Airport Activities:

Paved surface sweeping is underway.

Winter equipment seasonal maintenance is nearly complete.

Annual comparison of large hangar heat bills was completed and submitted.

Contractor guidelines were finalized.

A paper quote from Behrens Contracting was received for soffit replacement.

The old Commission hangar was reroofed to repair hail and wind damage sustained last year. The repair will be covered by insurance less the deductible.

The letters alerting hangar owners of the new numbers are sent.

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

Report:

Collections

- Televised-3080 ft
 - Laterals inspected-2
 - Sewer calls-4
 - Root cutting- 320ft
 - Mainline flushed- 21,086ft
-
- The collections crew also assisted the streets department cleaning catch basins, assisted the parks department clean out tanks at the aquatic center, and cleaned 3 lift station wet wells. They also cleaned and hauled out the grit pad full of catch basin material and helped removed foam out of aeration basin.

Operations/Maintenance

- Overall, plant treatment was sufficient, and all parameters were well under the permitted limits. Several rainy days, along with the river being high, caused high influent flows. The plant is continuing to take a lot of high strength waste in and produce a high percentage of its own electricity.
- Maintenance spent time rebuilding a spare RAS pump, replacing timers, motor savers, and power supplies in different equipment around the plant.
- Disinfection season started May 1st. Staff spent time cleaning, replacing, and installing UV lights.
- The new permit draft is now available, admin spent time reviewing the draft and figuring out all of the new parameters that need to be tested.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



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

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

- Police and Fire Commission meeting
- Common Council meeting
- Human Resources Meeting
- Mayors Monthly Touch Base Meeting
- EMS Committee Meeting
- Management meeting
- Labor/Management meeting
- Meeting with Dispatch
- Local emergency planning meeting
- ERCO Disaster drill planning meeting
- Fall Reduction meeting with ADRC
- Fire Marshal attended the District 9 Fire Inspectors meeting
- North Central Fire Chiefs meeting
- Wood County Fire Chiefs meeting
- Fire Safety Presentation (Boys & Girls Club)
- Chief helped Oshkosh Fire with Officer Assessment center
- Helped MSTC present to the Legacy foundation for a grant
- Testimony given to the State Joint Finance Committee on the Governor's proposed budget
- Job Fair at Fox Valley Technical College
- FD/PTD training
- Car seat Clinic at Station I
- Four members attended the Fire Department Instructors Conference (FDIC)

April Anniversaries: Ben Goodreau 17 Years, Josh Schoechert 4 Years, Jake Timm 4 Years, and Daniel Shay 3 Years

Notable Responses:

Structure Fire:

Mutual aid to Rudolph, fully involved Barn Fire.

Animal Rescue:

Duck caught in fishing line

Dog caught in recliner mechanism

Motor vehicle Crashes: 3

Fuel leaks: 2



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD Notes:

April held a lot of Recruiting effort beginning with a Career fair at Fox Valley Technical College. I spent the day at the college talking to all the Firefighter Medic students' one on one. These students ranged from first semester students to graduating the end of May this year. This was a great opportunity to sell our department to these perspective employees. If successful with our SAFER grant, these candidates will be applying for those positions. This effort continued in partnership with Mid State Technical College presenting to the Legacy Foundation for \$250,000 to begin a program I have been pushing the college to implement that starts in the High School at the junior and senior level. As a junior, they will receive Firefighter I and II and in their senior year complete the EMT basic program. Collaboratively we presented the program to the board and answered any questions they had. If successful and the program takes off, our Cadet program would enhance the recruitment effort for all of South Wood county at the Volunteer and Career level. Average age of a Volunteer Firefighter in Wisconsin is 60, and a Career is 37. This compared to 50 and 29 respectively in 2006. In the recruitment effort and with the PFC's approval we also have changed our minimum qualifications to Firefighter I and EMT. This reflects the trend in our area and without this change recruitment would be even more difficult competing with the other departments in Wisconsin that have also made this change.

On April 12, myself and three other Chiefs from Wausau, Waupun, and Allenton spent the day in Wisconsin Dells giving testimony to the Joint Finance Committee on the proposed Governors budget. We talked on many subjects from allocation of funds to finish the PFAS collection, funding for Hazardous Material teams, and funding for the Task Force 1 team. I spoke to the proposed alternative to the shared revenue formula. The Budget proposes 1 cent of the 5-cent sales tax, which would generate 1.4 Billion dollars annually, be earmarked for communities in Wisconsin. 47% of that 1.4 billion (571 million) would be allocated for Public Safety, Fire, EMS, and Police. This would relieve a huge burden on communities in Wisconsin that struggle because of low or nonexistent growth within their city, thus not able to raise the tax levy. Meanwhile emergency services continue to spiral into crisis mode due to lack of funding. The best part of the proposed system is that it has a yearly adjustment already worked in. The money generated from the sales tax, increases annually on average 3.3%. The continuing rise in cost of materials and cost of living could be mostly offset annually also with that built in 3.3% increase. In south wood county we have seen and have felt the effects of that crisis mode in emergency services with the closing of the Nekoosa Ambulance service 1½ years ago. They were a vital piece of the system in south Wood County, and their closing put a strain on all the other services that exist today. Everyone can help with this cause by calling your Legislators and let them know you support the Alternative to the shared revenue formula.



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD April 2023 MONTHLY RESPONSE REPORT

| Type of Emergency | April 2023 Responses | Total # of 2023 Responses | April 2022 Responses | Total # of 2022 Responses |
|-------------------------|----------------------|---------------------------|----------------------|---------------------------|
| EMS 911 | 373 | 1429 | 332 | 1398 |
| EMS IFT | 1 | 4 | 6 | 20 |
| COMMUNITY PARAMEDICINE | 0 | 0 | 0 | 8 |
| FIRE | 5 | 16 | 2 | 9 |
| EXPLOSION (No Fire) | 0 | 0 | 0 | 0 |
| HAZARDOUS CONDITION | 4 | 11 | 3 | 7 |
| SERVICE CALLS | 15 | 20 | 6 | 17 |
| GOOD INTENT | 6 | 15 | 6 | 18 |
| FALSE ALARMS/WEATHER | 4 | 16 | 5 | 20 |
| TOTAL CALLS FOR SERVICE | 408 | 1,511 | 360 | 1497 |

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 | April 2023 | 2023 Totals | April 2022 | 2022 Totals |
|----------------------|------------|-------------|------------|-------------|
| Wisconsin Rapids | 314 | 1155 | 270 | 1122 |
| Saratoga | 27 | 98 | 20 | 102 |
| Village Port Edwards | 7 | 37 | 11 | 44 |
| Village Biron | 14 | 73 | 10 | 45 |
| Town of Port Edwards | 10 | 33 | 7 | 31 |
| Nekoosa | 27 | 81 | 28 | 107 |
| Granmoor | 2 | 3 | 0 | 3 |
| Mutual Aid Given | 6 | 17 | 2 | 18 |
| Mutual Aid Received | 1 | 14 | 12 | 25 |
| TOTALS | 408 | 1,511 | 360 | 1497 |

| Confined Space Stand-by | April 2023 | Total # 2023 | April 2022 | Total # 2022 |
|-------------------------|------------|--------------|------------|--------------|
| TOTALS | 26 | 156 | 39 | 157 |



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD Training Center for April

| Category | Topic |
|---------------------|--|
| Fire | Search & Rescue (Vent, Enter, Isolate, Search) |
| Officer | Servant Leadership Presentation |
| Motor Pump Operator | Fire-ground position engine & aerial |
| Technical rescue | Open Water Rescue and Drowning Resuscitation |
| Hazardous Materials | Leak & Spill Mitigation |
| EMS | Licensing of 96 Providers (Medics, & our EMR's) |
| EMR | Nekoosa Dept. – MCI Plan overview Rapids Dept. – Airway Management with Opioid overdose |
| Cadet | Stop the Bleed Class, & Vitals acquisition |



WISCONSIN RAPIDS FIRE DEPARTMENT

2022 ANNUAL REPORT

TO: Mayor Blaser, Police & Fire Commissioners, and City Common Council
FROM: Todd Eckes Fire Chief Wisconsin Rapids Fire Department
RE: 2022 Annual Summary
Date:

As we enter 2023, I want to provide you with a snapshot of 2022 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.

WRFD started the year off with a new area to our south that we would provide coverage for through contracts for service. There was a lot of questioning if this was the right thing to do. We had projected we would respond to that new area about once a day, and that contract opportunity would pay for the last 11th Tier position. As it turns out, we were not far off. We responded 397 times in 2023, 22 times more than projected, into those new contracted areas and the generated income paid for that 11th Tier. Immediately following that addition data was collected and research on the average cost for service for an ambulance. We had not raised that fee in 5-7 years. With the help of our new third party billing service, Life Quest Billing out of Wautoma, an average charge was developed and placed into use. These changes would make a great difference in the income to the city from that Ambulance service provided.

The year 2022 also saw the members move into a new/renovated station that was in progress from October of 2021. This move happened in June of 2022 and has been the new home of WRFD since that date. There was a lot of hard work accomplished both internally, and in partnership with the Council, Mayor, and citizens that we serve. We are extremely grateful for the investment made into the future of the department by all parties. This investment will still be here 40-50 years from now as a testament to the sustainability of the department, and the future of Emergency services for the city.

A risk /safety analysis completed in early June identified risks associated with the rising call volume. From that analysis, a presentation was completed and given to Finance & Property and Human Resources on the problem, the factors driving that problem, and a solution to that problem, followed by a path to finance the request. The Result after many questions and answers on need, and avenues to provide solutions to those needs. Three Firefighters were hired early January and application for a Staffing Adequate Fire & Emergency Response (SAFER) grant was completed and submitted. With grant approval from FEMA, we will hire three more Firefighter/Medics. This grant pays for all benefits and wages for these three Firefighters for three years. These positions were needed for many reasons, none more than assuring adequate 911 response for the citizens that we serve, but also for relief for the members of the department who are showing identified signs & symptoms of burnout and fatigue.

Lastly, the department received a new Fire Chief and with that, appointment a new Leadership team formed, with promotions from a trickledown effect as members promoted up. This change was from Chief through Officers ending with hires at the Firefighter/Medic level.

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

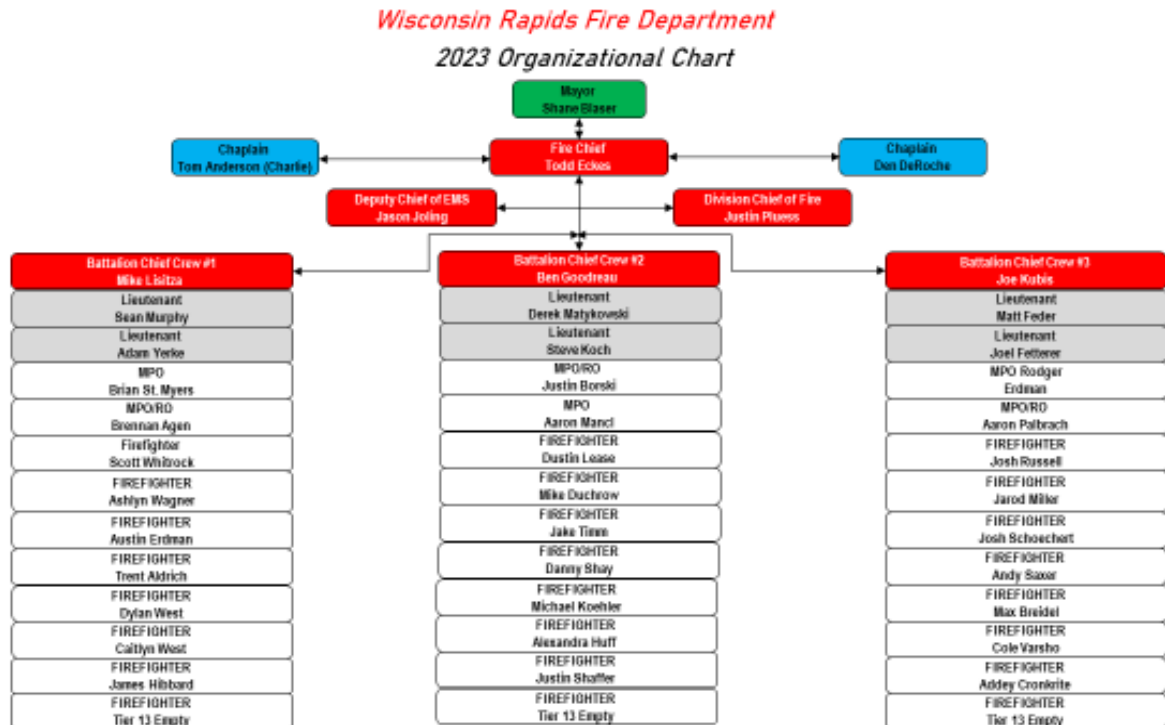
Organizational Motto

"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

2022 Conferences

- **Conferences attended**
 - **Members attended the Fire Investigators conference held annually in Steven's Point.**
 - **Two members attended the Winter In Service for Fire Chiefs**
 - **Two members attended the State Fire Chiefs Conference in Green Bay.**
 - **Members attended the North Central Regional Trauma Advisory Council conference**
 - **Two members attended Fire Department Instructors Conference (FDIC)**
 - **Three members attended the Paramedic Conference**
 - **Fire Marshal attended the Wisconsin State Fire Inspectors conference**
 - **Six members attended the Wisconsin Association of Hazardous Material Responders (WAHMR) conference**
 - **Two members attended the Cambria explosion training**
 - **Two members attended a modern day recruiter class**
 - **Dealing with Media training for department Officers**

WISCONSIN RAPIDS FIRE DEPARTMENT

2022 Highlights and Accomplishments

- Started a new Fire Cadet program for students 14 – 18
- Began a new and more aggressive Recruitment program
- Started the groundwork for a more aggressive Community Risk Reduction program
- Annual Hose Testing meeting NFPA standards was completed
- All Haz Mat physicals were completed in January
- DOT Inspections were completed on all department vehicles
- Fireworks Inspections were completed of the 4th of July display, BMX Bike Track display, and the Rafters Displays.
- New electric extrication tool was placed in service
- 4 sets of turnout gear was purchased for replacement as per NFPA
- Battery Powered tools placed into service on Engine 1
- Placed three new Thermal Imaging cameras into service
- Moved into the new Station/Renovation in June with an open house and ribbon cutting
- Re-instated a Retiree breakfast every other month
- Mental Health initiatives
 - Pastor Dan DeRoche – Crisis intervention, signs & symptoms of Breakdown
 - Glynn Novak – Presentation of his personal breakdown from start to back on the job
 - Mike & Anne Gagliano – Challenges of the Firefighter Marriage

WISCONSIN RAPIDS FIRE DEPARTMENT

Highlights and Accomplishments of 2022 Fire Operations

Fire Training Highlights

- Implementation of Blue Card system on the Fire Ground Operations
- DNR Wildland Training
- Ice Rescue Scenarios
- Fire Ground Tactics for Officers and Fire fighters
- Live Fire Scenarios March/November
- Department Health wellness training
- 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

- **MRI Fire Concerns Training**
- **Microwave asphalt plant training**
- **All Day Drills for all 3 crews**
- **Fire Prevention in the schools**
- **Multi crew, Multi agency drill at Northland Cranberries**

Highlights and Accomplishments of 2022 Special Operations

- **Identified Capital Outlay items for 2023 Budget**
- **Developed a 20 year replacement schedule for Special Operations equipment**
- **Participated in the quarterly State coordinators meetings**
- **Secured a grant for three new level A haz-mat suits**
- **Secured a grant for an eight hour refresher class given on three days**
- **Coordinated and conducted a 4 hour Mass Casualty drill**
- **Attended a table top mock spill put on by Enbridge**
- **Held two committee meetings of the whole**
- **Seven members attended the WAHMR conference in Stevens Point**
- **Covered 500 Confined Space entry permits for Rescue standby**
- **Attended an 8 hour hazmat refresher at Marshfield our coordinating with our county haz-mat team partner**

Highlights & accomplishments of 2022 EMS Operations

- **Added four service contracts for areas south of the city needing EMS coverage**
- **Certified 5 members as Handtevy Pediatric Resuscitation Instructors**
- **Switched our Third Party Billing agent to LifeQuest**
- **Attained Mission Life Line Gold Plus award for the third year**
- **Met or exceeded all metrics for the Coverdall Stroke program**
- **Conducted 24 hours of First responder training for our First responder agencies we interact with**
- **4 members completed Critical Care Paramedic**
- **Conducted in house paramedic and critical care state mandated training**
- **Completed CPR, ACLS, and ACLS for the experienced provider certification**
- **Added Video Laryngoscopes to assist with difficult airways**
- **Initiated pre-hospital blood draws to reduce critical time in stroke patients**
- **Applied for and awarded the flex grant from the State**
- **Several joint Tactical EMS training sessions with WR police dept, and wood county sheriffs**
- **Completed CAAS submissions for 2023 Re-accreditation**
- **Placed the 5th ambulance in service**
- **Initiated Naloxone leave behind program**
- **Responded to a record call volume**
- **Navigated the numerous medication shortages throughout the year**

Wisconsin Rapids Fire Department EMS Operations

- 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.
- The end of 2021 saw the close of Nekoosa Ambulance service after months of trying to recruit and respond to their contracted areas. We were asked to propose contracts for those areas and after consideration of what we could handle, and what was responsible for both the patients we would be responding to as well as the citizens that we serve, we proposed contracts to the closest three areas just south of us. This has become a good relationship with those citizens that we now serve.
- In 2022, 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 enrolled in the Coverdell Stroke program. WRFD meets or exceeds all standards with management of victims suffering from a stroke.
- We continue to supply Tactical EMS for both the city SRT team and the county, a vital part of the safety of the Officers that we respond with to these incidents.
- The Community Care Paramedics continues to respond within our contracted areas offering care as requested by Riverview Aspirus.
- The department gave out four Citizen Awards to employees at the Solar Plant in Saratoga, as well as two citizen awards to employees at Wal-Mart. In both instances these employees used their CPR skills to save a life.

Highlights and Accomplishments of 2021 Building & Grounds

- Station I Renovation/Remodel. This was a yearlong project taking up a large amount of time in this area. Some of the highlights of the Station are below
 - New Training room
 - Firefighter Decon space for post fire
 - Administrative offices all at central station I
 - 2 Steam showers for Carcinogen reduction program
 - Existing ductwork cleaned
 - All mechanicals are now in one room in the basement
 - Station I is AFDA compliant
 - Focus on Energy compliant with lighting, occupancy sensors, water heater.
 - Station I now has security card readers
 - Garage doors painted for aesthetics

- **Station II**
 - **Workbench area and EMS storage updated**
 - **Historic material display cabinet was installed**
 - **New Station II Lieutenants bunk was developed for future additions to staff**
 - **Card reader installed at Station II for security**

Wisconsin Rapids Fire Department Health & Safety

- **Review Injury/Near misses and make recommendations to operations or equipment alterations.**
- **Review and identify the need for new workout equipment by identifying, and allocating funds for replacement. This year one Treadmill and one Elliptical was identified and added to the 2023 budget.**
- **Work with Chaplain Dan identifying Behavioral Health needs and identify the support needed.**
- **Helped to rewrite our Standard Operating Guideline (SOG) 313 Behavioral Health Issues**
- **Attended the "Broken Like Me" national speaker at MSTC on Behavioral Health crisis.**
- **Helped with the Mike Gagliano program held 9/30/22. This was an all department mental health initiative focused on the family dynamics and challenges related to a Firefighter Marriage.**
- **Complete the Addition/Renovation with regards to the cancer reduction component in a post fire setting. This includes exhaust systems, gear cleaning, personal exposure limitations, and Steam Showers for post fire Decontamination.**

Wisconsin Rapids Fire Department 2023 Highlights

- **Annual Hose Testing meeting NFPA standards was completed**
- **All Haz Mat physicals were completed in January**
- **DOT Inspections were completed on all department vehicles**
- **Fireworks Inspections were completed of the 4th of July display, BMX Bike Track display, and the Rafters Displays.**
- **New electric extrication tool was placed in service**
- **4 sets of turnout gear was purchased for replacement as per NFPA**
- **Battery Powered tools placed into service on Engine 1**
- **Placed three new Thermal Imaging cameras into service**
- **Moved into the new Station/Renovation in June with an open house and ribbon cutting**
- **Re-instated a Retiree breakfast every other month**
- **5 Year Hydro-testing of all department tanks was completed**
- **Annual maintenance and flow test of all SCBA harnesses was completed**
- **All members were Fit tested for masks as per NFPA and OSHA**

Wisconsin Rapids Fire Department

Community Involvement Highlights

- **Community Involvement**
 - **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**
 - **High School Football Standby**
 - **National Night Out**
 - **Soles for Souls 911 Memorial Service**
 - **Silent Night parade and final alarm ceremony**
 - **Fill the Boot for Muscular Dystrophy**
 - **Firefighters Final Alarm Ceremony**
 - **Career Day at Lincoln high School**
 - **Teen Leadership Program**
 - **Trunk or Treat**
 - **Lincoln High School Career day**
 - **Division 5 Football, and WIAA 8 man football championship standby**

Wisconsin Rapids Fire Department

Employee: New Hires, Promotions, Notable Anniversaries, & Retirements

New Hires:

- *Cole Varsho, May 2, 2022*
- *Caitlin West June 13, 2022*
- *Alexandra Huff August 22, 202*

Promotions:

- *Todd Eckes, Fire Chief May 2, 2022*
- *Justin Pluess, Division Chief Fire May 30, 2022*
- *Adam Yerke, Lieutenant, May 30, 2022*
- *Aaron Mancl, Motor Pump Operator, January 1, 2022*

Notable Anniversaries

- *Aaron Palbrach; 15 Years*

Wisconsin Rapids Fire Department

2021 Run Data

| <i>Month</i> | <i>Fire 100/200 Series</i> | <i>Fire 400/500 Series</i> | <i>Fire 600 Series</i> | <i>Fire 700/800 Series</i> | <i>EMS 911</i> | <i>EMS IFT</i> | <i>CCP</i> | <i>Total</i> |
|----------------------------|------------------------------------|------------------------------------|--------------------------------|------------------------------------|--------------------|--------------------|------------|--------------|
| <i>January</i> | 2 | 6 | 9 | 9 | 411 | 5 | 0 | 444 |
| <i>February</i> | 3 | 4 | 3 | 7 | 295 | 4 | 0 | 315 |
| <i>March</i> | 2 | 5 | 4 | 4 | 360 | 3 | 1 | 378 |
| <i>April</i> | 2 | 9 | 6 | 5 | 332 | 6 | 0 | 360 |
| <i>May</i> | 5 | 8 | 13 | 6 | 376 | 7 | 1 | 417 |
| <i>June</i> | 7 | 9 | 8 | 8 | 340 | 4 | 0 | 376 |
| <i>July</i> | 4 | 8 | 7 | 9 | 397 | 7 | 1 | 436 |
| <i>August</i> | 2 | 5 | 4 | 10 | 385 | 6 | 1 | 415 |
| <i>September</i> | 2 | 8 | 3 | 13 | 363 | 5 | 0 | 394 |
| <i>October</i> | 5 | 11 | 3 | 3 | 372 | 5 | 1 | 400 |
| <i>November</i> | 3 | 9 | 0 | 5 | 360 | 2 | 0 | 379 |
| <i>December</i> | 4 | 3 | 9 | 9 | 404 | 2 | 0 | 431 |
| <i>Year End Totals</i> | 41 | 85 | 69 | 88 | 4395 | 56 | 12 | 4,746 |

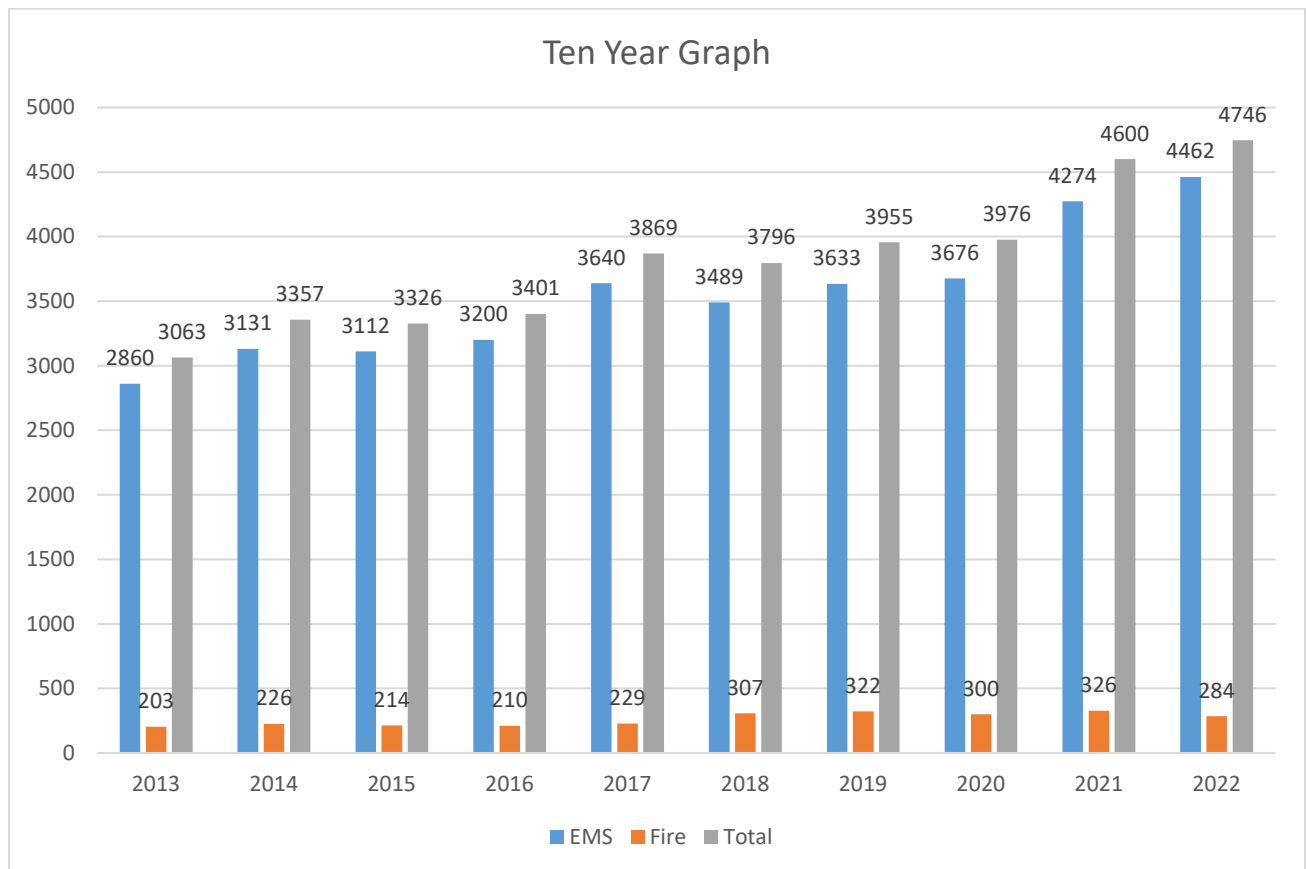
- **Fire 100 Series: Fire (*structure, vehicle, wildland*)**
- **Fire 200 Series: Over Pressure, Rupture, Explosions, Overheat**
- **EMS 300 Series: Rescue & Emergency Medical Services**
- **Fire 400 Series: Hazardous Condition (*spills, leaks with no fire*)**
- **Fire 500 Series: Service Calls (water & smoke problems, burning complaints)**
- **Fire 600 Series: Good Intent Calls**
- **Fire 700 Series: False Alarms**
- **Fire 800 Series: Severe Weather, Natural Disaster, Special Incident**
- **CCP: Community Care Paramedic**
- **IFT: Inter-Facility Transfers**

Wisconsin Rapids Fire Department

Annual Run Volume Past 10 Years

| YEAR | FIRE | EMS | TOTAL |
|------|------|------|-------|
| 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 |
| 2022 | 284 | 4462 | 4746 |

Historical Ten-Year Graph



Wisconsin Rapids Fire Department

2022 Financial Overview:

| | | |
|------------------------------|--------------------------|----------------------|
| SALARIES & WAGES: | Allocated: \$2,686,799 | Used: \$2,555,409.84 |
| | Net: \$131,389.16 | |
| OVERTIME: | Allocated: \$141,250 | Used: \$466,946.18 |
| | Net: \$325,696.18 | |
| INTER-FACILITY PAY: | Allocated: \$10,000 | Used: \$2,947.71 |
| | Net: \$7,052.29 | |
| EMS REVENUE: | 2022 | 2021 |
| BILLED: | Total: \$3,274,847.65 | \$2,758,327.05 |
| COLLECTED: | Total: \$1,311,738.45 | \$1,150,071.38 |
| CONTRACTS: | Total: \$140,788 | |

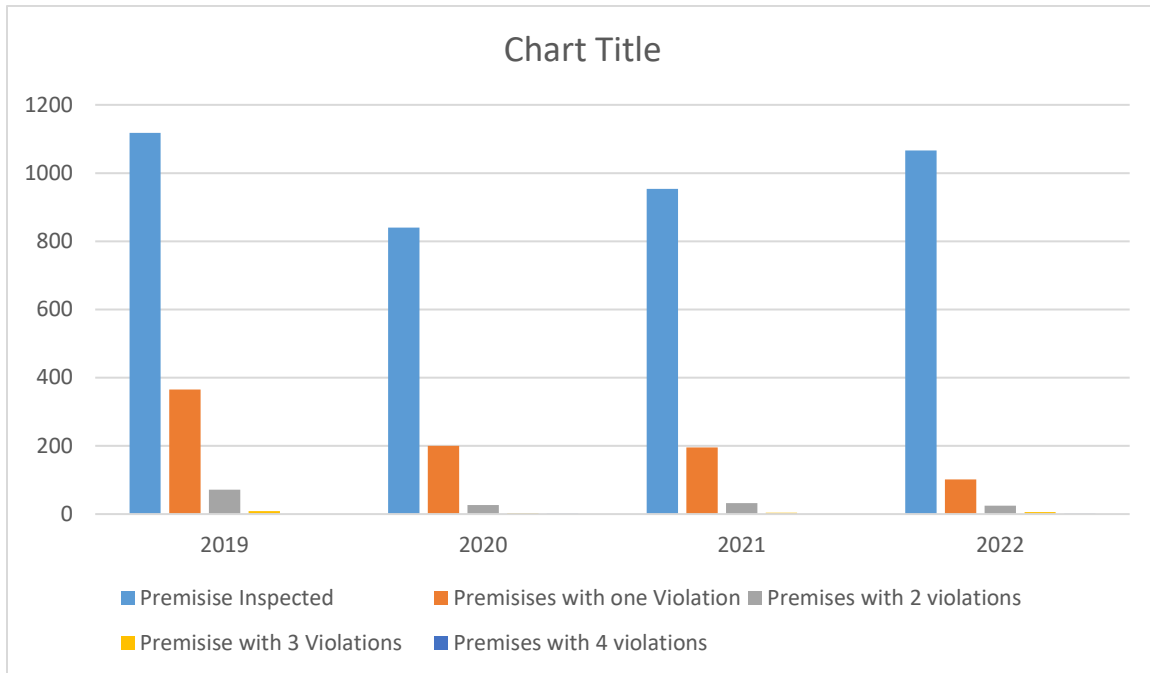
Largest Contributors to 2022 Budget

| | |
|---------------------------------------|--------------------|
| OVERTIME: | \$340,183 |
| SALARIES & WAGES: | \$2,609,009 |
| AMBULANCE SUPPLIES: | \$95,137 |
| ELECTRICITY: | \$35,938 |
| TELEPHONE & INTERNET: | \$59,251 |
| HEATING: | \$16,431 |
| AMBULANCE VEHICLE MAINTENANCE: | \$38,839 |
| FIRE VEHICLE MAINTENANCE: | \$56,091 |
| FIRE EQUIPMENT OUTLAY: | \$47,731 |
| FIRE DEPARTMENT VEHICLES: | \$74,091 |

Wisconsin Rapids Fire Department

2022 Inspection Information:

- **The Department completed 1066 Inspections with 102 businesses having at least one violation, 25 with 2 violations, 6 with three violations, and 1 with 4 violations.**



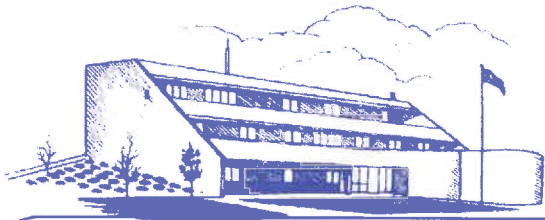
Confined Space Standby totals

- **Issued 480 Confined Space Standby Permits an increase of 12 from 2021**
- **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.**



Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: May 5, 2023

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

From: Mike Potocki, Interim Chief of Police

RE: Report on the Police Department activity for April 2023

Departmental Activity/Training:

Police Department Staff meeting.

Common Counsel meeting.

Police and Fire Commission meeting.

Human Resources meeting.

Criminal Justice Task Force meeting.

Skate Park meeting.

Conducted interviews, written test, and physical agility testing for Police Dept. applicants.

SRT and Negotiators debrief of barricaded subject.

Critical Incident debrief for Officers and Dispatchers involved in Officer involved shooting.

ERCO joint exercise midterm planning meeting.

SANE Nurse meeting at Family Center.

Officer Drew attended Operation RUSH training.

Lt. Burris and Officer Borchardt attended Emergency Vehicle Operation instructor training.

Deputy Chief Dewitt, Lt. Burris, Officers Borchardt and Killian attended High Risk Vehicle Contacts Instructor training.

Police Department personnel completed state mandated Emergency Vehicle Operation and new High Risk Vehicles Contacts training.

Year to date statistics and previous year comparison:

WRPD responded to **1483** incidents and calls for service in April 2023.

April 2022: **1572**

Total incidents and calls for service to date in 2023: **5517**

Total for 2022: **5653**

For month of April 2023 vs 2022:

- OWI - 2023: **5** 2022: **7**
- Traffic Crash Investigations - 2023: **34** 2022: **35**
- Traffic / Municipal Citations – 2023: **222** 2022: **366**
- Written Warnings – 2023: **369** 2022: **368**
- Restricted Parking Tickets – 2023: **117** 2022: **231**

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **25 arrests** for Controlled Substance offenses in April 2023. These charges include:

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