



**PUBLIC MEETING NOTICE**  
**WISCONSIN RAPIDS COMMON COUNCIL**  
**TUESDAY, MAY 17, 2022**  
**6:00 P.M.**  
**CITY HALL COUNCIL CHAMBERS**  
**AND VIA VIDEOCONFERENCE**

Notice is hereby given of a meeting of the Wisconsin Rapids Common Council to be held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, May 17, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 842 4872 9644.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at [www.wr-cm.org](http://www.wr-cm.org).

**Agenda**

1. **Call to Order**
2. **Roll Call**
3. **Pledge of Allegiance and Silent Prayer in Lieu of Invocation**
4. **Ceremonial Oaths of Office:**
  - A. Fire Department Chief Todd Eckes
  - B. Interim Police Chief Mike Potocki
  - C. Interim Deputy Police Chief Scott Dewitt
5. **Reading of the Minutes of the Previous Meetings held on April 14, 2022 and April 19, 2022 (See Attachments #1 and #2)**
6. **Presentation by Jerry Bach regarding a petition from residents regarding the clean-up of the Northern Steel Castings property**
7. **Consider for confirmation Mayor Blaser's Appointments to various Committees, Commissions and Boards (See Attachment #3)**
8. **Consider for Adoption the Actions of the Planning Commission at its meeting held on May 2, 2022:**
  1. Approval of the report from the April 18, 2022, Plan Commission meeting
  2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
  3. Election of a Vice Chairperson
  4. Julie Gessert; Extraterritorial CSM – request for a Certified Survey Map to create 2 lots, which are under 5 acres, within the Town of Grand Rapids. The subject property is 2840 Saratoga Street (Parcel ID 0700282)
  5. PLAN 22-000287 – Happy Hippo Construction, LLC – request for a Certified Survey Map to create 2 lots at 2211 8<sup>th</sup> Street South (Parcel ID 3412196), and dedicate right-of-way on 8<sup>th</sup> Street South, Goodnow Avenue, and 10<sup>th</sup> Street South
  6. PLAN-22-000256; Dan Gunsteen – request for a site plan review to construct a car wash at 4120 8<sup>th</sup> Street South (Parcel ID 3414102)
  7. PLAN 22-000205: Anderson's Bulk Fuel Storage – public hearing and action on a request for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 3409858)
  8. PLAN-22-0195; Mario Dickens – public hearing and action on a request from Mario Dickens for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803)
  9. PLAN 22-000259 – Community Development Department – public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an onsite manager as an accessory use within a dwelling unit
  10. Adjourn.
9. **Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:**
  - A. **Finance and Property Committee meeting held on May 3, 2022:**

1. Call to Order
2. Initial Review of Alcohol License Renewals
3. Consider a request from Gordie's Pub & Grille LLC, d/b/a Gordie's Pub and Grille, Adam P. Hofer, agent, for Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for the premises located at 2962 State Hwy 73 South
4. Consider a request from GPW, LLC, d/b/a Wurk, Alan G. Worzella, agent, for Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for the premises located at 212 West Grand Avenue
5. Consider a request from Wisconsin Rapids Ranger Baseball, Inc., d/b/a Wisconsin Rapids Ranger Baseball, Christina L. Sering, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license, for the premises located at 1801 16<sup>th</sup> Street South
6. Consider for approval the appointment of Christine Engelhardt as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for DolgenCorp, LLC, d/b/a Dollar General Store #21068, for the premises located at 820 8<sup>th</sup> Street South
7. Consider for approval the appointment of Christine Engelhardt as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for DolgenCorp, LLC, d/b/a Dollar General Store #10309 for the premises located at 951 West Grand Avenue
8. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Live Music on the Patio event to be held on Friday, May 20, 2022 from 6:00 p.m. to 9:00 p.m.
9. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, May 27, 2022 from 7:00 p.m. to 10:00 p.m.
10. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, June 24, 2022 from 7:00 p.m. to 10:00 p.m.
11. Consider a Special Event application from Central Wisconsin BMX Club, Inc., including requests for closure of the Eastside Compost Site on Saturday, July 30, 2022, and use of compost site property for excess parking during the event, for a Badger State 3-Day National Event to be held on Friday, July 29 through Sunday, July 31, 2022 at the BMX facility at 2220 East Riverview Expressway
12. Consider Phase 2 of the Wayfinding Sign Project with Graphic House for fabrication and install
13. Consider for approval an agreement with Advanced Disposal Services Cranberry Creek Landfill, LLC for solid waste disposal services
14. Consider for approval an agreement with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City's 2022 Fourth of July fireworks display
15. Review and update Grant Management Policy
16. Discussion regarding creating a comprehensive capital improvement program
17. Review American Rescue Plan Act grant fund requests
18. Audit of the Bills
19. Set next meeting date
20. Adjourn.

**B. Public Works Committee meeting held on May 5, 2022:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report.
3. Consider resolution to address preliminary resolutions and pending assessments.
4. Review and consider preliminary resolutions for public improvements on the following streets:
  - a. Oak Street (E Jackson St to 16<sup>th</sup> St N) [proposed in 2023]
  - b. Shorewood Terrace (1<sup>st</sup> St N to south dead end) [proposed in 2023]
  - c. Apricot St (Broadway St to 11<sup>th</sup> St N) and Broadway St (Franklin St to Apricot St) [proposed in 2023]
  - d. 9<sup>th</sup> St S (Chestnut St to Peach St) [proposed in 2023]
5. Review parking ordinance change on 4<sup>th</sup> St S, the west side, from E Grand Ave to Oak St.
6. Review parking ordinance change on 7<sup>th</sup> St N, the east side, from Wisconsin St to Baker St.

7. Review parking ordinance change on 14<sup>th</sup> Ave S, the west side, between Alton St and Chase St.
8. Review the draft request for proposals for the rail feasibility study to address noise and vehicle delays.
9. Review referral list
10. Adjourn

**C. Human Resources Committee meeting held on May 10, 2022:**

1. Call to order
2. Discuss and consider for approval the Commercial Driver License Policy
3. Discuss and consider for approval a Seasonal Gardener position within the Parks & Recreation Department
4. Discuss and consider for approval an IT Intern within the Information and Technology Department
5. Discuss and consider for approval the renewal of employee health insurance with Aspirus Health Plan, effective July 1, 2022
6. Discuss and consider for approval employee health and dental insurance rates, effective July 1, 2022
7. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"  
In closed session, the Committee will discuss WRPPA's recent nonratification of the City's tentative agreement with WRPPA, including the discussion of negotiation strategy.
8. Adjourn.  
The Committee will adjourn in closed session.

**D. Human Resources Committee meeting held on May 17, 2022:**

1. Call to order
2. Discuss and consider for approval changes to the Seasonal LTE pay rates
3. Adjourn.

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

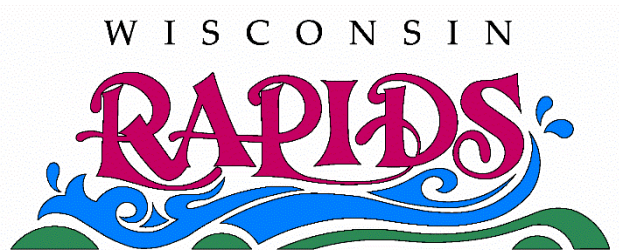
- A. Ad Hoc Committee to the Park and Recreation Commission held December 20, 2021
- B. Wisconsin Rapids Housing Authority held February 23, 2022 and Resident Advisory Board held March 1, 2022
- C. South Wood County Airport Commission held April 7, 2022 and Monthly Summary for April 2022
- D. Wastewater Treatment Commission held April 13, 2022 and Monthly Summary for April 2022
- E. Water Works and Lighting Commission held April 13, 2022
- F. Engineering Department Monthly Summary for April 2022
- G. Public Works Department Monthly Summary for April 2022
- H. Wisconsin Rapids Fire Department Monthly Summary for April 2022
- I. Wisconsin Rapids Police Department Monthly Summary for April 2022
- J. Park and Recreation Commission held May 9, 2022

**11. Referrals to Committees**

**12. Adjournment.**

Jennifer M. Gossick, City Clerk

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



# Attachment #1

## MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

THURSDAY, APRIL 14, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Thursday, April 14, 2022, at 6:15 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 6:15 p.m.

### 2. Roll Call

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

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

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

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

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

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

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

### 5. Consider for approval an Ordinance amending Chapter 11 of the Municipal Code to define Towing Business and place it within zoning districts. This was a second reading of this ordinance.

It was moved by Bemke, seconded by Zacher to approve an Ordinance amending Chapter 11 of the Municipal Code to define Towing Business and place it within zoning districts. Motion carried, 6 ayes, 0 nays, and 1 abstention. Ordinance No. MC 1314:

<u>Alderperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Ryan Austin	1		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

6. Consider for approval the Transportation Utility Ordinance. This was a second reading of this ordinance. It was moved by Veneman, seconded by Zacher to approve the Transportation Utility Ordinance. Motion carried, 7 ayes and 0 nays. Ordinance No. MC 1315:

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" 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 checked="" type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattnach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

7. Consider for Adoption the Actions of the Planning Commission at its meeting held on April 4, 2022:

Date of Meeting: April 4, 2022

Reported to Council: April 14, 2022

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

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

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

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

Motion carried (5 – 0)

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

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

Shane Burkart joined the meeting

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

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

Motion by Daven to accept the request for Certified Survey Map for the creation of 1 lot, which is under 5 acres, within the Town of Rudolph, subject property being west of 3<sup>rd</sup> Avenue, and north of Oak Road (Parcel ID 1700425); second by Thao. Motion carried (6 – 0)

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

Motion by Goodreau to accept the request for Certified Map approval for the creation of 2 lots, one of which is under 5 acres, within the Town of Rudolph, the subject property being east of 6<sup>th</sup> Avenue, and north of Pine Road (Parcel ID 1700375); second by Austin. Motion carried (6 – 0)

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

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

Commissioner Goodreau asked the Mr. Wirl about the fence line to which the applicant responded. Chad Wirl requested that the conditions c, f and g be removed from staff report. Eric Daven inquired about lighting on

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the property, to which both Mr. Wirl and Kyle Kearns responded. Mr. Kearns and Commissioner Thao also addressed the applicant's concerns regarding the conditions of approval.

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

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

Second by Goodreau. Motion carried (6 – 0)

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

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

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

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

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

Second by Thao. Motion carried (6 – 0)

7. Adjourn

Motion to adjourn by Austin, second by Goodreau. Motion carried (6 – 0). Meeting adjourned at 4:32 p.m.

**It was moved by Bemke, seconded by Zacher to approve and adopt the actions of the Commission. 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 type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

A. **REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON APRIL 5, 2022:**

Tom Rayome, Chairperson

Jake Cattanaach, Secretary

Jay Bemke

Date of Meeting: April 5, 2022

Reported to Council: April 14, 2022

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

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

1. Call to Order

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

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

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

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

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

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

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

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

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

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

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

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

8. Review and consider for approval 2022 Budget Amendment

It was moved by Cattanach, seconded by Bemke to approve the 2022 Budget Amendment resolution.

Motion carried 3-0. **Resolution No. 10 (2022)**

9. Audit of the Bills

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

10. Set next meeting date

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

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

In open session, it was moved by Bemke, seconded by Rayome to go into closed session under Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".

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

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

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

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

12. In open session, it was moved by Bemke, seconded by Cattanach to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session."

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

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

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

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

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

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

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

### B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON APRIL 7, 2022:

Ryan Austin

Matt Zacher

Patrick J. Delaney

Date of Meeting: April 7, 2022

Reported to Council: April 14, 2022

The Public Works Committee met on Thursday, April 7<sup>th</sup>, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Matt Zacher and Patrick Delaney were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

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

2. Review Engineering and Street Department Activities Report.

Reports were reviewed.

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

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

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

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

Annual MS4 report was reviewed.

5. Review referral list

No items to update.

6. Adjourn

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

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

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Absent</u>
Ryan Austin	1	Motion	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jake Cattanaach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

**C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON APRIL 14, 2022:**

Jay Bemke, Chairperson

Dean Veneman, Secretary

Sheri Evanson

Date of Meeting: April 14, 2022

Reported to Council: April 14, 2022

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Thursday, March 14, 2022, at 5:00 p.m. All Committee members were present. Also present were, Mayor Shane Blaser, City Attorney Sue Schill, Ryan Hartman, Jake Klingforth, and Tyler Mickelson, Dennis Polach, and Patrick Delaney.

## 1. Call to order

Meeting was called to order by Chairperson Bemke at 5:05 p.m.

## 2. Discuss and consider for approval an increase in compensation for the Wastewater Treatment Plant intern from \$14.00 to \$16.00 per hour.

Motion by Bemke, seconded by Veneman to approve the request for pay increase for a Wastewater Treatment Plant intern from \$14.00 to \$16.00 per hour. Motion carried 3-0.

## 3. Discuss and consider for approval modifications to the position descriptions for the Recreation Supervisor and Park and Recreation Coordinator.

Motion by Veneman, seconded by Bemke to approve modifications to the position descriptions for the Recreation Supervisor and Park and Recreation Coordinator, with proposed language to education requirements. Motion carried 3-0.

## 4. Discuss and consider for approval a 2022 general wage increase for non-represented City employees. Motion by Bemke, seconded by Veneman to approve a 3% general wage increase for non-represented City employees, retroactive to January 1, 2022. Motion carried 3-0.

## 5. Update on wage study.

Discussion- no action taken.

## 6. Discuss and consider for ratification a successor collective bargaining agreement with IAFF Local 425.

Motion by Bemke, seconded by Evanson to ratify a successor collective bargaining agreement with IAFF Local 425. Motion carried 3-0.

## 7. Discuss and consider for ratification a successor collective bargaining agreement with WRPPA.

Motion by Veneman, seconded by Evanson to ratify a successor collective bargaining agreement with WRPPA. Motion carried 3-0.

## 8. Adjournment.

Motion by Bemke, seconded by Veneman to adjourn. Motion carried 3-0. Meeting adjourned at 5:53 p.m.

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

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

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

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

## Attachment #1

- I. Public Works Department Monthly Summary for March 2022
- J. Wisconsin Rapids Police Department Monthly Summary for March 2022
- K. Park and Recreation Commission held April 11

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

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

### 10. Referrals to Committee

- A. Aldersperson Cattanaach made a referral to the Park and Recreation Commission to review Aquatic Center concessions and rates
- B. Aldersperson Evanson made a referral to the Park and Recreation Commission to record demographics for the Aquatic Center to review admission rates
- C. Aldersperson Evanson made a referral to the Legislative Committee for an update on the Biron Wastewater Agreement
- D. Aldersperson Evanson made a referral to the Legislative Committee to update the City's Municipal Code to reflect recent departmental changes

### 11. Adjournment

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

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

The meeting adjourned at 7:40 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk



## Attachment #2

### MINUTES

#### REORGANIZATIONAL MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, APRIL 19, 2022  
6:00 P.M.

A reorganizational meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall and via remote videoconferencing on Tuesday, April 19, 2022, at 6:06 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 6:06 p.m.

#### 2. Roll Call

Roll call indicated that all alderpersons were present:

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

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

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

#### 4. Oath of Office for City Clerk Jennifer M. Gossick

Deputy City Clerk Sue Bravick administered an oath of office for City Clerk Jennifer M. Gossick

#### 5. Oath of Office for Mayor Shane E. Blaser

City Clerk Gossick administered an oath of office for Mayor Shane E. Blaser.

#### 6. Oath of Office for City Attorney Susan C. Schill

City Clerk Gossick administered an oath of office for City Attorney Susan C. Schill

#### 7. Oaths of Office for Alderspersons in Districts 2, 4, 6, 7, 8

City Clerk Gossick administered oaths of office for Alderspersons Dean Veneman (District 2), Tom Rayome (District 4), Dennis Polach (District 6), Patrick J. Delaney (District 7), and Jay Bemke (District 8)

#### 8. Election of a Common Council President

Bemke nominated Veneman and the nomination was accepted. It was moved by Bemke, seconded by Zacher 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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



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

#### 9. 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  
Sheri Evanson  
Dennis Polach

Human Resources Committee

Tom Rayome  
Jay Bemke  
Patrick Delaney

#### 10. The Newly Appointed Committees will meet to elect Chairpersons and Secretaries

The committees met and elected:

- Matt Zacher as Chairperson and Dean Veneman as Secretary of the Finance and Property Committee, which will meet at 5:00 p.m. on the first Tuesday of the month;
- Ryan Austin as Chairperson and Sheri Evanson as Secretary of the Public Works Committee, which will meet at 5:00 p.m. on the Thursday following the first Tuesday of the month;
- Jay Bemke as Chairperson and Patrick Delaney as Secretary 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 Ryan Austin as Secretary of the Legislative Committee.

#### 11. Election of an Alderperson to the Planning Commission, to serve a term expiring April 17, 2023.

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 17, 2023. Motion carried, 7 ayes, 0 nays, and 1 abstention.

<u>Alderperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Dean Veneman	2	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
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"/>

12. Election of an Alderperson to the Park and Recreation Commission, to serve for the Alderperson's term of office Rayome nominated Evanson; Bemke nominated Veneman, and both nominations were accepted. Nominations were closed and a vote was taken. Veneman was approved as the Alderperson member to the Park and Recreation Commission to serve for his term of office with Alderpersons from Districts 1, 2, 3, 6, 7, and 8 voting for Veneman and Alderpersons from Districts 4 and 5 voting for Evanson.

<u>Alderperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Veneman</u>	<u>Evanson</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"/>

## Attachment #2

Tom Rayome	4	<input type="checkbox"/>	<input checked="" 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"/>

### 13. Election of an Alderperson to the Water Works and Lighting Commission, to serve for the Alderperson's term of office

Delaney nominated Bemke, and the nomination was accepted. It was moved by Austin, seconded by Veneman to close nominations and to approve Bemke as the Alderperson member to the Water Works and Lighting Commission to serve for his term of office. 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 14. Election of an Alderperson to serve on the Ethics Board, for a term expiring in November 1, 2025

Evanson nominated Rayome, and the nomination was declined. Bemke nominated Delaney, and the nomination was accepted. It was moved by Zacher, seconded by Veneman to close nominations and to approve Delaney as the Alderperson member to serve on the Ethics Board, for a term expiring November 1, 2025. 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	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 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"/>

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

#### Board of Review

Keith Wilkes, 440 3<sup>rd</sup> Street South, is reappointed as a regular member for a term expiring 5/1/2027.

Len Strigel, 1650 2<sup>nd</sup> Avenue South, is reappointed as a regular member for a term expiring 5/1/2027.

#### Housing Authority

David Henke, 2220 11<sup>th</sup> Street South, is reappointed as a regular member for a term expiring 4/30/2027.

#### Park and Recreation Commission

Carolynn Martin, 150 20<sup>th</sup> Avenue South, is reappointed as a regular member for a term expiring 5/1/2027.

Alderperson Tom Rayome, 1220 22<sup>nd</sup> Street North, is reappointed as the Mayor's Appointment for a term expiring 4/19/2023.

#### Police and Fire Commission

Jo Anne Grode, 271 Lyon Street, is appointed as a regular member, to replace Jerry Haasl, for a term

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expiring 7/1/2024.

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

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

### 16. Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,180,000 General Obligation Promissory Notes, Series 2022A

It was moved by Rayome, seconded by Bemke to approve a Resolution Authorizing the Issuance and Establishing Parameters for the Sale of Not to Exceed \$3,180,000 General Obligation Promissory Notes, Series 2022A.

Motion carried, 7 ayes and 1 nay. Resolution No. 8 (2022):

<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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### 17. Consider for Adoption the Actions of the Planning Commission at its meeting held on April 18, 2022:

Date of Meeting: April 18, 2022

Reported to Council: April 19, 2022

The Planning Commission met at 4:00 p.m. on April 18, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Ryan Austin (acting chairperson), Susan Feith, Lee Thao, Eric Daven, and Ben Goodreau attended via Zoom. Shane Burkart was absent, and Shane Blaser was excused. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Chris Steckbauer, and Jane Przychocki.

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

#### 1. Approval of the reports from the April 4, 2022 Plan Commission meeting

Motion by Thao to approve the reports from the April 4 Plan Commission meeting; second by Daven.

Motion carried (5 – 0)

#### 2. **PLAN-23-000223; C & C Steckbauer LLC** – public hearing and action on a request for a conditional use permit to operate an outdoor food and beverage service as an accessory use at the vacant lot adjacent to 150 2<sup>nd</sup> Street North (Parcel ID 3408144 & 3408147).

Carrie Edmonson provided an analysis on the conditional use and a site plan review. Staff recommended approval with the conditions in the staff report.

Mr. Kearns addressed concerns about fencing, the liquor license, and the ratio of the outdoor food and beverage area to the floor space of the tavern. Susan Feith requested clarification regarding the property line that extends the length of the Bender building and abuts Whisky Rapids and about access to the rescue platform and HVAC units, to which Chris Steckbauer responded. Ms. Edmonson also indicated that she had confirmed with the Fire Department that the platform meets all Fire Department requirements and standards. Member Daven inquired about condition number three, regarding the entry gate and Mr. Steckbauer replied. Daven also asked about the music and Carrie Edmondson and Kyle Kearns provided additional information pertaining to the music hours and outdoor use standards. Mr. Daven additionally asked about the dumpsters and Mr. Kearns provided a brief summary of the design of the enclosure. Commissioner Feith expressed

concern about the access for passing beverages, particularly on the alley and Jackson Street side. Mr. Steckbauer replied to Mr. Feith's questions and included information about security cameras and fencing. Public hearing opened at 4:18 p.m.

Speaking in favor: none

Speaking against: none

Public hearing closed at 4:19 p.m.

Motion by Daven to approve the request for a conditional use permit to operate an outdoor food and beverage service as an accessory use at the vacant lot adjacent to 150 2<sup>nd</sup> Street North (Parcel ID 3408144 & 3408147), subject to the following conditions:

1. The tavern lot and proposed patio lot shall be combined into one parcel.
2. Outdoor food and beverage use shall be limited to the outdoor patio area.
3. Access to patio area shall only occur through the tavern entrances and exits when in use
4. Live music shall occur no later than 10:00 p.m. Sunday through Thursday and no later than 12:00 a.m. on Friday and Saturday.
5. A lighting plan or fixtures specifications shall be submitted, meeting applicable standards, to be reviewed by the Community Development Department.
6. Applicable building and stormwater permits, state and local, shall be obtained.
7. The conditional use permit shall be reviewed within 1 year, upon which the Community Development Department shall have the authority to extend the conditional use permit for successive years.
8. Minor modifications to the plan shall be permitted to be reviewed and approved by the Community Development Department.

Second by Thao. Motion carried (5 – 0)

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

An analysis of the request was provided by Carrie Edmondson, noting that an updated landscaping plan meeting requirements would be needed. Staff recommended approval with the conditions indicated in staff report.

Susan Feith commented on concerns about re-zoning the property in earlier Plan Commission discussions and emphasized the importance of adhering to proper landscaping and parking plans. Eric Daven had questions about the proposed windows on the property to which Carrie Edmondson and Jane Przychocki responded. Ms. Przychocki also provided supplemental documentation regarding proposed building architecture and landscaping on the west side of the property and handed out copies to Staff and Commissioners (attached). Carrie Edmondson noted that the addition of a second overhead door would require asphalt paving to be changed. Eric Daven asked if approval of the plan would still allow for the placement of two garage doors. Mr. Kearns added that action could be made by Commissioner with conditions regarding the second garage door and the asphalt area. Parking requirements and the need or an updated landscape plan were also discussed.

Mr. Daven suggested that the item be revisited at the May meeting once all plans are complete and finalized and included in the Plan Commission packet. Mr. Kearns added that updated site and landscaping plans would be needed before any building permits were issued. Additionally, the Plan Commission would not be able to approve the plan as presented due to the parking standard, requiring no more than 50% of the parking in front of the principal building, unless conditions for parking were included as part of the approval. Chairperson Austin agreed with Commissioner Daven that it would be best to have more completed plans before action is taken.

Chairperson Austin recommended that action be postponed until the next Plan Commission meeting, or when further detail is provided, to which the other Commissioners agreed.

4. Adjourn

Motion by Thao to adjourn; second by Daven. Motion carried (5 – 0). Meeting adjourned at 4:32 p.m.

**It was moved by Evanson, seconded by Bemke to approve and adopt the actions of the Commission. Motion carried, 7 ayes, 0 nays, and 1 abstention:**

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

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

**18. Referrals to Committees**

No referrals were made.

**19. Adjournment**

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

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

The meeting adjourned at 7:24 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk



OFFICE  
OF THE  
MAYOR

May 17, 2022

Dear Alderpersons,

The following appointments are submitted for your approval:

Police and Fire Commission

Bruce King, 1111 20<sup>th</sup> Place, is reappointed as a regular member for a term expiring 7/1/2027.

Zoning Board of Appeals

Bruce Kluver, 331 12<sup>th</sup> Street South, is appointed as a regular member, to replace Dennis Polach, for a term expiring 11/01/2024.

Respectfully submitted,

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](mailto:sblaser@wirapids.org) | [www.wirapids.org](http://www.wirapids.org)

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: May 2, 2022

### Report #1

The Planning Commission met at 4:00 p.m. on May 2, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Lee Thao, Eric Daven, Ryan Austin, Ben Goodreau, and Susan Feith attended via Zoom. Shane Burkart was absent. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Mario Dickens, Larry Koopman, Keith Luetke, Jeff Mesaphol, and Keith Borski. Others attending via Zoom were Matt Adas, JT Sachs, Troy Case, Dan Gunsteen, and one unidentified participant.

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

**1. Approval of the report from the April 18, 2022 Plan Commission meeting**

Motion by Goodreau to approve the reports from the April 18 Plan Commission meeting; second by Daven.

Motion carried (6 – 0)

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

Community Development Director Kyle Kearns provided information regarding the upcoming planning charette for the project on May 10 at 5:00 p.m. in the Aquatic Center Community Room, and the tentatively scheduled public visioning workshop for June 1<sup>st</sup>.

**3. Election of a Vice Chairperson**

Motion by Goodreau to nominate Ryan Austin as Vice Chairperson for the Plan Commission; second by Feith. Mr. Austin accepted the nomination. No members were opposed.

Motion by Blaser to appoint Ryan Austin as Vice Chairperson for the Plan Commission; second by Thao.

Motion carried (6 – 0)

**4. Julie Gessert; Extraterritorial CSM – request for a Certified Survey Map to create 2 lots, which are under 5 acres, within the town of Grand Rapids. The subject property is 2840 Saratoga Street (Parcel ID 0700282)**

Mr. Kearns clarified that the city has extraterritorial control for subdivision plat review but not on the zoning. He further summarized the request, recommending approval.

Motion by Daven to approve the request as presented for a Certified Survey Map to create 2 lots, which are under 5 acres, within the town of Grand Rapids. The subject property is 2840 Saratoga Street (Parcel ID 0700282); second by Austin.

Motion carried (6 – 0)

**5. PLAN-22-000287; – Happy Hippo Construction, LLC – request for a Certified Survey Map to create 2 lots at 2211 8<sup>th</sup> St South (Parcel ID 3412196) and dedicate right-of way on 8<sup>th</sup> Street South, Goodnow Ave, and 10<sup>th</sup> Street South.**

Kyle Kearns provided an analysis of the proposed CSM and cited the uniqueness regarding the buildings and lot line.



Larry Koopman of Lampert Lee spoke to concerns about zero lot lines, characteristics of the lot and to its future development; he encouraged commissioners to approve the request.

Motion by Goodreau to approve the request for a Certified Survey Map to create 2 lots at 2211 8<sup>th</sup> St South (Parcel ID 3412196) and dedicate right-of way on 8<sup>th</sup> Street South, Goodnow Ave, and 10<sup>th</sup> Street South, with the restrictions based on Mr. Kearns' interjection; second by Blaser.

Motion carried (6 – 0)

**6. PLAN 22-000256; Dan Gunsteen** – request for a site plan review to construct a car wash at 4120 8<sup>th</sup> Street South (Parcel ID 3414102).

Associate Planner Carrie Edmondson provided background information and a synopsis of the request, noting the suggested modifications from the City Engineering Department regarding ingress and egress on the site. Parking and usage issues were also addressed. Approval of PLAN-22-000256 was recommended with the conditions specified in the staff report.

Chairperson Blaser asked if the ingress/egress issues had been discussed with the applicant, to which Carrie Edmondson and Dan Gunsteen responded. Mr. Gunsteen noted his preferences to ingress/egress and the goals for the flow of operations of the car wash business. Commissioner Feith asked about the distance from 8<sup>th</sup> Street the ingress/egress on Dove Ave to which Dan Gunsteen and Engineer Matt Adas replied. Commissioner Goodreau inquired about the impact on neighboring properties and Eric Daven requested more information about property lines and fencing, to which Matt Adas replied. Conditions of ingress and egress were further discussed among the members and the applicant, as well as City Engineering approvals.

Motion by Austin to approve the request for a site plan review to construct a car wash at 4120 8<sup>th</sup> Street South (Parcel ID 3414102) with staff recommendations, in addition to the condition of a two-way ingress/egress on 8<sup>th</sup> Street South and ingress on the eastern side, subject to the following conditions:

1. A six-foot privacy fence shall be constructed along the full west property line.
2. The refuse enclosure shall match the design and colors of the primary building.
3. Sidewalks along Dove Avenue shall be installed as proposed
4. The site plan shall be amended to show ingress only for the 8<sup>th</sup> Street South driveway, or removal of the eastern most driveway on Dove Avenue.
5. A lighting plan shall be submitted for review and approval by the Community Development Department.
6. Cut-off lighting fixtures or equivalent shall be used for the development, and lighting from the development shall not exceed 0.2 foot-candles at neighboring commercial property lines.
7. Applicable permit through the City shall be obtained.
8. The site plan shall include one-way ingress on the easternmost Dove Avenue entrance, or elimination of that access subject to review and approval by the City Engineering Department.

Second by Goodreau.

Motion carried (6 – 0)

**7. PLAN 22-000205; Anderson's Bulk Fuel Storage** – public hearing and action on a request for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 3409858)

Carrie Edmondson provided background and summarized the analysis for the request.

Public hearing opened at 4:33 p.m.

Speaking against: Keith Borski of 1421 of 48<sup>th</sup> Street North, Town of Grand Rapids, had concerns about the buffer zone, the protections that would be used regarding potential gas leaks, environmental and wildlife issues, and about noise.

Speaking in favor: none

Public hearing closed at 4:35 p.m.

Jeff Mesaphol, representing Anderson's, and Troy Case (Westmore Fluid Solutions) addressed the concerns about vapor leaks. Commissioner Daven asked about the paving on the driveway to which Jeff Mesaphol and Kyle Kearns responded. Mr. Mesaphol answered clarified about how the current operation receives LP without the installation of the tanks. Ryan Austin inquired about fencing and security, to which Troy case, Jeff Mesaphol responded. Kyle Kearns commented that the City's Interim Fire Chief did not have any concerns with the project. Mr. Case responded to Commissioner Feith's concerns regarding the interrelationship between fertilizer and propane regarding safety issues.

Motion by Daven to approve the request for a conditional use permit to construct bulk fuel storage tanks at 4000 Commerce Drive (Parcel ID 3409858), subject to the following conditions:

- 1) This approval is for the installation of three tanks. Installation of an additional storage tank would require an amendment to this conditional use permit
- 2) Any driveways, aisles, or parking that is extended or installed shall be hard surfaced (e.g., pervious concrete, asphaltic concrete, pavers or similar product).
- 3) Applicable building permits through the City shall be obtained.
- 4) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Goodreau.

Motion carried (6 – 0)

- 8. PLAN 22-0195; Mario Dickens** – public hearing and action on a request from Mario Dickens for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803)

Carrie Edmonson provided background and a synopsis for the request, recommending approval with the conditions outlined in the staff report.

Public hearing opened at 4:49 p.m.

Speaking against: Keith Leutke, representing Robert Hewitt of 122 8<sup>th</sup> Street South, expressed concerns about signage and the layout of the map, employee parking, vehicle sales and truck rentals.

Speaking in favor: none

Public hearing closed at 4:51 p.m.

Carrie Edmondson clarified the layout of the parking map. Commissioner Feith asked staff for more clarification on landscaping and screening, to which Carrie Edmondson and Kyle Kearns responded. Staff indicated that a condition of approval could be added for fencing. Commissioner Feith had additional

questions about whether the project was discussed with neighboring properties to the north, to which Kyle Kearns responded. Ms. Edmonson answered member Feith's questions about signage as well. Mario Dickens and Carrie Edmondson addressed Commissioner Daven's concerns about parking and pavement.

Motion by Austin to approve the request for a conditional use permit to operate a truck-trailer rental establishment at 711 East Grand Avenue (Parcel ID 3407803) subject to the following conditions:

1. All applicable building permits must be obtained, and occupancy granted before commencing business operations.
2. The conditional use permit shall be reviewed by Community Department Staff within one year of approval to ensure compliance. If determined to be out of compliance the use shall be reviewed by the Plan Commission.
3. The premise shall be kept clean and orderly.
4. The applicant shall submit an updated site plan showing exact parking for all vehicles and drive aisles. Parking shall not impede building access or driveways and onsite circulation shall be maintained.
5. Parking must be striped consistent with the approved site plan and applicable parking standards.
6. All trucks and trailers must be parked in the area delineated below, and not within the 25-foot front yard setback along 7<sup>th</sup> Street South, E Grand Avenue, or 8<sup>th</sup> Street South nor within the 20-foot side yard setback.
7. No more than a total of 15 trucks and trailers shall be parked on the premise.
8. Trucks are limited to those that (i) have no more than two axles per unit, (ii) have a maximum box length of 17 feet, (iii) have a maximum height of 12 feet, and (iv) do not require a commercial driver's license to operate.

Second by Goodreau.

Motion carried (6 – 0)

9. **PLAN 22-000259; Community Development Department** – public hearing and action on a request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an onsite manager as an accessory use within a dwelling unit.

Carrie Edmonson provided background and a review of the request. Commissioner Goodreau asked if the amendment was primarily for the inclusion of language regarding an on-site manager, to which Carrie Edmonson responded. Mr. Daven inquired about the approval processes, the method for enforcing the policy, and the 30-day stay policy to which Carrie Edmondson and Kyle Kearns responded.

Public hearing opened at 5:11 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:12 p.m.

Motion by Thao to approve the request from the City of Wisconsin Rapids to amend Chapter 11-Zoning Ordinance, specifically appendix B, 5.04 – Overnight Lodging, to permit the permanent residence of an

onsite manager as an accessory use within a dwelling unit; second by Daven.

Motion carried (6 – 0)

**10. Adjourn**

Motion by Austin to adjourn the meeting; second by Goodreau

Motion carried (6 – 0)

Meeting adjourned at 5:13 p.m.

Respectfully submitted by Erika Esser, Secretary



## Report of the Finance and Property Committee

Matt Zacher, Chairperson  
Dean Veneman, Secretary  
Jay Bemke

Date of Meeting: May 3, 2022  
Reported to Council: May 17, 2022

The Finance and Property Committee met at 5:06 p.m. on Tuesday, May 3, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at [www.wr-cm.org](http://www.wr-cm.org) or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Polach, Sue Schill, Kyle Kearns, Mayor Blaser, Paul Vollert, Tyler Mickelson, Jennifer Gossick, and Tim Desorcy. A list of others in attendance is on file in the clerk's office.

### 1. Call to Order

Chairperson Zacher called the meeting to order at 5:06 p.m.

### 2. Initial Review of Alcohol License Renewals

The Committee conducted an initial review of the alcohol license renewals. No action was taken.

### 3. Consider a request from Gordies Pub & Grille LLC, d/b/a Gordie's Pub & Grille, Adam P. Hofer, agent, for Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for the premises located at 2962 State Hwy 73 South

It was moved by Bemke, seconded by Veneman, to approve Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for Gordies Pub & Grille LLC, d/b/a Gordie's Pub & Grille, Adam P. Hofer, agent for the premises located at 2962 State Hwy 73 South. Motion carried 3-0.

### 4. Consider a request from GPW, LLC, d/b/a Wurk, Alan G. Worzella, agent, for Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for the premises located at 212 West Grand Avenue

It was moved by Veneman, seconded by Bemke, to approve Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for GPW, LLC, d/b/a Wurk, Alan G. Worzella, agent for the premises located at 212 West Grand Avenue. Motion carried 3-0.

### 5. Consider a request from Wisconsin Rapids Ranger Baseball, Inc., d/b/a Wisconsin Rapids Ranger Baseball, Christina L. Sering, agent, for a 6-month Retail Class "B" Fermented Malt Beverages license, for the premises located at 1801 16<sup>th</sup> Street South

It was moved by Bemke, seconded by Veneman, to approve a 6-month Retail Class "B" Fermented Malt Beverages License for Wisconsin Rapids Ranger Baseball, Inc., d/b/a Wisconsin Rapids Ranger Baseball, Christina L. Sering, agent, for the premises located at 1801 16<sup>th</sup> Street South. Motion carried 3-0.

### 6. Consider for approval the appointment of Christine Engelhardt as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for DolgenCorp, LLC, d/b/a Dollar General Store #21068, for the premises located at 820 8<sup>th</sup> Street South

It was moved by Bemke, seconded by Veneman, to approve the appointment of Christine Engelhardt as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for DolgenCorp, LLC d/b/a Dollar General Store #21068, located at 820 8<sup>th</sup> Street South. Motion carried 3-0.

7. Consider for approval the appointment of Christine Engelhardt as successor agent for the Retail Class “A” Fermented Malt Beverages and “Class A” Intoxicating Liquor licenses for DolgenCorp, LLC, d/b/a Dollar General Store #10309 for the premises located at 951 West Grand Avenue

It was moved by Veneman, seconded by Bemke to approve the appointment of Christine Engelhardt as successor agent for the Retail Class “A” Fermented Malt Beverages and “Class A” Intoxicating Liquor licenses for DolgenCorp, LLC d/b/a Dollar General Store #10309, located at 951 West Grand Avenue. Motion carried 3-0.

8. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for a Live Music on the Patio event to be held on Friday, May 20, 2022 from 6:00 p.m. to 9:00 p.m.

It was moved by Bemke, seconded by Veneman, to approve a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, May 20, 2022, from 6:00 p.m. to 9:00 p.m. Motion carried 3-0.

9. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, May 27, 2022 from 7:00 p.m. to 10:00 p.m.

It was moved by Veneman, seconded by Bemke, to approve a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, May 27, 2022, from 7:00 p.m. to 10:00 p.m. Motion carried 3-0.

10. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, June 24, 2022 from 7:00 p.m. to 10:00 p.m.

It was moved by Veneman, seconded by Bemke, to approve a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, 2651 Eighth Street South, for an Open Mic event to be held on Friday, June 24, 2022, from 7:00 p.m. to 10:00 p.m. Motion carried 3-0.

11. Consider a Special Event application from Central Wisconsin BMX Club, Inc., including requests for closure of the Eastside Compost Site on Saturday, July 30, 2022, and use of compost site property for excess parking during the event, for a Badger State 3-Day National Event to be held on Friday, July 29 through Sunday, July 31, 2022 at the BMX facility at 2220 East Riverview Expressway

It was moved by Veneman, seconded by Bemke, to approve a special event application, from Central Wisconsin BMX Club, Inc., including requests for closure of the Eastside Compost Site on Saturday, July 30, 2022, and use of compost site property for excess parking during the event, for a Badger State 3-Day National Event to be held on Friday, July 29 through Sunday, July 31, 2022 at the BMX facility at 2220 East Riverview Expressway, and to also include that if this type of event is proposed in the future, the Clerk may approve it and it will not be necessary for the Committee to approve the closing of the compost site. Motion carried 3-0.

12. Consider Phase 2 of the Wayfinding Sign Project with Graphic House for fabrication and install

It was moved by Bemke, seconded by Veneman, to approve Phase 2 of the Wayfinding Sign Project, specifically the second (lesser) Graphic House bid for fabrication and install, excluding park signs 1x-1 numbers 22a, 25, & 34a, and not to exceed a project cost of \$30,000. Motion carried 3-0.

13. Consider for approval an agreement with Advanced Disposal Services Cranberry Creek Landfill, LLC for solid waste disposal services

It was moved by Bemke, seconded by Veneman to approve an agreement with Advanced Disposal Services Cranberry Creek Landfill, LLC for solid waste disposal services. Motion carried 3-0.

14. Consider for approval an agreement with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City’s 2022 Fourth of July fireworks display

It was moved by Veneman, seconded by Zacher to approve an agreement with Spielbauer Fireworks Co., Inc. (display operator Skypainter Fireworks, LLC) for the City’s 2022 Fourth of July fireworks display. Motion carried 3-0.

15. Review and update Grant Management Policy

It was moved by Bemke, seconded by Veneman to approve the updated Grant Management Policy. Motion carried 3-0.

16. Discussion regarding creating a comprehensive capital improvement program

The Committee discussed creating a comprehensive capital improvement program. No action was taken.

17. Review American Rescue Plan Act grant fund request

The Committee reviewed American Rescue Plan Act grant fund request. No action was taken.

18. Audit of the Bills

It was moved by Bemke, seconded by Veneman to approve check numbers 12432 to 12767. Motion carried 3-0.

19. Set next meeting date

The next regular Committee meeting will be on Tuesday, June 7, 2022 at 5:00 p.m.

20. It was moved by Veneman, seconded by Zacher to adjourn. Motion carried 3-0. The meeting adjourned at 6:14 p.m.



5592 4/20/2022 \$20.00

# Original Alcohol Beverage Retail License Application

Submit to municipal clerk.

For the license period beginning June 1<sup>st</sup> 20 22 ;  
ending June 30<sup>th</sup> 20 22

TO THE GOVERNING BODY of the: ☐ Town of  
☐ Village of } Wis. Rapids  
☒ City of }

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

1. The named ☐ Individual ☐ Partnership ☒ Limited Liability Company  
☐ Corporation / Nonprofit Organization

hereby makes application for the alcohol beverage license(s) checked above.

2. Name (individual/partners give last name, first, middle; corporations/limited liability companies give registered name): Hofer, Adam Patrick Gordick Pub & Grille 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 name, title, and place of residence of each person.

Title Name (Last, First, M.I.) Home Address Post Office & Zip Code  
President/Member OWNER Hofer, Adam P 1641 Kingswood Trl, NeKosau WI 54457

Vice President/Member \_\_\_\_\_

Secretary/Member \_\_\_\_\_

Treasurer/Member \_\_\_\_\_

Agent Adam Hofer 1641 Kingswood Trl, NeKosau WI 54457

Directors/Managers \_\_\_\_\_

3. Trade Name Gordick's Pub & Grille Business Phone Number \_\_\_\_\_  
4. Address of Premises 2962 ST Hwy 73 Wis. Rapids, WI 54495 Post Office & Zip Code Wis. Rapids, WI 54495

5. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? ☒ Yes ☐ No  
6. Is the applicant an employee or agent of, or acting on behalf of anyone except the named applicant? ☐ Yes ☒ No  
7. Does any other alcohol beverage retail licensee or wholesale permittee have any interest in or control of this business? ☐ Yes ☒ No  
8. (a) Corporate/limited liability company applicants only: Insert state WI and date 4/19/22 of registration.  
(b) Is applicant corporation/limited liability company a subsidiary of any other corporation or limited liability company? ☐ 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  
(NOTE: All applicants explain fully on reverse side of this form every YES answer in sections 5, 6, 7 and 8 above.)

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

10. Legal description (omit if street address is given above): \_\_\_\_\_  
11. (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? Layla's Pub and Grille  
12. 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  
13. Does the applicant understand they must hold a Wisconsin Seller's Permit? [phone (608) 266-2776]. ☒ Yes ☐ No  
14. 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.

[Signature]  
(Officer of Corporation / Member / Manager of Limited Liability Company / Partner / Individual)

## TO BE COMPLETED BY CLERK

Date received and filed with municipal clerk <u>4/20/2022</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk <u>Sue Bravick</u>
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 Gordies Pub and Grille 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  
Gordies Pub and Grille  
(Trade Name)

located at 2962 State Hwy 73 wis. Rapids, WI 54495

appoints ADAM HOFER  
(Name of Appointed Agent)

1641 Kingswood Trl, NeKosaa, 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).

Gordies Pub and Grille LLC

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 1641 Kingswood Trl, NeKosaa WI 54457

For: Gordies Pub and Grille LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(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, ADAM HOFER, 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.

[Signature] 4/20/22 Agent's age 36  
(Signature of Agent) (Date)  
1641 Kingswood Trl NeKosaa, WI 54457 Date of birth 04/26/85  
(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 4-21-2022 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# Original Alcohol Beverage Retail License Application

(Submit to municipal clerk.)

For the license period beginning: \_\_\_\_\_ ending: 06/30/2022  
(mm dd yyyy) (mm dd yyyy)

To the Governing Body of the: ☐ Town of ☐ Village of ☒ City of Wisconsin Rapids

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

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

Applicant's Wisconsin Seller's Permit Number <u>456-1030909437-04</u>	
FEIN Number <u>88-0545707</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	\$
<b>TOTAL FEE</b>	<b>\$</b>

Name (individual / partners give last name, first, middle; corporations / limited liability companies give registered name)  
Worzeila Alan G GPW, 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>Worzeila</u>	(First) <u>Alan</u>	(Middle Name) <u>Gerald</u>	Home Address (Street, City or Post Office, & Zip Code) <u>7760 Hwy 186 Appleton 54910</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	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)
Directors / Managers Last Name	(First)	(Middle Name)	Home Address (Street, City or Post Office, & Zip Code)

1. Trade Name WURK Business Phone Number 715 498 6205  
2. Address of Premises 212 W Grand Ave Post Office & Zip Code 54481

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.)

1st floor  
walk in cooler in basement  
Records in basement

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? Door 212

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  
*form attached*
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 2/7/22 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.) <i>Worzella Alan G</i>	Title/Member <i>owner</i>	Date <i>3/10/22</i>
Signature <i>[Signature]</i>	Phone Number <i>715 448 6205</i>	Email Address <i>agw.alanw@gmail.com</i>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <i>3/10/2022</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 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 WI Rapids County of WOOD

The undersigned duly authorized officer/member/manager of GPN 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 WURK  
(Trade Name)

located at 212 W Grand Ave WI Rapids WI 54455

appoints Alan Worzelle  
(Name of Appointed Agent)  
7760 Hwy 186 Arpin WI 54410  
(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? 50yr

Place of residence last year 7760 Hwy 186 Arpin WI 54410

For: GPN LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(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, Alan C. Worzelle, 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.

[Signature] 3/10/22 Agent's age 50  
(Signature of Agent) (Date)  
7760 Hwy 186 Arpin WI 54410 Date of birth 5/24/1971  
(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 10 MARCH 2022 by [Signature] Title Chief of Police  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

5621 4/26/22 \$20.00

**Original Alcohol Beverage Retail License Application**

(Submit to municipal clerk.)

For the license period beginning: May 17, 2022 ending: Oct. 31, 2022  
(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 <u>456-1030842537-03</u>	
FEIN Number <u>39-1811557</u>	
TYPE OF LICENSE REQUESTED	FEE
<input type="checkbox"/> Class A beer	\$
<input 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 type="checkbox"/> Class B liquor	\$
<input type="checkbox"/> Reserve Class B liquor	\$
<input type="checkbox"/> Class B (wine only) winery	\$
Publication fee	\$
<b>TOTAL FEE</b>	<b>\$</b>

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

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 <u>Nowak</u>	(First) <u>Joseph</u>	(Middle Name) <u>Alan</u>	Home Address (Street, City or Post Office, & Zip Code) <u>1811 16th Street South Wis. Rapids 54494</u>
Vice President / Member Last Name <u>Lewis</u>	(First) <u>Chad</u>	(Middle Name) <u>Alan</u>	Home Address (Street, City or Post Office, & Zip Code) <u>3810 Heritage Ridge Dr. Wis Rapids 54494</u>
Secretary / Member Last Name <u>Sering</u>	(First) <u>Christina</u>	(Middle Name) <u>Lynn</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5230 Breezy Pine Dr. Wis Rapids 54494</u>
Treasurer / Member Last Name <u>Sering</u>	(First) <u>Christina</u>	(Middle Name) <u>Lynn</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5230 Breezy Pine Dr. Wis Rapids 54494</u>
Agent Last Name <u>Sering</u>	(First) <u>Christina</u>	(Middle Name) <u>Lynn</u>	Home Address (Street, City or Post Office, & Zip Code) <u>5230 Breezy Pine Drive Wis Rapids 54494</u>
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 715-570-2123
2. Address of Premises 1801 16th Street South Post Office & Zip Code Wis Rapids WI

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.)

Alcohol beverages will be sold at the  
Baseball and softball sports complex located  
at 1801 16th St South. The complex has a centrally  
located concession stand where alcohol will  
be stored and served.

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

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

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

6. Is individual, partners or agent of corporation/limited liability company subject to completion of the responsible beverage server training course for this license period? If yes, explain ..... ☒ Yes ☐ No  
We will have individuals of Wisconsin Rapids  
Rangers obtaining their beverage server  
training course.
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 8/30/1994 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.) <u>Nowak, Joseph A.</u>	Title/Member <u>President</u>	Date <u>4/25/2022</u>
Signature <u>Joseph A. Nowak</u>	Phone Number <u>715-451-1185</u>	Email Address <u>nowakjoe181@gmail.com</u>

**TO BE COMPLETED BY CLERK**

Date received and filed with municipal clerk <u>4/26/2022</u>	Date reported to council / board	Date provisional license issued	Signature of Clerk / Deputy Clerk
Date license granted	Date license issued	License number issued	



# 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 Wisconsin Rapids County of Wood  
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  
(Trade Name)  
located at 1801 16th Street Wisconsin Rapids WI 54494  
appoints Joe Christina Sering  
(Name of Appointed Agent)  
5230 Breezy Pine Dr. WR 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? 44  
Place of residence last year 5230 Breezy Pine Drive WR WI 54494  
For: Wisconsin Rapids Rangers Baseball  
(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, Christina Sering, 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.

Christina Y. Sering 4/26/2022 Agent's age 44  
(Signature of Agent) (Date)  
5230 Breezy Pine Drive Wis Rapids WI 54494 Date of birth 1/11/78  
(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 4/27/2022 by [Signature] Title POLICE CHIEF.  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# 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 Wisconsin Rapids County of Wood

The undersigned duly authorized officer/member/manager of DOLGENCORP, 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

DOLLAR GENERAL STORE # 21048  
(Trade Name)

located at 820 8th St. South

appoints CHRISTINE ENGELHARDT  
(Name of Appointed Agent)

3189 W 3RD AVE OXFORD WI 53952  
(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).

AGENT OF SEE ATTACHED LIST

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? 40+ YEARS

Place of residence last year OXFORD WI

For: DOLGENCORP, LLC  
(Name of Corporation / Organization / Limited Liability Company)

By: [Signature]  
(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, CHRISTINE ENGELHARDT, 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.

Christine Engelhardt 3/18/2022  
(Signature of Agent) (Date)

Agent's age 49

3189 W 3RD AVE OXFORD WI 53952  
(Home Address of Agent)

Date of birth 06/23/1972

## 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 4-21-2022 by [Signature] Title POLICE CHIEF  
(Date) (Signature of Proper Local Official) (Town Chair, Village President, Police Chief)

# 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 WISCONSIN Rapids County of WOOD

The undersigned duly authorized officer/member/manager of DOLGENCORP, 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 DOLLAR GENERAL STORE # 10309  
(Trade Name)  
located at 951 West Grand Ave

appoints CHRISTINE ENGELHARDT  
(Name of Appointed Agent)  
3189 W 3RD AVE OXFORD WI 53952  
(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).

AGENT OF SEE ATTACHED LIST

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? 40+ YEARS

Place of residence last year OXFORD WI

For: DOLGENCORP, LLC

By:

[Signature]  
(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, CHRISTINE ENGELHARDT, 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.

Christine Engelhardt 3/18/2022 Agent's age 49  
(Signature of Agent) (Date)  
3189 W 3RD AVE OXFORD WI 53952 Date of birth 06/23/1972  
(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 4-21-2022 by [Signature] 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 \$ 500

☐ Town ☐ Village ☒ City of Wisconsin Rapids

Application Date: 4/12/22  
County of Wood

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

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning May 20 and ending May 20 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 501(c)(3) Non-profit  
(b) Address 2651 8th St South 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 Steve Kipter 5213 Black Dan Rd Winter WI 54986  
Vice President Jim Lucas 1930 1st St North Wis Rapids WI 54494  
Secretary Stephany Hartman 3130 45th Ct Wis Rapids WI 54494  
Treasurer

(g) Name and address of manager or person in charge of affair: Connie Tomski-Faville  
441 2nd St South Wis 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 South (see above)  
(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: \_\_\_\_\_

## 3. Name of Event

- (a) List name of the event Live Music on the Patio at CWCC  
(b) Dates of event May 20, 2022 6:00 p.m. to 9:00 p.m.

## 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 STEPHEN KIPTER  
(Signature / Date) 4/12/22

CWCC  
(Name of Organization)

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

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

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

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

CK# 8179 3/20/2022  
#5497

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

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

FEE \$5.00

City of Wisconsin Rapids  
County of Wood

Application Date: 2/22/2022

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

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

at the premises described below during a special event beginning May 27, 2022 at 7pm and ending at 10pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box)      Bona fide Club      Church      Lodge/Society

→      Veteran's Organization      Fair Association

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

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

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

(c) Date organized      **1996**

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

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

(f) Names and addresses of all officers:

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

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

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

Treasurer

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

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

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

(b) Lot      Block

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

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

3. Name of Event

(a) List name of the event: **Open Mic**

(b) Dates of event

**May 27, 2022 7-10pm**

DECLARATION

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

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

**PRESIDENT**

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

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

CK# 8179  
3/22/2022 #5497

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

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

FEE \$5.00

City of **Wisconsin Rapids**  
County of **Wood**

Application Date: 2/22/2022

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

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

at the premises described below during a special event beginning June 24, 2022 at 7pm and ending at 10pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box)      Bona fide Club      Church      Lodge/Society

→

Veteran's Organization      Fair Association

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

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

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

(c) Date organized      **1996**

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

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

(f) Names and addresses of all officers:

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

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

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

Treasurer

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

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

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

(b) Lot      Block

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

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

3. Name of Event

(a) List name of the event: **Open Mic**

(b) Dates of event

**June 24, 2022 7-10pm**

DECLARATION

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

**STEPHAN KIPPER** **2/22/2022**  
(Officer Signature / Date)

**PRESIDENT**

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

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.



CITY OF WISCONSIN RAPIDS  
SPECIAL EVENTS/STREET CLOSURE  
PERMIT APPLICATION

FOR OFFICE USE ONLY	
License Fee <u>25.00</u>	Receipt # <u>5599</u>
Date <u>4/21/2022</u>	

FULL LEGAL NAME OF ORGANIZATION Central Wisconsin BMX Club, Inc.

MAIN CONTACT Chris Severin PHONE NUMBER 715-572-2075

ADDRESS 3020 12th St. So. Wisconsin Rapids, WI 54494

EVENT DAY CONTACT Chris Severin CELL PHONE NUMBER 715-572-2075

DATE OF EVENT (WITH EXACT START & END TIMES) July 29th thru July 31st 2022  
Friday 7am-6pm Saturday 7am-6pm Sunday 8am-2pm

EVENT TITLE AND DESCRIPTION OF EVENT  
Badger State 3-day National Event. Conduct BMX Practice and  
Race Competition for USA National Series

ACCURATE DESCRIPTION OF STREET(S) OR PUBLIC AREAS TO BE USED FOR EVENT  
East Side Compost Site for Parking.

DETAILED DESCRIPTION OF USE FOR WHICH STREET CLOSURE PERMIT IS REQUESTED  
Using Compost site entrance as main entrance for Event We will  
use Area around Compost piles for event Parking.

CHECK ALL THAT APPLY:

- ☒ Liability Insurance Attached
- ☒ IRS 501(c) Exempt Letter Attached
- ☐ Vending at Event
- ☐ Temporary Class "B"/Class "B" Retailers License
- ☐ Request Open Container Ordinance Suspension
- ☐ Affected Residence Contacted Regarding Street Closure

To ensure appropriate review of your Event, your site/route plan should be demonstrated in a clear and legible manner on a separate sheet of paper.

If the Organization is a bona fide tax exempt, non-profit entity, please attach a copy of your IRS 501(C) tax exemption letter.

Organization shall be responsible for set-up and clean-up; clean-up must be completed within 12 hours of event or by start of business week.

I certify that the information contained in the forgoing application, including the information contained in the event questionnaire and any other supporting documentation or forms, is true and correct to the best of my knowledge and that I have read, understand and agree to abide by the rules and regulations governing the proposed Event. I understand that this application is made subject to the rules and regulations established by the Common Council. The applicant agrees to comply with all other City, County, State, or Federal requirements which may pertain to the use of the event venue and the conduct of the event. I agree to abide by these rules, and further certify that I, on behalf of the organization, am also authorized to commit that organization, and therefore, agree to be financially responsible for any costs and fees that may be incurred by or on behalf of the event to the City of Wisconsin Rapids.

I, on behalf of the organization, am also authorized to commit that the organization shall indemnify, defend, and hold harmless the city and its officers, employees, elected and appointed officials, and agents from and against any and all causes of action, claims, liabilities, obligations, judgments, or damages, including reasonable attorneys fees and costs of litigation, arising out of this event.



Signature of Event Organizer  
On behalf of Organization

4/20/2022  
Date:

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/19/2022

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

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

<b>PRODUCER</b> <b>USI Insurance Services LLC</b> <b>2375 E. Camelback Rd, Suite 250</b> <b>Phoenix, AZ 85016</b>		<b>CONTACT NAME:</b> Jessica Quiroz <b>PHONE (A/C, No, Ext):</b> 602-374-1327 <b>E-MAIL ADDRESS:</b> Jessica.Quiroz@usi.com <b>FAX (A/C, No):</b>	
<b>INSURED</b> <b>American Bicycle Association</b> <b>dba: USA BMX</b> <b>1645 W Sunrise Blvd</b> <b>Gilbert, AZ 85233</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Philadelphia Indemnity Insurance Co. <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> <b>18058</b>	

## COVERAGES

CERTIFICATE NUMBER: 35680470

REVISION NUMBER:


INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X	X	PHPK2382444	03/01/2022	03/01/2023	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$Excluded PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$5,000,000 PRODUCTS - COMP/OP AGG \$1,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			PHPK2382444	03/01/2022	03/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> RETENTION \$10,000 WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			PHUB804152	03/01/2022	03/01/2023	EACH OCCURRENCE \$4,000,000 AGGREGATE \$4,000,000 \$ PER STATUTE OTH-ER E.I. EACH ACCIDENT \$ E.I. DISEASE - EA EMPLOYEE \$ E.I. DISEASE - POLICY LIMIT \$

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

Certificate holder and any other entities listed below are listed as additional insured under the General Liability on a primary & Non Contributory Basis including waiver of subrogation with respect to the American Bicycle Association/USA BMX sanctioned events/competitions/practices and other operations conducted by American Bicycle Association/USA BMX track operators on behalf of the American Bicycle Association/USA BMX.  
 (See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

<b>City of Wisconsin Rapids</b> <b>444 West Grand Ave</b> <b>Wisconsin, WI 54495-2780</b>	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. <b>AUTHORIZED REPRESENTATIVE</b> 
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## DESCRIPTIONS (Continued from Page 1)

Description of Operations: RE: Central Wisconsin BMX Track #862. City of Wisconsin Rapids is an additional insured July 26-31, 2022 for the Badger State Nationals.

# EVENT QUESTIONNAIRE

Please answer all questions:		NO	YES	Describe Specifically and Fully (how many, what, where, why)	Are you expecting the City to provide this service? Please indicate who or what you expect.
1.	Is the event open to the general public? List your estimated attendance.		✓	700-800 Athletes Per day 2500-3500 Spectators Per day. at BMX Track by Watertower	No
2.	Have you reserved or rented your event's location? (Parks Department @ 421-8240 for park facilities)		✓	leased From City/Contract	No
3.	Do you charge an admission or entry fee?	✓	✓	No Admission Fee Parking Fee	No
4.	Will there be wine or beer served?	✓			
5.	If there will be wine/beer served, have you applied for and obtained a temporary liquor license with the City Clerk (421-8200) and arranged for licensed bartenders at the event?	N/A			
6.	If there will be wine/beer served, have you obtained and erected fencing to comply with the City's enclosure policy?	N/A			
7.	Are you planning to erect a stage(s)? City staging may not be available.	✓			
8.	Are you planning to have tents or temporary structures for the event? (This would require receiving a temporary structure permit from the Planning and Economic Development Department at 421-8228, and a safety inspection by the Fire Department. Have all underground utilities been located prior to pounding stakes or fence posts into the ground? Call Diggers Hotline (1-800-242-8511) for property at least 10 days prior to set up.	✓			

9.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Wood County Health Department? (421-891.1)		✓		NO
10.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with your events application?		✓		NO
11.	Have you provided sufficient restroom facilities or portable toilets for your event, in accordance with Wood County Health Department (421-891.1) requirements?		✓	Crockett Septic Hand Sanitizers & Wash Stations	NO
12.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premise after the event? Contact Parks Department (421-8240)		✓	Provided by Advance Disposal	NO
13.	Is there entertainment such as bands, amplifiers, performances, etc., Have you notified neighboring residences in writing of the noise expectations of your event?	✓			
14.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?	✓			
15.	Will there be fireworks or pyrotechnics at your event? Have you obtained permission from the Mayor and Fire Department? (423-1150)	✓			

16.	Do you have an emergency plan in place for accidents, injuries, fires, severe weather, etc.?		✓	WRFO	No
17.	Will your event require street closure? Have you notified your neighbors of your request to temporarily close the street and the affected times? Have you detailed the street closing plan on the events application to the city clerk?		✓	Request Eastside Compost Site Closure for Saturday July 30th 2022	
18.	Have you obtained orange safety vests and provided training for route guides on runs/walks?		N/A		
19.	Do you have traffic control, crossing assistance, security or parking issues with your event? Have you consulted with the Police Dept (423-4444)?		✓	Auxiliary Police Availability if Needed.	
20.	Have you obtained and provided to the Clerk adequate liability insurance with the City of Wisconsin Rapids named as the additional insured?		✓	On file	
21.	Have you provided a complete time schedule and location itinerary of the parade staging & route?		N/A		

Please list all vendors participating in your event.  
(You may attach additional pages if necessary.)

Vendor Business Name	USABMX
Individual Contact Name	
Streets Address	
City/State/Zip	
Type of Merchandise being sold	Clothing
State of Wisconsin Seller's Permit (Sales Tax) Number	
Wood County Health Department Permit (Food/Beverage Products) Number	

Vendor Business Name	
Individual Contact Name	
Streets Address	
City/State/Zip	
Type of Merchandise being sold	
State of Wisconsin Seller's Permit (Sales Tax) Number	
Wood County Health Department Permit (Food/Beverage Products) Number	

Vendor Business Name	
Individual Contact Name	
Streets Address	
City/State/Zip	
Type of Merchandise being sold	
State of Wisconsin Seller's Permit (Sales Tax) Number	
Wood County Health Department Permit (Food/Beverage Products) Number	



City Department Reviews  
For Office Use Only

City Clerk: \_\_\_\_\_

\_\_\_\_\_

Police Department:

- ☐ Private security and/or police on site
- ☐ First aid services and/or EMS on site
- ☐ Communication System
- ☐ Public Address System
- ☐ Night Lighting
- ☐ Exit Signage
- ☐ Emergency plan including an evacuation plan

\_\_\_\_\_

Fire Department: \_\_\_\_\_

\_\_\_\_\_

Planning and Economic Development: \_\_\_\_\_

\_\_\_\_\_

Street Department: \_\_\_\_\_

\_\_\_\_\_

Park and Recreation Department: \_\_\_\_\_

\_\_\_\_\_

City Attorney: \_\_\_\_\_

\_\_\_\_\_

Engineering: \_\_\_\_\_

\_\_\_\_\_

Wood County Health Department: \_\_\_\_\_

\_\_\_\_\_



## Committee Referral

**Name of Committee:** Property and Finance Committee

**Date of Request:** April 28, 2022

**Requestor:** Kyle Kearns, Community Development Department

**Request/Referral:** Consider Phase 2 of the Wayfinding Sign Project with Graphic House for fabrication and install.

**Background information:** In June, 2021 City Council approved Graphic House to fabricate and install Phase 1 (23 signs) of the wayfinding sign project at a total cost of \$81,499. Graphic house anticipates to complete phase 1 during the first week of May. Thereafter, the Street Department will assist to concrete around a few of the trailhead and pedestrian Kiosks.



Moreover, Phase 1 was most of the larger signs and was funded from the Economic Development Room Tax Account. Phase two consists of 15-18 signs and is anticipated to be half the cost of phase 1. The sign designer, Corbin, submitted a \$53,820 cost estimate for phase 2, however staff have removed a few signs and suggested another three that could possibly be omitted. Therefore, the Corbin estimate (attached) has been adjusted accordingly, which reduces the cost between approximately \$31,000-



## Committee Referral

\$49,000. Staff hopes to maintain Graphic House as the sign contractor for phase 2, which could possibly reduce costs further, due to some of the work being done for phase 1, such as shop drawings. Staff has requested a bid from Graphic House for phase 2 which will be provided at the meeting.

### Options available:

1. Fund Phase 2 via Economic Development Room Tax
2. Fund Phase 2 via another source
3. Postpone or Deny funding Phase 2

**Staff recommendation:** Staff recommends funding phase 2 of the wayfinding sign project using dollars within the Economic Development Room Tax account:

- a. Cost: Corbin Design Estimate – AMENDED: \$48,932.5
- b. Graphic House sign contractor estimate anticipated to be provided at the meeting.

**Action you are requesting the committee take:** Recommend funding phase 2 of the wayfinding project, total amount be determined via a bid from Graphic House sign contractor.

### How will the item be financed?

Economic Development Room Tax Account:

- Carry over amount: \$59,265
- Budget amount: \$33,525 (2022)
- Total (2022): \$92,790
- Expense (2022): \$18,660.75 (Graphic House phase 1)
- Remaining Total: \$74,129.25

*Please attach all supporting documentation.*

### ATTACHMENTS

1. Corbin Design Phase 2 Cost Estimate
2. Phase 2 Sign Count
3. Phase 2 Detailed Sign Count
4. Graphic House Bid (TBD)

# Wisconsin Rapids Phase 2 Budgetary Estimate

Type	Description	Qty	Unit	Total	Lighting
Kt-1	Trailhead Kiosk, Primary <b>Possibly Omit</b>	1	\$	5,250.00	\$ 5,250.00
	<del>Solar Lighting Option</del>	<del>1</del>	<del>\$</del>	<del>3,500.00</del>	<del>\$ 3,500.00</del>
	<del>Pull from Existing Electrical Source</del>	<del>1</del>	<del>\$</del>	<del>2,000.00</del>	<del>\$ 2,000.00</del>
<del>Kt-2</del>	<del>Trailhead Kiosk, Secondary</del>	<del>1</del>	<del>\$</del>	<del>4,250.00</del>	<del>\$ 4,250.00</del>
Gt-1	Trail Guide	4	\$	3,250.00	\$ 13,000.00
Gt-2	Trailblazer	4	\$	2,000.00	\$ 8,000.00
It-1	Mile Marker	0	\$	1,500.00	\$ -
Kp-1	Pedestrian Kiosk (2 alternata locations 2 & 19) <b>Possibly Omit</b>	1	\$	5,800.00	\$ 5,800.00
Gp-2	Pedestrian Guide	2	\$	1,000.00	\$ 2,000.00
Ip-1	Parking Identification	0	\$	2,750.00	\$ -
Ix-1	Identification, Large <b>Possibly Omit</b>	1	\$	4,500.00	\$ 4,500.00
<del>Ix-1a</del>	<del>Identification, Custom (Zoo)</del>	<del>1</del>	<del>\$</del>	<del>4,500.00</del>	
Ix-2	Identification, Medium	0	\$	4,000.00	\$ -
Ix-3	Identification, Small	0	\$	3,500.00	\$ -
Gt-3	On-Street Bike Signs	5	\$	800.00	\$ 4,000.00
<b>Total: 15-18</b>				Subtotal	<del>\$ 46,800.00</del> <b>\$27,000 - \$42,550</b>
				Contingency (15%)	<del>\$ 7,020.00</del> <b>\$4,050 - \$6,382.5</b>
				Total Budget Cost	<del>\$ 53,820.00</del> <b>\$31,050 - \$48,932.5</b>

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Gp-2 Trailblazer	2
Gt-1 Trail Guide - Multi-message	4
Gt-2 Trailblazer	2
Gt-3 On-street Bike Guide	5
Ix-1 Municipal Identification - Large	3 or 2
<del>Ix-1a Municipal Identification - Custom</del>	<del>1</del>
Kp-1 Pedestrian Kiosk	1 or 0
Kt-1 Trailhead Kiosk - Roof	1 or 0
<del>Kt-2 Trailhead Kiosk</del>	<del>1</del>

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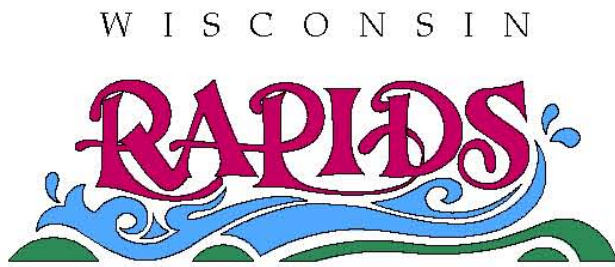
~~20~~

Total Signs: 15-18

Gp-2 Trailblazer		2
02a	29	
Gt-1 Trail Guide - Multi-message		4
26	28	35
36		
Gt-2 Trailblazer		2
30	33	
Gt-3 On-street Bike Guide		5
31	31a	32
32a	37	
Ix-1 Municipal Identification - Large		3
22a	possibly omit	25
22a		34a
<del>Ix-1a Municipal Identification - Custom</del>		1
<del>24</del>		
Kp-1 Pedestrian Kiosk		1
07	possibly omit	
Kt-1 Trailhead Kiosk - Roof		1
18	possibly omit	
<del>Kt-2 Trailhead Kiosk</del>		1
<del>24a</del>		

~~Total Signs: 20~~

Total Signs: 15-18



**PUBLIC WORKS  
DEPARTMENT**

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

**Requestors Name:**

Paul Vollert, Public Works Superintendent

**Referral Language:**

Review and approve agreement with Advanced Disposal Services Cranberry Creek Landfill, LLC for solid waste disposal

**Background Information:**

This is an agreement that we are renewing with Advanced; the fees have increased slightly but overall billings will decrease.

**Recommendation:**

Approve the proposed agreement with Advanced; this agreement has been reviewed by City Attorney Schill and Public Works Superintendent Vollert.

**If financing is needed, how will it be financed?**

The 2022 budget reflects the rates that are part of this agreement.

## LANDFILL DISPOSAL AGREEMENT

THIS AGREEMENT is made this \_ day of May, 2022, by and between the City of Wisconsin Rapids, a Municipal Corporation of the County of Wood, State of Wisconsin ("City"), and Advanced Disposal Services Cranberry Creek Landfill, LLC ("Advanced"), a Wisconsin limited liability company, with its offices located in Wisconsin Rapids, Wisconsin.

### RECITALS

Whereas, Advanced is duly licensed by the Wisconsin Department of Natural Resources under DNR License No. 02967, for the operation of a sanitary landfill and the performance of sanitary landfill services on its site located at 2510 Engel Road, Wisconsin Rapids, County of Wood, State of Wisconsin (the "Advanced Landfill"); and,

Whereas, the City has need for sanitary landfill services rendered by Advanced for the disposal of solid waste generated by its residents;

Now, therefore, for good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the parties agree as follows:

### TERMS AND CONDITIONS

#### 1. Acceptance of Solid Waste

- A. The City agrees to deliver all of its acceptable solid waste to the Advanced Landfill, except yard waste, which is disposed at the City's compost site.
- B. "Acceptable Solid Waste" shall mean municipal solid waste allowed by landfill permit which is the only type of waste subject to this Agreement, and which Advanced will accept pursuant to its permit and applicable law and regulations at the Advanced Landfill. Advanced reserves the right to refuse any waste that it has reason to believe is not municipal solid waste.
- C. "Unacceptable Solid Waste" shall mean any waste which consists of hazardous, explosive, highly flammable, infectious, medical, pathological, radioactive, toxic or illegal waste, as defined under any applicable law or regulations, any waste not allowed by the Advanced Landfill permit and any other waste not specifically provided for herein. The City shall not deliver for disposal at the Advanced Landfill any Unacceptable Solid Waste. In addition, all waste delivered to the Advanced Landfill must conform to all applicable federal, state and local laws, rules, regulations and orders relating at any time to the transportation and disposal of waste, as applicable at the time of delivery.



- D. Advanced agrees to accept solid waste delivered to the Advanced Landfill by the City during its usual business hours of disposal, which may be modified from time to time based on its Plan of Operations. The Advanced Landfill is also closed Sundays and Holidays, which include: Memorial Day, Fourth of July, Labor Day, Thanksgiving Day, Christmas Day and New Year's Day. Operations hours on Saturdays following a Holiday may be reasonably extended to accommodate City vehicles so long as a 48 hour written notice is given to Advanced prior to the Holiday. Advanced may close the Landfill early on the day before a holiday after all City trucks have dumped for the day.

2. Fees for Solid Waste

- A. The City agrees to pay Advanced a rate of \$56.00 per ton for Municipal Solid Waste (MSW); \$56.00 per ton for demolition material generated from razed homes and buildings; \$45.00 per ton for waste water treatment plant grit; and \$25.00 per ton for street sweepings approved and acceptable for use as daily cover. The street sweepings and waste water treatment plant grit must not contain free liquids and must pass any and all testing required by Advanced or by any law, rule or regulation, such that they do not contain any hazardous or toxic materials.
- B. Commencing on September 1, 2022, and every 12 months thereafter, the rates shall be increased by the 12-month rolling average percentage change in the Water, Sewer, Trash Collection Consumer Price Index (WST CPI) (not seasonally adjusted, all areas). All rates and adjustments apply to any approved expansion licensed by the WDNR.
- C. Rates charged to the City may be increased as a result of any new or increased governmental fees or taxes imposed upon Advanced (excluding fines, penalties or forfeitures). Prior to said increase, Advanced shall give the City notice and explanation of any governmental fees or taxes that it purposes to use as a basis for increasing the City's rate.
- D. Advanced shall invoice the City on a monthly basis, and the City shall pay Advanced on or before the 15<sup>th</sup> day of each month following the month in which services were rendered.

3. Reporting Requirements

- A. Advanced shall furnish the City, upon request, with any reports or documentation which Advanced is obligated to provide to the Advanced Landfill Standing Committee.

4. Term

This Agreement shall commence on September 1, 2021, and shall remain in full force and effect for a term of five (5) years, ending August 31, 2026.

5. General Provisions

A. Force Majeure

The performance of this Agreement may be suspended by either party in the event that either the transportation of Solid Waste or the disposal of Solid Waste is prevented by a cause or causes beyond the reasonable control of a party. Such causes shall include, but not be limited to acts of God, acts of war, riot, fire, explosion, accident, flood or sabotage; lack of adequate fuel, power, raw materials, labor or transportation facilities; governmental laws, regulations, requirements, order or actions; breakage or failure of machinery or apparatus; national defense requirements; injunctions or restraining orders; labor trouble and strike. The party asserting a right to suspend performance under this section must, within a reasonable time after it has knowledge of the effective cause, notify the other party in writing, specifically of the cause for suspension, the performance suspended and the anticipated duration of suspension. The party asserting a right to suspend performance hereunder shall advise the other party when the suspending event has ended and when performance shall be resumed. Once the suspending event ends, the party which has suspended performance shall promptly resume performance.

B. Binding Effect.

This Agreement shall inure to the benefit of, and shall be binding upon, the parties hereto and their respective affiliates, successors, assigns and transferees.

C. Severability

If this Agreement or any part thereof is determined to be invalid or unenforceable or shall become a violation of a local, state or federal law, then the same as so applied shall no longer be a part of this Agreement, but the remainder of the Agreement and the application of the affected provisions to other parties and circumstances shall not be affected thereby and this Agreement as so modified shall continue in full force and effect.

D. Venue

This Agreement is made and entered into in the State of Wisconsin and the law of the State of Wisconsin shall govern the Agreement's validity and interpretation and the Parties' performance of their respective duties and obligations under the Agreement, and any action concerning same shall be venued in Wood County, Wisconsin.

E. Notices

Any notice, request, information or other document to be given hereunder to any of the parties by any other party shall be in writing and hand delivered or sent by certified mail, postage paid or via facsimile as follows:

If to Advanced, addressed to:

Attn: District Manager  
Advanced Disposal Services Cranberry Creek Landfill, LLC  
2510 Engel Road  
Wisconsin Rapids WI 54495

with a copy to:

Attn: Legal Counsel  
Advanced Disposal Services Cranberry Creek Landfill, LLC  
W132 N10487 Grant Dr.  
Germantown, WI 53022

If to City, addressed to:

City Clerk  
City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids WI 54495

with a copy to:

City Attorney  
City of Wisconsin Rapids  
444 West Grand Avenue  
Wisconsin Rapids WI 54495

Any notice shall be deemed given upon receipt by a party. Any party may change the address to which notices are to be sent to it by giving written notice of such change of address as herein provided.

IN WITNESS WHEREOF, the parties have duly executed this Agreement as of the day and year first above written.

ADVANCED DISPOSAL SERVICES CRANBERRY CREEK LANDFILL, LLC  
A Wisconsin Limited Liability Company

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

CITY OF WISCONSIN RAPIDS  
A Wisconsin Municipal Corporation

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

Attest: \_\_\_\_\_  
\_\_\_\_\_



# SPIELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS

## WISCONSIN'S OLDEST EXHIBITION FIREWORKS CO.

Office: 1976 Lane Road  
Green Bay, WI 54311

Factory & Warehouses: Bellevue

Telephone 1-920-336-0446

Fax 1-920-336-1214

City of Wisconsin Rapids WI  
(Legion Post/ City) (Location)

Contract entered onto this 11<sup>th</sup> day of **April** A.D., **2022** by and between Spielbauer Fireworks Co., Inc. party of the first part, and the **City of Wisconsin Rapids**.

Authorized Agent: Susan Schill  
(Official in Charge)

Party of the first part, agrees to furnish party of the second part Fireworks per program submitted, said display to be given on the evenings of **July 4, 2022** weather permitting. It should be understood that should inclement weather prevent the giving of said display on dates herein mentioned, the program would be given on the next clear night falling during the above week, for the additional sum of two hundred dollars, to cover auxiliary costs suffered by party of the first part. If said display is not rescheduled, a cancellation fee of 20% of the contract price shall be charged.

Party of the second part agrees to furnish party of the first part sufficient space for the proper giving of said display, also to furnish dry space to store and prepare said fireworks, and to furnish necessary police protection to help our expert display man that we send to superintend said display.

The party of the first part agrees that proper protection for the benefit of spectators will be covered by bodily injury and property damage insurance at the time of display, automobiles excluded. It is further agreed and understood that the party of the second part is to pay the party of the first part the sum of **\$4,000.00, with signed contract** and balance due two weeks after the display date.

The parties hereto do mutually and severally guarantee the terms, conditions, and payments of this contract, their articles to be upon the parties themselves, their heirs, executors, administrators and assigns.

IN WITNESS WHEREOF we set our hands and seals in duplicate hereof this **11<sup>th</sup>** day of **April**, A.D., **2022**.

WITNESSES:

ACCEPTED BY X

(Official in Charge)

NA  
NA

[Signature]  
Spielbauer Fireworks Co., Inc. REP  
Patrick W. Spielbauer

REMARKS:

Fireworks program as per itemized proposal



# SPIELBAUER FIREWORKS CO., INC.

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Established in 1952

Office:

1976 Lane Road  
Green Bay, WI 54311

Phone 1-920-336-0446  
Fax 1-920-336-1214

Factory & Warehouses:  
Bellevue

**To:** City of Wisconsin Rapids  
Attn: Susan Schill - City Attorney  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495

**Conf. #** 22Wi6951

**Order Date** 4/11/2022

**Date** 4/26/2022

**Terms**

1% Per Month Interest Charged On Accounts Over 30 Days Old

## Confirmation

**\$20,000.00 Fireworks Display for July 4, 2022 (Mon.)**

### Additional Special Break Shells

230 — 2.5 inch Assorted Import Special Break Shell - Sunny

**Total: 230 — 2.5 inch Special Break Shells**

144 — 3 inch Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu

144 — 3 inch Assorted Import Special Break Shell - Sunny

144 — 3 inch Assorted Import Special Break Shell w/ Rising Tail - Sunny

6 — 3 inch Red, White, & Blue Glitter - Sunny

2 — 3 inch Silver Willow - Sunny

16 — 3 inch Import Stacked Double Break - Sunny

2 — 3 inch Golden Palm Tree w/ Gold Tail - Sunny

2 — 3 inch Crackling Coconut w/ Crackling Tail - Sunny

2 — 3 inch Twinkling Kamuro Crown - Sunny

2 — 3 inch Silver Crackling Palm w/ Crackling Tail - Sunny

2 — 3 inch Orange To Popping Flower w/ Silver Tail - Sunny

2 — 3 inch Red Falling Dahlia (leaves) - Sunny

**Total: 468 — 3 inch Special Break Shells**

72 — 4 inch Assorted Import Chrysanthemum & Peony Shell w/ Rising Tail - Lidu

2 — 4 inch Brocade Crown - Sunny

2 — 4 inch Golden Palm Tree w/ Gold Tail - Sunny

2 — 4 inch Glittering Coconut w/ Glitter Tail - Sunny

**Total: 78 — 4 inch Special Break Shells**

### Midlevel Display

## IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



# SPIELBAUER FIREWORKS CO., INC.

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1% Per Month Interest Charged On Accounts Over 30 Days Old

- 2 — 3 inch Silver Crackling Tiger Tail - Sunny
- 2 — 3 inch Bright Gold Flitter Tiger Tail - Sunny
  
- 6 — 2" Single Shot Red Tail Comet w/E-Match Connect - Lidu
- 2 — 2.5 inch 25 Shot Brocade Crown Box (30 sec.) - Lidu  
subbed for peanut box
- 2 — 2.5 inch 36 Shot Assorted Ring Box (40 sec.) - Lidu  
Creates perfect variegated color rings in the sky above.
- 2 — 2.5 inch 36 Shot Rising Fish & Whistle w/ Crackling Trail Box (40 sec.) - Lidu  
Loud whistling spinners rise from ground level leaving crackling stars behind.
- 2 — 80 Shot Variegated Falling Leaves Box (30 sec.) - Lidu
- 2 — 225 Shot Golden Mines & Green Glittering & Pink Crossette Box (40 sec.) - Lidu
- 2 — 100 Shot Vertical Silver Blink To Green Blink To Blue To Chrysanthemum Willow Box (40 sec.) - Crown Pyro
- 2 — 80 Shot Fan Silver Lion To Color Crackling Chrysanthemum Box (30 sec.) - Lidu
- 2 — 2.5 inch 36 Shot Brocade Kamuro w/ Tail Box (28 sec.) - Sunny
- 2 — 100 Shot Vertical Assorted Effect Box (40 sec.) - Crown Pyro
- 2 — 300 Shot Fan Red, White, Blue Mines & Peony Box (40 sec.) - Lidu  
Fan shaped box incorporating patriotic color scheme.

## Grand Finale

- 10 — 3 inch Titanium Salute - F&F
  
- 3 — 4 inch Flash Salute - Sunny

### IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



# SPIELBAUER FIREWORKS CO., INC.

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**To:** City of Wisconsin Rapids  
Attn: Susan Schill - City Attorney  
444 West Grand Avenue  
Wisconsin Rapids, WI 54495

**Conf. #** 22Wi6951

**Order Date** 4/11/2022

**Date** 4/26/2022

**Terms**

---

1% Per Month Interest Charged On Accounts Over 30 Days Old

---

- 1 — 300 Shot Titanium Salute Box (40 sec.) - Lidu
- 6 — 3 inch 10 Shot Import Color & Glitter Finale - Bulk - Lidu  
Creates a dazzling array of color and glitter in the night sky. Ten shell special finale - reloads only.
- 3 — 2.5 inch 36 Shot Titanium Salute w/ Silver Tail Box (25 sec.) - Sunny  
Fires thirty-six earth shaking reports with rising tails in the sky overhead. Thirty-six shell special boxed finale. Self contained box includes mortars.

## Firing Equipment

- 489 — E-Match (15') - MJG
- 65 — E-Match (25') - MJG
- 23 — Chain - Fuse w/ 10 Buckets - Lidu

## Insurance Coverage

\$1 million insurance coverage for public liability and property damage.

## Operator

Experienced pyrotechnic operators to be provided by Spielbauer Fireworks Co., Inc.  
Operators/ employees of Spielbauer Fireworks are covered under our workers compensation policy.

## Delivery

Fireworks to be delivered by Spielbauer Fireworks Co., Inc.

### IMPORTANT

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# SPIELBAUER FIREWORKS CO., INC.

DISTRIBUTORS & EXHIBITORS

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---

1% Per Month Interest Charged On Accounts Over 30 Days Old

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## Equipment

All equipment necessary for the set up and firing of display to be provided by Spielbauer Fireworks Co., Inc.

## Permit Fee

Spielbauer Fireworks to apply for local permit(s) required by authority having jurisdiction. Permit fee will accompany the application.

**Your Price** \$20,000.00

**Display Date:** 7/4/2022

Thank you for your order.

### IMPORTANT

This merchandise sold and shipped on the representation of the buyer that the same will be used strictly in accordance with laws of the state of destination.

This merchandise is sold upon the condition that the seller shall not be liable in any civil action for any accident or injury occasioned during the transportation, handling, storage, sale or use of the merchandise.



# Finance Department

## City of Wisconsin Rapids Grant Management Policy

### Purpose

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

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

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

### Grant Application Procedures

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

Grant Application Assessment:

#### (1) Financial

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

#### (2) Programmatic

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

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

Departments shall adhere to the following grant application approval requirements.

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

## Post-Award Procedures

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

- (1) Designate a grant project manager for every grant awarded to the department
- (2) Implement awarded grant projects according to the terms and conditions of each grant award.
- (3) Ensure invoices and/or personnel costs are for legitimate expenditures and allowable costs per the terms of the grant agreement. As part of the expenditure approval, the grant project manager shall note on the invoice that item purchased or service performed is a grant eligible expenditure.
- (4) Ensure that all project managers know how to designate project expenditure account numbers to ensure accuracy ~~and submit regular grant drawdown requests to the funding agency in coordination with the Finance Director.~~
- (5) ~~Prior to any grant drawdown request is submitted to the funding agency, approval must be obtained from the Finance Director and/or Assistant Finance Director. All grant drawdown requests must be reviewed and verified by at least two appropriated individuals.~~
- (6) Ensure that project reporting requirements and deadlines for submission are met.
- (7) Maintain a grant project file that contains all required support documentation to meet reporting/audit requirements. The grant project file shall consist of, at a minimum, the following documents:

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

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

## Procurement Policies and Procedures

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

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

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

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

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

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

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

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

**Suspension and Debarment** - The debarment and suspension procedures are intended to prevent waste, fraud and abuse in Federal procurement and non-procurement actions. The Federal Government prohibits expending federal funds on goods and/or services from any entity Suspended or Debarred from doing business with the federal government. Procurement of goods and/or services with federal funds from a supplier or contractor should be checked for Debarment before purchasing and/or awarding a contract or subaward. Debarment must be checked prior to purchasing or contracting with any entity or agency to ensure the entity or agency has not been Debarred or Suspended by the federal government at the System for Award Management – SAM.gov. Suspension and debarment verification must be documented in the grant file.

## **Grant Accounting**

### **Finance Department Responsibilities**

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

## **Grant Closeout**

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

## **Conflict of Interest**

Grant audit findings due to conflicts of interest can damage the reputation and credibility of the City. Further, the appearance of a conflict of interest and be just as damaging to the City's reputation and credibility as an actual conflict. The purpose of this policy is to avoid the appearance, as well as the actuality, of any conflict of interest or breach of trust by and official or employee of the City.

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

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

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

## **Audits**

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

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

*Adopted: 11/15/2016*

*Revised: 01/16/18*

*Revised: 05/17/22*

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 5/5/2022  
Reported to Council: 5/17/2022

The Public Works Committee met on Thursday, May 5th, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson and Dennis Polach were in attendance. Others attending are listed below.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

Reports were reviewed.

3. Consider resolution to address preliminary resolutions and pending assessments.

Motion by Evanson, second by Polach to approve the resolution revoking prior preliminary resolutions and special assessment action. Motion carried (3-0).

4. Review and consider preliminary resolutions for public improvements on the following streets:

- a. Oak Street (E Jackson St to 16<sup>th</sup> St N) [proposed in 2023]
- b. Shorewood Terrace (1<sup>st</sup> St N to south dead end) [proposed in 2023]
- c. Apricot St (Broadway St to 11<sup>th</sup> St N) and Broadway St (Franklin St to Apricot St) [proposed in 2023]
- d. 9<sup>th</sup> St S (Chestnut St to Peach St) [proposed in 2023]

Motion by Evanson, second by Polach to approve the preliminary resolutions for public improvements as presented. Motion carried (3-0).

5. Review parking ordinance change on 4<sup>th</sup> St S, the west side, from E Grand Ave to Oak St.

Motion by Austin, second by Evanson to approve 2-hour parking restrictions on both sides of 4<sup>th</sup> St S between E Grand Ave and Oak St between 9:00am to 5:00pm Monday through Friday. Motion carried (3-0).

6. Review parking ordinance change on 7<sup>th</sup> St N, the east side, from Wisconsin St to Baker St.

Motion by Austin, second by Polach to approve removing ordinance 27.13(1)(a)(19)(n)[No Parking] 7<sup>th</sup> Street North, the east side, from Wisconsin St and Baker St. Motion carried (3-0).

7. Review parking ordinance change on 14<sup>th</sup> Ave S, the west side, between Alton St and Chase St.

Motion by Austin, second by Evanson to approve removing ordinance 27.13(1)(c)(17) [no parking, stopping, or standing] 14<sup>th</sup> Avenue South, the west side, between Alton Street and Chase Street, from May 1 to September 1 except Sunday between 6:00 a.m. and 12:00 noon. Motion carried (3-0).

8. Review the draft request for proposals for the rail feasibility study to address noise and vehicle delays.

Motion by Evanson, second by Polach to approve the draft Request for Proposals for alternatives to vehicle delays and rail usage. Motion carried (3-0).



9. Review referral list

No items to update.

10. Adjourn

Motion by Evanson, second by Austin to adjourn at 5:42 pm. Motion carried (3-0).

**Others in attendance:**

See sign-in sheet.

# Public Works Meeting

## Sign-in Sheet

Date: 5/5/2022

	Name	Representing	Address
1	Joe Eichstaedt		
2	Paul Vollett		
3	Dennis Polach		
4	Shadi Evanson		
5	Ryan Austin		
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

April 2022

### Transportation Utility

- Resolution has been prepared revoking preliminary resolutions and special assessment actions.
- A letter is being prepared to notice all impacted properties that have pending assessments.
- A meeting with WWLC was held the week of April 18<sup>th</sup> to discuss billing.

### Permits & Degradation

- 25 Permits/Applications for asphalt paving (2), driveway grades/concrete pour inspections (5), storm water (2), excavating (13), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (3)
- 242 Diggers Locates for Storm Sewer & Sanitary Sewer
  - 3 Emergency locates during work hours
  - 1 Emergency locates after hours
- Degradation fees - this year = \$43,090.91
  - This month = \$10,122.86

### Traffic

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S – reviewed.
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign / Yield Sign Requests
  - 13<sup>th</sup> St & Peach St – 4/22
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22
- ITS Standalone Signal Grant
  - Consultant is fast-tracking plans for bid letting in May so materials can be procured prior to winter. Construction is expected to commence in August or September.
  - A meeting was held with the DOT, DOT consultant, City and City Consultant to discuss coordination between W Jackson St projects and the Signal Project.
  - Monotube supplier has been contacted for quotes and provided a 6.5 month lead time.
- Signal complaints
  - 8<sup>th</sup> St & Grove Ave pedestrian crossing stopped working. Batteries and pole were replaced and are operational again.
  - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16<sup>th</sup>. IT has performed additional work on configuring in April.



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.
- 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – The new pole has been delivered and is being scheduled for installation
- Nov. 2021 - Griffith and 8<sup>th</sup> St queuing lengths. Review is ongoing.

### Project Designs/Construction underway:

#### 2021 Projects

- RECC Rail Spur – The Industry Track Agreement between the City and CN is signed. The Contractor is preparing to perform final punch list items and close out the contract.

#### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – RFPs will be sent out in May.
- Sidewalk and Curb & Gutter Maintenance – Joslin Concrete will be performing the maintenance work in 2022 and has already completed curb & gutter replacements on 14<sup>th</sup> Ave between Chase St and Alton St.

#### 2022 Reconstruction Projects

- Design for 2022 Projects – 100% Complete
- Construction for 2022 Projects
  - DOA/Lyon Park Levee – Work is anticipated to begin in May. The DNR approved the flood protection project on March 15, 2022. Local issuance from the City's Flood Plain Zoning Administrator is still pending. A meeting was held with the DOA on March 22<sup>nd</sup> to review construction scheduling, staging, etc. Materials are being ordered.
  - A preconstruction walk-thru is being scheduled for Fremont Sts and 9<sup>th</sup> Ave for the 3<sup>rd</sup> week of May.
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – work is expected to be complete the week of May 9<sup>th</sup>.
  - Crushing Contract – Work began March 17<sup>th</sup> and was completed mid April.
  - Asphalt Contract – Bids were awarded and contracts signed. American Asphalt is beginning work this season with paving of 14<sup>th</sup> Ave and Kuhn Ave the first week of May.
  - Concrete Contract – Bids were awarded and contracts signed. A preconstruction meeting was held with SD Ellenbecker. They are scheduled to replace curb and gutter on Rosecrans St the week of April 25<sup>th</sup>.



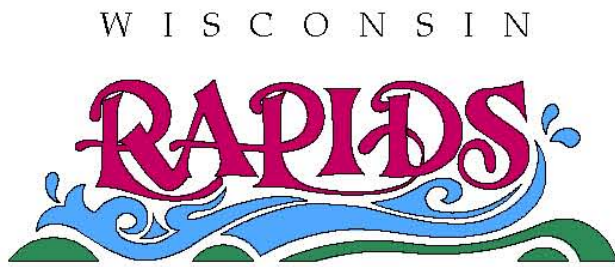
**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

### 2023 Reconstruction Projects

- Preliminary Survey for 2023/2024 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 25%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0% (2024 Project)
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 40%
  - Apricot St and Broadway St – 100%
- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 40%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 75%; Geotech work was complete by Nov. 15<sup>th</sup>. Report has been received and reviewed.
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0% - Recommended for 2024

### Storm Water Utility

- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.
- One Mile Cr. – Dam permit applications were submitted to DNR the week of April 25<sup>th</sup>. Permanent Easement documents were updated and will be sent back to owners in May. Dredging permit applications to be completed in May as well.



## **PUBLIC WORKS DEPARTMENT**

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

### **April 2022**

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

- Garbage Collection estimated 357.92 tons (2021 421.77 tons)
- Recycling Collection estimated 105.56 tons (2021 106.25 tons)

#### ***Construction***

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

- Started Project April 4
- Removed Asphalt Pavement, Curb and Gutter and Topsoil on Cherry St and Smith from Cherry to Spring
- Installed 270' of 10" Sanitary, 400' of 8" Sanitary, 6- 4" Sanitary Services, 2-Sanitary Manholes
- Installed 270' of 15" HDPE Storm, 400' of 12" HDPE Storm, 2- 4" Storm Services, 2-Storm Manholes, 10 Catch basins and storm lead piping
- Installed 600' of 6" Ductile Water main, 6- Water Services, 2- Hydrants

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

- Removed existing Asphalt Pavement, Curb and Gutter to be replaced
- Hauled in Gravel and got close to grade

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

- Garbage collection in Street Right of Way completed by Wood County jail inmates on work release
- Swept, blew off islands in downtown area and highways removing road debris from snow melt
- Swept City Streets one time completed
- Assisted with setup for spring election process
- Added road base to holes in gravel alleys
- Completed city wide brush pickup
- Completed city wide yard waste pickup May 1
- Worked with Wood County Highway to install Mastic Patch over STH 73 from Expressway – City limits, also working on STH 54 and 8<sup>th</sup> Street from the City Limits north to Two mile Ave
- Restained River Dock
- Cold patched city streets
- Prepared Compost sites for opening
- Assisted Parks with projects at the zoo
- Assisted WWLC on water main breaks
- Cleaned up plow damage on Bike trails, repaired damaged mailboxes
- Constructed roadway for Waste water to get to a manhole
- Added Crushed Blacktop to shoulders on 20<sup>th</sup> Street from Two Mile Ave- Griffith

- Completed Force Main repair on 1<sup>st</sup> Street South and Pepper Ave
- Turned Compost at Westside Compost site
- Replaced Guard rail at 20<sup>th</sup> and Peach that was damaged during Police Chase
- Milled 14<sup>th</sup> Ave South (Alton – Chase), and Kuhn Ave (El Mezcal – 8<sup>th</sup> Street) paving to be completed May 3 or May 4
- Opened Compost site April 18

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

- Replaced signs damaged during snow events
- Installed the Pedestrian crossing signs in school zones
- Replaced out of spec Stop signs throughout the city
- Replaced Street marker signs within the city
- Removed signs and poles from Cherry and Smith Street Project
- Continue to work on Parking Ordinance Signs
- Setup signage for the opening of the east and west compost sites

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

- Prepared lawnmowers for 2021 season
- Removed wing from main grader
- Took delivery of Lawn Mower ordered in November of 2020
- Took delivery of Used Grader
- Removed wings and mounts from four main loaders
- Removed wings, mounts, sanders and underbodies from two single axle trucks, and 4 tandems
- Completed construction of support brackets for picnic tables at Witter Field Aquatics
- Completed for Zoo construction projects



## Public Works Committee

**Date of Request:** 4/29/2022

**Requestor:** Joe Eichsteadt (City Engineer)

**Request/Referral:** Consider resolution to address preliminary resolutions and pending assessments.

**Background information:**

Municipal Code Chapters 5 and 6 are proposed to be modified in the near future to account for changes with special assessments and the transportation utility. This task has been reviewed and work has begun on the modifications, but this task will take some time to develop sufficiently.

In the meantime, specific action via the attached resolution will address the immediate needs of formalizing the Council's wishes regarding pending assessments, preliminary resolutions and sidewalk maintenance notices until such time that the new ordinance language can be drafted and reviewed.

**Options available:**

- Approve, modify or deny the resolution document.

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

Approve the resolution.

**How will the item be financed?**

N/A



Resolution #\_\_\_\_(2022)

Resolution Revoking Prior Preliminary Resolution and Special Assessment Action

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council has recently adopted a Transportation Utility Ordinance and, to effectuate the intent of said ordinance and address public works projects which would normally have been specially assessed but have not yet reached the Final Resolution stage or invoice stage, this action is necessary.
2. The Common Council hereby declares its intent to revoke the following preliminary resolutions, sidewalk maintenance notices, and any special assessments thereon:
  - A. Preliminary resolutions that have received improvements, but have not been noticed of the Assessment Report nor had an Assessment Hearing.

This includes the following resolutions and parcels:

Resolution #24 (2018)

Jefferson Street, between 25th Avenue N and approximately 758' east of 25th Avenue N

Parcel numbers: 34-00705, 34-00710, 34-00755, 34-00758, 34-00760

Resolution #43 (2018)

11th Street N, between Washington Street and Apricot Street

Parcel numbers: 34-05571, 34-05577, 34-05578, 34-05579, 34-05580, 34-05581, 34-05559, 34-05558, 34-05557, 34-05553, 34-05552

Resolution #14 (2020)

18th Avenue S, between West Grand Avenue and Russell Street

Parcel numbers: 34-03487, 34-03486, 34-03485, 34-03484, 34-03483, 34-03482, 34-03481, 34-03473, 34-03472, 34-03471, 34-03470, 34-03469, 34-03468, 34-03467, 34-03466, 34-03460, 34-03459, 34-03458, 34-03457, 34-03456, 34-03455, 34-03389, 34-03388, 34-03387, 34-03386, 34-03385, 34-03384, 34-03383, 34-03382, 34-03381, 34-03380, 34-03379, 34-03378, 34-03332, 34-03331, 34-03330, 34-03329, 34-03328, 34-03327, 34-03326, 34-03317, 34-03310, 34-03309, 34-03307, 34-03306, 34-03305, 34-03304, 34-03303, 34-04090, 34-04089, 34-04068, 34-04067, 34-04066, 34-04065, 34-04064, 34-04063, 34-04062, 34-04014, 34-04013, 34-04012, 34-04011, 34-04010, 34-04009, 34-04002, 34-03979, 34-03976, 34-03972, 34-03971, 34-03968, 34-03967, 34-03965, 34-03964, 34-03963, 34-03962, 34-03961, 34-03960, 34-03959

Resolution #13 (2021)

15th Street N, between Apricot Street and Norton Street

Parcel numbers: 34-05782, 34-05783, 34-05814, 34-05815, 34-05837, 34-05838, 34-05770, 34-05771, 34-05772, 34-05816, 34-05818, 34-05824, 34-05825, 34-05813, 34-05819, 34-05823, 34-05781, 34-05773

B. Preliminary resolutions for upcoming improvements.

This includes the following resolutions and parcels:

Resolution #2 (2019)

Cherry Street, between Riverview Drive and 1<sup>st</sup> Street N

Parcel numbers: 34-05428, 34-05429, 34-05433, 34-05434, 34-05437, 34-05438, 34-05439, 34-05443, 34-05444, 34-05445

Resolution #3 (2019)

Smith Street, between Railroad Street and Riverview Drive

Parcel numbers: 34-05398, 34-05399, 34-05400, 34-05401, 34-05402, 34-05403, 34-05404, 34-05437, 34-05440, 34-05441, 34-05442, 34-05443, 34-05455, 34-05456, 34-05457, 34-05465, 34-05375, 34-05376, 34-05377, 34-05378, 34-05379, 34-05380, 34-05381, 34-05382, 34-05384, 34-05385, 34-05429, 34-05430, 34-05431, 34-05432, 34-05434, 34-05435, 34-05451, 34-05452, 34-05453

Resolution #33 (2020)

Fremont St, between 13<sup>th</sup> Avenue N and 14<sup>th</sup> Avenue N

Parcel numbers: 34-02061, 34-02062, 34-02070, 34-02072, 34-02073

Resolution #34 (2020)

Fremont St, between 7th Avenue N and 10th Avenue N

Parcel numbers: 34-01650, 34-01655, 34-01660, 34-01661, 34-01666, 34-01671, 34-01735, 34-01736, 34-01737, 34-01748, 34-01820, 34-01821

Resolution #27 (2021)

Oak Street, between East Jackson Street and 16<sup>th</sup> Street S

Parcel numbers: 34-07769, 34-07770, 34-07772, 34-07773, 34-07775, 34-07776, 34-07777, 34-07269, 34-07264, 34-07263, 34-07262, 34-07261, 34-07252, 34-07251, 34-07250, 34-07244, 34-07238, 34-07237, 34-07236, 34-07235, 34-07234, 34-06633, 34-06634, 34-06635, 34-06636, 34-06637, 34-06644, 34-06645, 34-06646, 34-06647, 34-06663, 34-06664, 34-06665, 34-06666, 34-06656, 34-06657, 34-06658, 34-06148, 34-07823, 34-07817, 34-07816, 34-07815, 34-07807, 34-07806, 34-07805, 34-07800, 34-07277, 34-07276, 34-07275, 34-07300, 34-07301, 34-07311, 34-07310, 34-07319, 34-07328, 34-07327, 34-07337, 34-07338, 34-07346, 34-07347, 34-06675, 34-06676, 34-06677, 34-06678, 34-06685, 34-06686, 34-06873, 34-06688, 34-06689, 34-06712, 34-06713, 34-06714, 34-06743, 34-06742, 34-06741, 34-06168

Resolution #39 (2021)

West Jackson Street, between West Riverview Expressway and Jackson Street Bridge

Parcel numbers: 34-02466, 34-02465, 34-02450, 34-02591, 34-02595, 34-02594, 34-02585, 34-02579, 34-02597, 34-02580, 34-01828, 34-02525, 34-02520, 34-02518, 34-02526, 34-02440

Resolution #40 (2021)

9<sup>th</sup> Avenue N, between 8<sup>th</sup> Avenue N and Fremont Street

Parcel numbers: 34-01625, 34-01626, 34-01627, 34-01628, 34-01629, 34-01630, 34-01631, 34-01632, 34-01651, 34-01652, 34-01653, 34-01654, 34-01655, 34-01656, 34-01657, 34-01658, 34-01659, 34-01660, 34-01911, 34-01912, 34-01913, 34-01919, 34-01920, 34-01921, 34-01953, 34-01954, 34-01956, 34-01957, 34-01958, 34-01959, 34-01960, 34-01952, 34-01929, 34-01930

Resolution #41 (2021)

Apricot Street, between Broadway Street and 11<sup>th</sup> Street N, also

Broadway Street, between Apricot Street and Franklin Street

Parcel numbers: 34-05584, 34-05588, 34-05587, 34-05586, 34-05613, 34-05606, 34-05605, 34-05604, 34-05603, 34-05597, 34-05596, 34-05583, 34-05582, 34-05581

Resolution #42 (2021)

Rosecrans Street, between 9<sup>th</sup> Avenue N and east termini

Parcel numbers: 34-01550, 34-01734

- C. Properties that have received Sidewalk Maintenance Notices and received improvements in 2021, but have not received an invoice for said work.

This includes the following parcels:

2021 Sidewalk Maintenance Work

Parcel numbers: 34-05932, 34-05933, 34-07120, 34-07122, 34-07123, 34-07125, 34-07126, 34-07127, 34-07129, 34-07130, 34-07131, 34-07132, 34-07133, 34-07134, 34-07135, 34-07136, 34-07137, 34-07138, 34-07139, 34-07244, 34-07265, 34-07269, 34-07275, 34-07276, 34-07277, 34-07280, 34-07281, 34-07283, 34-07284, 34-07285, 34-07360, 34-07361, 34-07362, 34-07364, 34-07411, 34-07416, 34-07417, 34-07418, 34-07482, 34-07491, 34-07492, 34-07530, 34-07579, 34-07777, 34-07923, 34-07924, 34-07925, 34-07926, 34-07927, 34-07928, 34-07929, 34-07930, 34-07931, 34-07932, 34-07934, 34-07953, 34-07954, 34-07955, 34-07956, 34-07957, 34-07958, 34-07959, 34-07961, 34-07969, 34-07976, 34-07978, 34-07979, 34-07980, 34-07981, 34-07982, 34-07984, 34-07985, 34-07988, 34-07989, 34-07990, 34-07992, 34-07994, 34-08000, 34-08002, 34-08003, 34-08004, 34-08005, 34-08007, 34-08008, 34-08009, 34-08010, 34-08013, 34-08015, 34-08016, 34-08017, 34-08018, 34-08019, 34-07210, 34-07264, 34-07270, 34-07271, 34-07282

3. This resolution shall take effect immediately upon passage.

Adopted this \_\_\_\_\_ day of May, 2022.

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

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



## Public Works Committee

**Date of Request:** 5/2/2022

**Requestor:** Joe Eichsteadt (City Engineer) of behalf of Ryan Austin

**Request/Referral:**

Review and consider preliminary resolutions for the public improvements on the following streets:

- a. Oak Street (E Jackson St to 16<sup>th</sup> St N) [proposed in 2023]
- b. Shorewood Terrace (1<sup>st</sup> St N to south dead end) [proposed in 2023]
- c. Apricot St (Broadway St to 11<sup>th</sup> St N) and Broadway St (Franklin St to Apricot St) [proposed in 2023]
- d. 9<sup>th</sup> St S (Chestnut St to Peach St) [proposed in 2023]

**Background information:**

Oak Street (E Jackson St to 16<sup>th</sup> St N) [proposed in 2023]



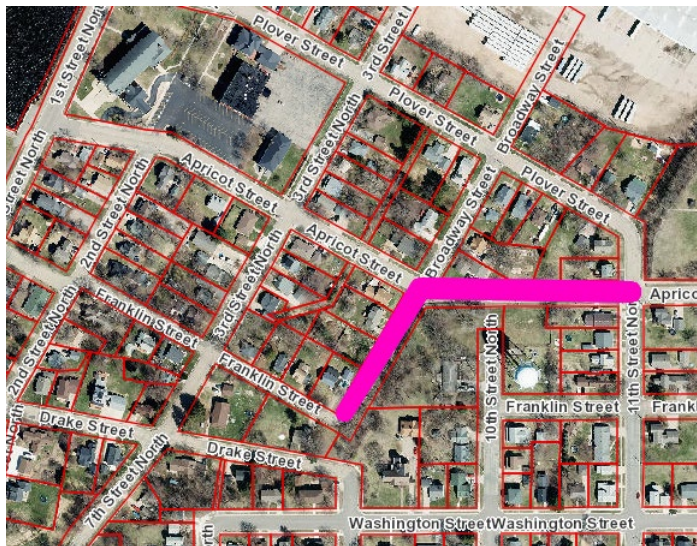




Shorewood Terrace (1<sup>st</sup> St N to south dead end) [proposed in 2023]

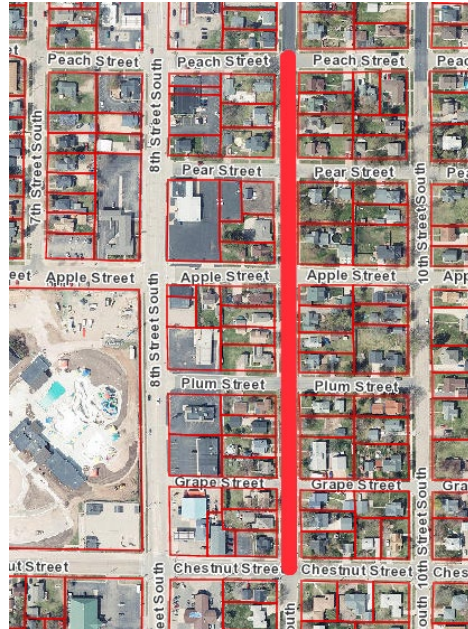


Apricot St (Broadway St to 11<sup>th</sup> St N) and Broadway St (Franklin St to Apricot St) [proposed in 2023]





9<sup>th</sup> St S (Chestnut St to Peach St) [proposed in 2023]



**Options available:**

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

Approve the preliminary resolutions

**How will the item be financed?**

N/A

Resolution #\_\_\_\_\_(2022)

Initial Resolution Regarding the Common Council's Intent to  
Perform Public Work and Improvements

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council declares its intention to perform public work and improvements as described below:

Reconstruction of Oak Street between East Jackson St to 16<sup>th</sup> St S;  
including permanent street surfacing, concrete sidewalk, concrete  
driveway approach, curb & gutter, storm sewer, sanitary sewer, water  
main and associated service lines.

The property to be impacted is within the following project area:

Property bordering the following roadways with the following parcel  
numbers: Oak Street between East Jackson St to 16<sup>th</sup> St S; 34-07769,  
34-07770, 34-07772, 34-07773, 34-07775, 34-07776, 34-07777,  
34-07269, 34-07264, 34-07263, 34-07262, 34-07261, 34-07252,  
34-07251, 34-07250, 34-07244, 34-07238, 34-07237, 34-07236,  
34-07235, 34-07234, 34-06633, 34-06634, 34-06635, 34-06636,  
34-06637, 34-06644, 34-06645, 34-06646, 34-06647, 34-06663,  
34-06664, 34-06665, 34-06666, 34-06656, 34-06657, 34-06658,  
34-06148, 34-07823, 34-07817, 34-07816, 34-07815, 34-07807,  
34-07806, 34-07805, 34-07800, 34-07277, 34-07276, 34-07275,  
34-07300, 34-07301, 34-07311, 34-07310, 34-07319, 34-07328,  
34-07327, 34-07337, 34-07338, 34-07346, 34-07347, 34-06675,  
34-06676, 34-06677, 34-06678, 34-06685, 34-06686, 34-06873,  
34-06688, 34-06689, 34-06712, 34-06713, 34-06714, 34-06743,  
34-06742, 34-06741, 34-06168.

2. The Common Council determines that the above improvements are for the health, safety, and general welfare of the City and its citizens.
3. The Common Council does approve of the scope of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
4. The City Engineer shall cause notice of this Resolution to be given stating the nature of the proposed improvements and the general boundary lines of the proposed project area.
5. This Resolution shall take effect immediately upon passage.

Adopted this\_\_\_\_\_day of May, 2022.



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Shane E. Blaser, Mayor

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Jennifer G. Gossick, City Clerk

Resolution #\_\_\_\_\_(2022)

Initial Resolution Regarding the Common Council's Intent to  
Perform Public Work and Improvements

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council declares its intention to perform public work and improvements as described below:

Reconstruction of Shorewood Terrace, between 1<sup>st</sup> St N and south dead end; including permanent street surfacing, concrete driveway approach, curb & gutter, storm sewer, sanitary sewer, water main and associated service lines.

The property to be impacted is within the following project area:

Property bordering the following roadways with the following parcel numbers: Shorewood Terrace, between 1<sup>st</sup> St N and south dead end, 34-05269, 34-05153, 34-05152, 34-05151, 34-05150, 34-05055, 34-05050, 34-05049, 34-05048, 34-05047, 34-05046, 34-05045.

2. The Common Council determines that the above improvements are for the health, safety, and general welfare of the City and its citizens.
3. The Common Council does approve of the scope of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
4. The City Engineer shall cause notice of this Resolution to be given stating the nature of the proposed improvements and the general boundary lines of the proposed project area.
5. This Resolution shall take effect immediately upon passage.

Adopted this\_\_\_\_\_day of May, 2022.

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

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

Resolution #\_\_\_\_\_(2022)

Initial Resolution Regarding the Common Council's Intent to  
Perform Public Work and Improvements

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council declares its intention to perform public work and improvements as described below:

Reconstruction of Apricot Street, between Broadway Street and 11<sup>th</sup> Street N, also Broadway Street, between Apricot Street and Franklin Street; including permanent street surfacing, concrete sidewalk, concrete driveway approach, curb & gutter, storm sewer, sanitary sewer and associated service lines.

The property to be impacted is within the following project area:

Property bordering the following roadways with the following parcel numbers: Apricot Street, between Broadway Street and 11th Street N, also Broadway Street, between Apricot Street and Franklin Street, 34-05584, 34-05588, 34-05587, 34-05586, 34-05613, 34-05606, 34-05605, 34-05604, 34-05603, 34-05597, 34-05596, 34-05583, 34-05582, 34-05581

2. The Common Council determines that the above improvements are for the health, safety, and general welfare of the City and its citizens.
3. The Common Council does approve of the scope of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
4. The City Engineer shall cause notice of this Resolution to be given stating the nature of the proposed improvements and the general boundary lines of the proposed project area.
5. This Resolution shall take effect immediately upon passage.

Adopted this\_\_\_\_\_day of May, 2022.

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

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

Resolution #\_\_\_\_\_(2022)

Initial Resolution Regarding the Common Council's Intent to  
Perform Public Work and Improvements

IT IS HEREBY RESOLVED by the Wisconsin Rapids Common Council:

1. The Common Council declares its intention to perform public work and improvements as described below:

Reconstruction of 9<sup>th</sup> Street South, between Chestnut Street and Peach Street; including permanent street surfacing, concrete sidewalk, concrete driveway approach, curb & gutter, storm sewer, sanitary sewer, water main and associated service lines.

The property to be impacted is within the following project area:

Property bordering the following roadways with the following parcel numbers: 9<sup>th</sup> Street South, between Chestnut Street and Peach Street, 34-07490, 34-07489, 34-07488, 34-07487, 34-07486, 34-07485, 34-07484, 34-07477, 34-07476, 34-07475, 34-07471, 34-07470, 34-07469, 34-07427, 34-07426, 34-07425, 34-07424, 34-07422, 34-07421, 34-07420, 34-07419, 34-07414, 34-07413, 34-07412, 34-07407, 34-07406, 34-07371, 34-07370, 34-07369, 34-07368, 34-07367, 34-07366, 34-07365.

2. The Common Council determines that the above improvements are for the health, safety, and general welfare of the City and its citizens.
3. The Common Council does approve of the scope of the project and authorizes the City to proceed with these improvements upon passage of this Resolution.
4. The City Engineer shall cause notice of this Resolution to be given stating the nature of the proposed improvements and the general boundary lines of the proposed project area.
5. This Resolution shall take effect immediately upon passage.

Adopted this \_\_\_\_\_ day of May, 2022.

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Shane E. Blaser, Mayor

---

Jennifer G. Gossick, City Clerk



## Public Works Committee

**Date of Request:** 4/20/2022

**Requestor:**

Joe Eichsteadt (City Engineer)

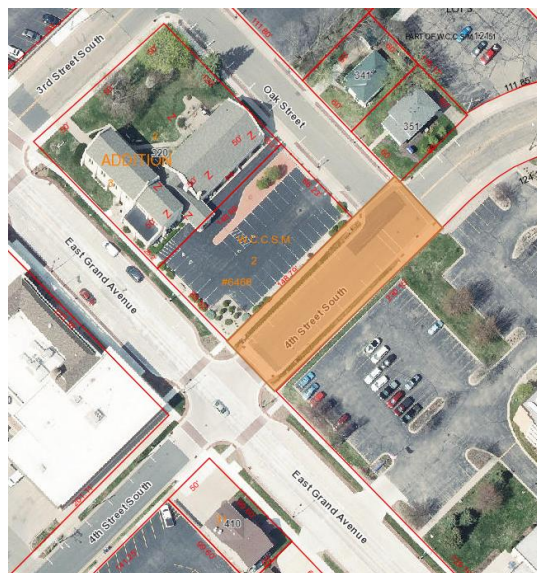
**Request/Referral:**

- Modify parking ordinance: 27.13 (2)(f)(6)(g) [2-hour Parking] 4th Street South, **the west side**, from East Grand Avenue to Oak Street , to add *between 9:00 a.m. to 5:00 p.m., Monday through Friday*
- Create parking ordinance: [2-hour Parking] 4th Street South, **the east side**, from East Grand Avenue to Oak Street, between 9:00 a.m. to 5:00 p.m., Monday through Friday

**Background information:**

Currently, there are no signs in place restricting parking on 4<sup>th</sup> Street South, between Oak Street and East Grand Avenue. The parking ordinance calls for 2-hour parking on the west side of 4<sup>th</sup> Street. There is no ordinance restricting parking on the east side of 4<sup>th</sup> Street.

4<sup>th</sup> Street South, between Oak Street and West Grand Avenue is part of the East Side Downtown Area. Parking in downtown areas is restricted to two hours from 9 a.m. to 5 p.m., Monday through Friday.





**Options available:**

- Approve changes to the parking ordinance.
- Reject changes to the parking ordinance.

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

Approve changes as presented and allow the installation of parking restriction signs (2hr parking, 9-5, M-F) on both sides of 4<sup>th</sup> Street South, between Oak St and W Grand Ave.

**How will the item be financed?**

N/A



## Public Works Committee

**Date of Request:** 4/28/2022

**Requestor:** Joe Eichsteadt (City Engineer)

### **Request/Referral:**

Eliminate Ordinance 27.13 (1)(a)(19)(\*) [No parking] 7<sup>th</sup> Street North, the east side, from Baker Street to Wisconsin Street.

### **Background information:**

The area in question is across the street from Baker Street Wesleyan Church. Previously there were no-parking signs in front of two driveways on the east side of 7<sup>th</sup> Street North. With the recent overhaul of the parking ordinance, the area was resigned no parking for the entire east side of the block. The recent ordinance changes modified the ordinance for the entire block rather than just at the two driveways. Given that it is illegal to park in front of a driveway the no-parking signage at the two driveways is no longer needed.





**Options available:**

- Eliminate the ordinance and remove signs.
- Modify the ordinance to no parking in front of driveways.
- Keep the ordinance the same and leave signs in place.

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

Eliminate the ordinance and remove signs.

**How will the item be financed?**

N/A





## Public Works Committee

**Date of Request:** 4/28/2022

**Requestor:** Joe Eichsteadt (City Engineer) of behalf of Ryan Austin

**Request/Referral:**

Eliminate Ordinance 27.13 (1)(c)(17) [No parking, stopping, or standing] 14th Avenue South, the west side, between Alton Street and Chase Street, from May 1 to September 1 except Sunday between 6:00 a.m. and 12:00 noon.

**Background information:**

The area of interest is adjacent to the Mead Field splash pad and softball fields, and St. Paul's Church.

The ordinance has been in place since before 2005.





**Options available:**

- Eliminate the ordinance.
- Keep the ordinance the same.
- Modify the ordinance to, “no parking every other day”.

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

Given the age of the ordinance and the decreased usage of the ball diamonds elimination of this parking restriction may be warranted.

**How will the item be financed?**

N/A



## Public Works Committee

**Date of Request:** 4/29/2022

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the draft request for proposals (RFP) for the rail feasibility study to address noise and vehicle delays.

**Background information:**

Draft RFP is attached.

**Options available:**

1. Approve, modify or deny RFP.

**Action you are requesting the committee take:** Approve the draft RFP.

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



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

## **REQUEST FOR PROPOSALS**

### **Feasibility Study**

**Alternatives addressing vehicle delays and rail usage**

**City of Wisconsin Rapids, WI**

**Due: June 24<sup>th</sup>, 2022**

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



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

## **INTRODUCTION**

The City of Wisconsin Rapids is soliciting engineering services to study the alternatives, and feasibility of those alternatives to address vehicle delays, train horns and safety concerns at grade crossings with CN rail at the following intersections: Gaynor Ave, 17<sup>th</sup> Ave S, Chase St, W Grand Ave, High St and Fremont St.

Over recent years there has been an increase in train traffic that has led to many complaints about the train horn and the significant delays created when trains block crossings. Additionally, there have been several public meetings surrounding train horns and quiet zones.

The City is interested in evaluating the alternatives prior to making any decisions.

## **SCOPE OF SERVICES**

Services shall include a minimum list of tasks as defined below. However, the work should not be limited to this list and additional tasks, alternatives, comparisons, etc. will be highly considered.

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

TASK 2: Define concerns and issues.

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

1. Quiet Zone
2. Grade Separation
3. Rail Relocation
4. Technological option using GPS phone applications with routing option.
5. Alternate route with physical improvements to aid in diverting traffic around trains.

TASK 4: Identify costs, grant funding,

TASK 5: Implementation of alternatives

TASK 6: Recommendation

Meetings in some fashion or format shall be included in the proposal. The number of meetings are at the discretion of the consultant. However, it is expected that discussions are held regularly to answer questions and be updated on the progress of the study.

## **DELIVERABLES**

Final Report with Executive Summary

## **CITY DATA and RECORD INFORMATION**

- Quiet Zone Data -  
<https://drive.google.com/drive/folders/1fZOr1IPFX7waqozSB9XTImLoTWIDTMDz?usp=sharing>



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

- ITS/Signal Grant - [https://docs.google.com/document/d/1ukszVkjSgr5zAam-PnC\\_1-YsnfDRKcYo/edit?usp=sharing&ouid=110302322226311312656&rtpof=true&sd=true](https://docs.google.com/document/d/1ukszVkjSgr5zAam-PnC_1-YsnfDRKcYo/edit?usp=sharing&ouid=110302322226311312656&rtpof=true&sd=true)
- Road Blockage Statistics - [https://drive.google.com/drive/folders/1WTbWU\\_9tOfeBV9ep4Bxc-V0W3lo4aUI3?usp=sharing](https://drive.google.com/drive/folders/1WTbWU_9tOfeBV9ep4Bxc-V0W3lo4aUI3?usp=sharing)
- **Rail Relocation Information**
- As-builts and City GIS Mapping – username and password will be provided to the selected firm to use for the study. <https://gis.wirapids.org/CityViewer/index.html>

## **ELEMENTS OF PROPOSALS**

### 1. Statement of Qualifications

Submitting consultants must have experience with performing similar projects and provide three references.

### 2. Cost of Services

Please provide costs in the table below (or similar format). The cost shall be representative of time and materials (T&M) cost with a not-to-exceed amount for the project. The Base Cost Proposal Table (shown below) is meant for basic cost identification and comparison purposes between proposals; therefore, not all project categories may be represented. Please provide additional detail, assumptions, excluded costs, etc. in the proposal.

<b>Base Cost Proposal</b>		
	Estimate of Hours	Cost, \$
Task 1 – Investigation		
Task 2 - Define		
Task 3 - Alternatives		
Task 4 - Funding		
Task 5 - Implementation		
Task 6 - Recommendation		
<b>TOTAL Base Cost</b>		

### 3. Schedule

Identify the proposed schedule to start the study and complete the study along with any milestones.

### 4. Proposal Fee

Proposal Fees shall have a not-to-exceed amount of \$20,000. If there are other recommended tasks that go beyond the Base Cost Proposal identify those as ‘Additional Services’ in the table below. These additional services will be reviewed by the City to determine merits and benefit they might provide to the City. Acceptance of a proposal does not constitute acceptance of Additional Services.



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

Additional Services		
	Estimate of Hours	Cost, \$
<b>TOTAL Additional Services</b>		

### **SUBMISSION OF PROPOSALS**

1. **Deadline:** Proposals shall be emailed to the City Engineer on or before **June 24<sup>th</sup>, 2022, at 3:00 p.m.**
2. **Submission of Proposal:** It is preferred that the proposal be emailed to [jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org).

Contact: Feasibility Study - Alternatives addressing vehicle delays and rail usage  
Attn: Joe Eichsteadt, PE  
City Engineer  
Wisconsin Rapids City Hall  
444 W Grand Ave  
Wisconsin Rapids, WI 54495

Completion and submission of proposal will constitute an offer by the firm. City will execute an agreement with firm who proposal was awarded. Proposals received after the deadline will not be reviewed. It is the responder's responsibility to ensure that a proposal is received in a timely manner.

### **EVALUATION PROCEDURE & SELECTION OF FIRM**

1. City Elected Officials and staff will evaluate qualifications and technical information submitted by the consultant.
2. Strong consideration will be given to proposals that include cost effective approaches along with, good understanding of the project, full disclosure on assumptions and excluded costs from the proposal and a qualified project team.
3. Staff recommendations of the proposals will be made to the Public Works Committee and Council in July of 2022.
4. The City will select the most qualified firm with a cost effective proposal and will execute a contract with the selected firm. If the City and the selected firm are unable to reach an agreement on the scope of services and/or compensation, the City will terminate discussions and begin negotiations with the second-ranked firm. The City reserves the right to reject any or all proposals.

### **AMENDMENTS, ADDENDA OR QUESTIONS**

The City of Wisconsin Rapids reserves the right to modify or issue amendments to this RFP. If questions result in the modification of this RFP, the written modifications will be distributed to known consultants, or anyone who has indicated an interest in submitting a proposal.

For questions about this RFP, please contact Joe Eichsteadt at 715.421.8251 or e-mail at [jeichsteadt@wirapids.org](mailto:jeichsteadt@wirapids.org).

All requests for technical interpretations or corrections of this RFP must be received by June 10<sup>th</sup>, 2022.

## PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8<sup>th</sup> St S. (2016)
2. Request by Alderperson Cattnach to reconsider the City's overnight parking ordinance (2021)
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8<sup>th</sup> Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12<sup>th</sup> St S and Chestnut St.~~
7. Request by Alderperson Austin to consider a feasibility study for reducing noise and vehicle delays due to railroad tracks along the west side of the City at and between crossing from Gaynor Ave to High St.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~





## Human Resources Committee Meeting Minutes May 10, 2022

### Human Resources Committee

Jay Bemke, Chairperson  
Patrick Delaney, Secretary  
Tom Rayome

The Human Resources Committee held a meeting in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, and via remote videoconferencing, on Tuesday, May 10, 2022, at 2:00 p.m. All Committee members were present. Also present were City Attorney Sue Schill, Alderperson Dennis Polach, Ryan Hartman, Paul Vollert, and Tyler Mickelson.

### Agenda

1. Call to order

Meeting was called to order by Chairperson Bemke at 2:22 p.m.

2. Discuss and consider for approval the Commercial Driver License Policy.

Motion by Delaney, seconded by Rayome to approve the Commercial Driver License Policy as presented. Motion carried 3-0.

3. Discuss and consider for approval a Seasonal Gardener position within the Parks & Recreation Department.

Motion by Rayome, seconded by Bemke to approve the Seasonal Gardener position within the Parks & Recreation Department. Motion carried 2-0, with one abstention.

4. Discuss and consider for approval an IT Intern within the Information and Technology Department.

Motion by Delaney, seconded by Rayome to approve an IT Intern within the Information and Technology Department at the rate of \$15 per hour. Motion carried 3-0.

5. Discuss and consider for approval the renewal of employee health insurance with Aspirus Health Plan, effective July 1, 2022.

Motion by Bemke, seconded by Rayome to approve as presented:

- (a) the renewal of a contract for employee health insurance with Aspirus Health Plan, effective July 1, 2022,
- (b) the renewal of administration of the dental plan with Delta Dental, effective July 1, 2022.
- (c) PPO and Premier options on the dental plan
- (d) the addition of CheckUp Plus on the dental plan, so that diagnostic and preventative dental services as defined in the plan would not be applied to the individual annual maximum.

Motion carried 3-0.

6. Discuss and consider for approval employee health and dental insurance rates, effective July 1, 2022.

Motion by Rayome, seconded by Delaney to approve employee health and dental rates as presented, effective, July 1, 2022. Health insurance premium rates will be reduced 3.4% and dental premium rates will remain the same. Motion carried 3-0.

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

In closed session, the Committee discussed WRPPA's recent nonratification of the City's tentative agreement with WRPPA, and discussed negotiation strategy.

8. Adjourn.

Motion by Rayome, seconded by Bemke to adjourn. Motion carried 3-0. Meeting adjourned in closed session at 3:15 p.m.



## COMMERCIAL DRIVER LICENSE

### 1. SCOPE AND PURPOSE

To provide Public Works Department employees (Street, Wastewater, Parks) with guidelines regarding obtaining Commercial Driver Licenses and the payment and reimbursement of training, classes, and licensing fees.

### 2. POLICY BODY

Employees who are required to have a Commercial Driver License (CDL) as a condition of their employment shall have 12 months from their date of hire to obtain a CDL.

The City will pay for training, classes, and fees for CDL licensure, if preapproved by the Department Head and the Human Resources Manager.

The City will provide an employee with up to 40 hours of paid leave, to be paid at straight time, which can be substituted for pay to attend an approved training course, if the training or testing occurs during a scheduled work day or work days

If the employee is reimbursed for training costs and fees, and the employee leaves employment with the City within 1 year of obtaining the CDL license, the employee shall reimburse the City for all training costs and fees.

If the employee leaves employment between 1 year and 2 years of obtaining the CDL license, the employee shall reimburse the City for 50% of the training costs and fees.

If the employee leaves employment between 2 years and 3 years of obtaining the CDL license, the employee shall reimburse the City 25% of the cost of the training and costs .

Provided the employee obtains a CDL license within 12 months of employment, the City will only pay for one approved training course for CDL licensure. If an employee does not complete training or does not pass the CDL testing, the employee must pay for his/her own subsequent training and testing. All future trainings and fees will be at employee expense.

In the event the employee does not obtain his/her CDL license within 12 months of employment, the employee may be terminated, and all costs for training or license fees shall be reimbursed by the employee to the City.

If, after obtaining a CDL, the employee is disqualified from operating a commercial motor vehicle, the employee may be terminated.

### 3. PROCEDURES

1. All requests for CDL training and license fees shall be made at prior to the start of the training.
2. CDL Training Request Forms may be obtained from the Human Resources Department. The Training Request Forms shall include a provision regarding reimbursement to the City as outlined herein.
3. The CDL Training Request Form should be completed by the employee and forwarded to the Department Head for approval. The Department Head is responsible for making sure the employee is eligible for training, and that the training center is approved and the costs are reasonable, before approving the request.
5. The Department Head will forward the approved CDL Request Form to the Human Resources Manager.
6. Once approved by the Human Resources Manager, the Human Resources Department will maintain the CDL Request Form..
7. Once the employee has successfully completed the training and obtained licensure, the employee shall submit documentation regarding completion of the training and a copy of the CDL license.

### 4. DOCUMENT HISTORY

Version No.	Revision Description
1.0	Original Policy 5/17/22

### 5. DOCUMENT PROPERTIES

Primary Author: Ryan Hartman- 05/05/22  
Approver(s): HR Committee –  
Common Council –

## **The City of Wisconsin Rapids Position Description**

**Position Title:** Seasonal Gardener/Groundskeeper

**Department:** Parks Department

**Pay Grade:** 10.50 per hour

**FLSA:** Non-Exempt Hourly

**Date:**

**Reports To:** Parks and Building Superintendent

### **Purpose of Position**

The responsibility of a gardener is to maintain the beauty of plants, outdoor grounds, and trees in a garden. They perform a range of general maintenance tasks including designing, producing, renewing and preserving outside spaces. Gardeners can work in local parks, and city owned landscape areas.

#### **Job Description:**

- Maintain and grow the garden to ensure it meets specific requirements and expectations.
- Perform basic maintenance such as cutting the grass, emptying bins, managing weed control and leaf raking.
- Plant and nurture new trees, flowers, and various plants.
- Trimming trees, hedges and shrubs, and preventing and eliminating weeds
- Work with hand tools and basic light machinery such as plant vehicles, and small diggers.
- Maintain a clean garden by clearing rubbish and litter from the garden and grounds.
- Provide guidance to management on matters related to the garden.
- Ensure a safe environment for staff and clients by adhering to safety and health regulations.

#### **Requirements:**

- High school diploma or equivalent.
- At least 2 years of proven experience in a similar role.
- Ability to handle a range of horticultural machinery and powered hand tools.
- In-depth knowledge of plants and gardening techniques.
- Friendly personality with excellent interpersonal skills.
- Solid understanding of health and safety rules and legislation.

## **Physical Requirements**

- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as equipment operation, and assembling.
- Ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes, sounds, odors and textures associated with job-related objects, materials and tasks.
- Must be able to wear proper Personal Protective Equipment, such as eye, ear, and face protection, including hard hat, steel toed boots, and gloves, as required

## **Environmental Adaptability:**

- Some tasks may risk exposure to somewhat undesirable working conditions, including temperature extremes, odor, noise, heat, cold, machinery, smoke, wetness, humidity, dusts, chemicals, explosives, electrical currents, and other elements with no element continuously present to the extent of being disagreeable. Potential biological exposures including insects, poison ivy, Hepatitis, and bacteria. Potential chemical exposures include toxic agents such as gas, oil, and weed killer.

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

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Employee's Signature

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Supervisor's Signature

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Date

---

Date

Dental Carrier:		Delta Dental		Delta Dental		Delta Dental	
		Current Plan		Q12D02		Q12D02	
Deductible		Premier		PPO	Premier	PPO	Premier
Single		\$0		\$0	\$0	\$0	\$0
Family		\$0		\$0	\$0	\$0	\$0
Annual Maximum							
		\$1,000		\$1,000		\$1,000	
Preventive Services				PPO	Premier	PPO	Premier
Oral Exams		100%		100%	100%	100%	100%
X-Rays		100%		100%	100%	100%	100%
Cleanings		100%		100%	100%	100%	100%
Topical Fluoride		100%		100%	100%	100%	100%
Sealants		100%		100%	100%	100%	100%
Space Maintainers		100%		100%	100%	100%	100%
Basic/Major Services				PPO	Premier	PPO	Premier
Amalgam/Composite Fillings		80%		80%	80%	80%	80%
Simple Extractions		80%		80%	80%	80%	80%
Oral Surgery		80%		80%	80%	80%	80%
Endodontics		80%		80%	80%	80%	80%
Periodontics		80%		80%	80%	80%	80%
Stainless Steel Crowns		80%		80%	80%	80%	80%
Porcelain Crowns		80%		80%	80%	80%	80%
Inlays/Onlays		80%		80%	80%	80%	80%
Implants		0%		0%	0%	0%	0%
Removable or Fixed Bridgework		80%		80%	80%	80%	80%
Partial or Complete Dentures		80%		80%	80%	80%	80%
Full & Partial Denture Repair		80%		80%	80%	80%	80%
Orthodontics							
		None		None		None	
CheckUp Plus							
		No		No		Yes	
Remarks:							
**Note: Separate waiting periods may apply for timely add-ons and late entrants.							

Rates		Current	Proposed Funding Rate	Proposed Funding Rate	Proposed Funding Rate
Employee	55	\$35.00	\$38.17	\$33.85	\$35.00
Family	168	\$95.00	\$103.62	\$91.87	\$95.00
Annual Δ% from Current			9.1%	-3.30%	0.00%
<b>Monthly Totals</b>		<b>\$17,885.00</b>	<b>\$19,507.51</b>	<b>\$17,294.80</b>	<b>\$17,885.00</b>
<b>Annual Totals</b>		<b>\$214,620.00</b>	<b>\$234,090.12</b>	<b>\$207,537.54</b>	<b>\$214,620.00</b>
Annual Δ\$ from Current			\$19,470.12	(\$7,082.46)	\$0.00

While every effort is made to illustrate the carriers' various benefits, discrepancies or errors are possible. In the event of an error, the actual product brochure furnished by the insurance carrier and approved by the Commissioner of Insurance will prevail. The master contract and policyholder certificates are more detailed and should be used for the determination of benefits. All plans will comply with state and/or federal requirements with regard to nervous and mental benefits.

The report of the Human Resource Committee meeting held on May 17, 2022 will be distributed at the Common Council meeting on May 17, 2022.





**Park and Recreation Ad Hoc  
Committee Meeting Minutes  
December 20, 2021**

**Ad Hoc Committee to Review the Park and Recreation Commission**

Kris Barteck, Chairperson  
Mayor Shane Blaser  
Tom Rayome  
Jay Bemke  
Tom Ekelin

A meeting of the Ad Hoc Committee to Review the Park and Recreation Commission was held on Monday, December 20, 2021, at 12:00 p.m. in the Council Chambers of City Hall, 444 West Grand Avenue, Wisconsin Rapids, Wisconsin. All members were present, with Tom Ekelin appearing via remote videoconferencing. Also present were City Attorney Sue Schill and Jake Klingforth.

**AGENDA**

1. Call the meeting to order.

Chairperson Barteck called the meeting to order at 12:05 p.m.

2. Roll call.

All members were present.

3. Review of initial draft of an ordinance regarding the role and responsibility of the Park and Recreation Commission.

The Committee directed Attorney Schill to make revisions and present the ordinance at the next meeting.

4. Adjourn.

Motion by Bemke, seconded by Blaser, to adjourn the meeting. Motion carried, 5-0.  
The meeting adjourned at 1:11 p.m.

Respectfully submitted,

Sue Schill, Acting Secretary

**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, February 23, 2022 in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

**1. ROLL CALL:**

Present: Jo Ann Grode, Jean Helmer, Cheryl Reith-Kincaid, Evan Smith, David Henke, and Mary Vang

Also Present: Carol Voss, Linda Lucht, and John Gethers

**2. ELECTION OF OFFICERS:**

- A. Chair: Commissioner Henke nominated Commissioner Grode for Chair. Commissioner Helmer moved to approve Commissioner Grode as Chair of the Board of Commissioners, seconded by Commissioner Smith. All aye votes.
- B. Vice Chair: Commissioner Henke nominated Commissioner Helmer for Vice Chair. Commissioner Reith Kincaid moved to approve Commissioner Helmer as Vice Chair of the Board of Commissioners, seconded by Commissioner Smith. All aye Votes
- C. Recording Secretary: Commissioner Reith-Kincaid moved to approve Mary Vang Executive Director as recording secretary as stated in the bylaws of the Housing Authority of Wisconsin Rapids, seconded by Commissioner Smith. All aye votes.

**3. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the January 26, 2022 meeting. Commissioner Helmer moved to approve the minutes of the January 26, 2021 meeting, seconded by Commissioner Reith-Kincaid. All aye votes.

\*\*COMMISSIONER GRODE MOVED AGENDA ITEM #5 TO FOLLOW AGENDA ITEM #6 IN ORDER TO ACCOMMODATE FOR THE LATER ARRIVAL TIME OF JOHN GETHERS\*\*

**4. COMMUNICATIONS**

- A. Tenant newsletters: Mary reported that Ann Marie prepared and had the annual spring newsletters delivered to all public housing and Huntington House tenants. The newsletter provided several reminders to tenants of their responsibilities, building policies, and to address Housing Authority observed concerns throughout the year.

- B. Letter to Parkview, Tenth Avenue, and Huntington House tenants regarding Hunger Task Force Stockboxes and COVID-19 booster vaccinations: Mary reported that tenants were provided information regarding the availability of in home COVID-19 booster vaccinations for those who are homebound. She also reported that due to limited transportation, senior tenant participation in the Hunger Task Force food stockbox program was very low. To continue the partnership with the Hunger Task Force and provide tenants the opportunity to participate in the program, Commissioner Grode has volunteered to assist to pick up boxes from SWEPS and deliver to all three apartment buildings, beginning in March. For the month of February Mary picked up and distributed a total of 26 boxes.

5. **OVERVIEW OF COMPLETED PARKVIEW SECURITY CAMERA SYSTEM INSTALLATION BY JOHN GETHERS OF TECH PRO**: John Gethers from Tech Pro provided commissioners with an live overview of the completed security camera system at Parkview apartments. Commissioners are very pleased with the system and the security that it will bring to the building.

6. **CONSIDERATION OF BILLS**

- A. Approve December 2021 financial statements from accountant: Commissioners reviewed the December 2021 financial statements from the fee accountant. Mary reviewed the accountant prepared quarterly income statement with Commissioners and provided explanations of program variances in income and expenses. Commissioner Grode inquired about the zero amount under the fraud recovery line item in the quarterly income statement, as she recalls receiving revenues from the WI State Debt Recovery program. Mary stated that those recovery payments show up as a liability expense reduction under the collection losses line item. Commissioner Smith moved to approve the December 2021 financial statements, seconded by Commissioner Reith-Kincaid. All aye votes.
- B. Approve January 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the January 2022 bills. Commissioner Helmer moved to approve the December 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. No discussion. All aye votes.

7. **EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview. Two vacancies were due to lease violations, one tenant moving to the Project Based Voucher Program at Huntington House, one transfer to Tenth Avenue, one moving to live with family out of area, and one deceased. There are no vacancies at Tenth Avenue apartments. There are three vacancies at the scattered sites: one was a termination with the other two moving in with others. Maintenance materials that were

on back order to complete repairs are slowly becoming available, but have taken longer than anticipated.

- B. Huntington House Redevelopment, LLC Occupancy: There are four vacancies at the Huntington House RAD PBV project: two deceased, two moving to be closer to family. Three of the vacancies have been filled off the waiting list with move-in dates of March 1 & 17, and April 1st of 2022.
- C. Section 8 program status: Mary reported that as of February 17, 2022 there are 174 families under contract with the current waiting list running approximately around 6 months. There are currently 121 families on the waiting list. The Section 8 voucher activity for the month of February consisted of the following: four new admissions, five VASH voucher holders, five new issued vouchers for a cumulative of eight vouchers on the street, zero portability move-outs and move-ins, three vouchers expiring and one end of participation due to program violations. Mary also reported that during COVID, HUD provided several regulatory waivers to the Housing Choice Voucher and Public Housing Programs that were effective through the end of 2021. HUD realizes that Housing Authorities (HA) continue to struggle with full utilization in administering the Housing Choice Voucher (HCV) program. Therefore, HUD has provided HA's an opportunity to request expedited waivers related to the HCV program. Mary will be requesting expedited waivers from HUD to increase Section 8 payment standards by 115% of the area fair market rents. The goal is to increase Housing Assistance Payments (HAP) utilization as the rental market has become increasingly competitive for Tenant Based Voucher (TBV) holders when searching for rental units that meet Section 8 payment standard requirements. This is going to be especially important as HUD will be increasing proration rates for HAP and Administrative Fee subsidies for 2022 with close monitoring of full utilization of funds.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities, and \$31,943.81 in general capital activities for parking lot sealing/restriping, tree services, appliances and Parkview and Tenth Avenue HVAC. Mary stated that an allocation and drawdown of \$1,500 was made from the 2018 general capital activities for tree services at 1940 Oak Street. The 2019 grant has a balance of \$71,324.17 in operations for insurances and miscellaneous operating expenses, \$26,077.19 in general capital activity for appliances and zero in RAD activities. The 2020 grant has a \$121,657.84 balance in operations, \$24,546 in general capital activities, and zero in RAD activities. The 2021 grant has a \$160,943.98 balance in operations, \$23,085 in general capital activities. Allocation and drawdown activities in the 2021 grant are as follows; \$3,500 to Tech Pro to pay for the remaining balance of the Parkview security camera system and \$33,001.02 for the 2021 Public Housing PILOT.
- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$778.94 were received in February 2022 from three former public housing tenants and one former Section 8 participant.

F. Public Housing and Huntington House Redevelopment LLC 2021 PILOT: Mary reported that the fee accountant prepared HUD form 52267 computation of payments in lieu of taxes for both Public Housing and the Huntington House LLC for tax year 2021.

G. Submission of FYE 12/31/2021 unaudited financial data to HUD's Financial Assistance Subsystem: Mary reported that the FYE 12/31/2021 unaudited financials submission was completed on 2/10/2022.

H. Submission of FY 2022 operating fund grant: Mary reported that HUD form 52723 operating subsidy for 2022 submission was completed on 2/16/2022.

6. **PUBLIC INPUT:** There was no public input.
7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, March 30, 2022, in the community room of the Huntington House Apartments.
8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 3:10 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

Approved by:

\_\_\_\_\_  
Mary Vang  
Executive Director

\_\_\_\_\_  
Jo Ann Grode  
Chair

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

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

# MEETING MINUTES – RESIDENT ADVISORY BOARD – MARCH 1, 2022

## **Present:**

Mary Vang, Executive Director  
Allen Falkosky, Public Housing Manager  
Ka Bao Vang, Section 8 Program Manager  
Lana Fanning, Huntington House  
Joyce Lobner, 10<sup>th</sup> Avenue  
Jan Martinez, Parkview  
Rhonda Sanders, Scattered Sites  
VACANT, Section 8 Program

WISCONSIN RAPIDS HOUSING AUTHORITY

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**Excused:** Josh Freeman, Facilities Coordinator

**Tenants/Public Present:** Laurie Behm & Gail O'Mally

The Housing Authority of the City of Wisconsin Rapids held a meeting of the Resident Advisory Board (RAB) at 10:00 a.m. on Tuesday, March 1, 2022, in the community room of the Huntington House Apartments, 2521 10<sup>th</sup> Street South. Executive Director Mary Vang called the meeting to order at 10:05 a.m.

## **MINUTES**

### **1. Approve minutes of the September 8, 2022 meeting:**

Lana moved to approve the minutes from the September 8, 2022 meeting, seconded by Joyce. No discussion, all aye votes.

### **2. Housing Choice Voucher Committee Member Vacancy:**

Mary reported that Deb stepped down as committee representative for the Housing Choice Voucher program. Ka Bao will reach out to participants for interest in filling the vacancy.

### **3. Capital funds grant for 2022**

#### **Housing Authority staff explanation of the capital funds grant for 2022:**

Mary reviewed the draft form HUD 50075.1 for the 2022 capital funds grant with committee members. She explained that the exact amount of the 2022 grant is unknown at this time, so she used an approximate figure which she will adjust either up or down in the operations line when the amount of that grant is formally announced. Mary stated that the drafted 2022 grant includes allocations for servicing scattered site furnaces, replacement of stoves, refrigerators and water heaters; tree services, Parkview and Tenth Avenue HVAC repairs, Parkview windows, ride-on lawnmower, and unit turnovers for modernization .

**Resident Advisory Board comments:** There were no comments.

#### **Public comments:**

Gail commented that her window seals are worn and that replacement of windows is much needed. Laurie commented she is happy to hear that replacement of windows is being considered, as her sticks. Gail inquired about her drains backing up from neighboring apartments, rodents in dumpster area entering the building, and concerns regarding tenant gossiping in the main lobby. Mary stated that the housing authority is aware of the plumbing issues due to the age of the building, and a recent main water break causing sediment and sand to enter and settle in the pipes. There has been an increased use of flushable wipes and other items that are being flushed down toilets and drains that cause drains

to plug and backup into other units. It is recommended that tenants call in plumbing issues so that they can be addressed immediately to avoid extensive damage to tenant and neighboring units. Mary also stated that an additional dumpster was placed in the dumpster area, but overflow still occurs and lids are unable to close completely. The area for the dumpsters is limited and adding additional dumpsters would not be possible due to space constraints. As far as concerns with rodents, the building is treated once a month for insects. There have not been any issues with rodents, such as mice, in the building, any issues with rodents and insects should be reported to the office. Mary stated tenants are allowed to congregate in the main lobby area, so long as appropriate and non-disruptive conversations and behaviors are being held. Allen stated that if there are specific concerns with specific between specific individuals, it should be addressed with housing authority staff. Gail also inquired about cleaning of the windows. Mary stated that the cleaning of the inside of the windows is the responsibility of the caretaker. The exterior window cleaning was discontinued due to budgeting constraints and to focus on mechanical and structural repairs to the building. Laurie commented that her oven range knobs heat settings have become worn out and hard to read. Joyce suggested marking oven knobs with a permanent marker. Mary advised calling in a work order to have maintenance look into it. Laurie also commented on her concerns for another tenant's unit that has a stained wall/ceiling that could be potential for mold due to prior water damage from an above unit that had a water overflow issue. Mary advised that the tenant contact the office to place a work order to have maintenance look at the stain.

4. **Revision to PHA 5-Year Action Plan (FYAP) (made available on 2/25/2022 for viewing and 45-day public comments at the Housing Authority office, Parkview Apartments, 10<sup>th</sup> Avenue Apartments, and City Hall)**

**Housing Authority staff explanation of significant amendment to 2020-2024 FYAP:** Mary explained that the Five YAP revisions that are being considered are a significant amendment to the original plan and require that the Housing Authority (HA) make the plan available for a 45-day comment period, Resident Advisory Board review and board approval. The revisions to the plan include HVAC repairs at Parkview and Tenth Avenue apartments, Parkview window replacements, maintenance lawn mower, and unit turnovers for modernization of the entire Public Housing Portfolio.

**Resident Advisory Board comments:** There were no comments

**Public comments:** There were no comments

5. **Public input:**

Gail commented that maintenance is always responsive and respectful. She is also very pleased with the patience and professionalism of the receptionist staff.

6. **Next meeting:**

The next meeting of the RAB is to be determined.

7. **Adjournment:**

The meeting was adjourned at approximately 11:17 a.m., with Lana moving for adjournment and Joyce seconding. All aye votes.

Respectfully submitted by,  
Mary Vang  
Executive Director, Wisconsin Rapids Housing Authority

**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

4/7/22

The South Wood County Airport Commission met on Thursday April 7, 2022 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichstad, Brad Hamilton. Joe Zurfluh was excused. Also in attendance were Arne Nystrom, Dennis Polach, Merry Mackenzie, Ryan Falch, Bill Clendenning, Merlin Bauer, Paul Tranel, and Ryan Falch.

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

**2. Approval of previous month's minutes (3-3-22):**

Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the minutes pending a modification to the Hamburger Social date of June 8. 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. Ryan Falch from MSA gave an update on the projects and how they will be handed off to other MSA staff. Sickler reported that the activity in March was above historical averages. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the Airport Managers Report. Motion carried.

**4. Old Business**

a. Discuss and consider action regarding a contractor guideline policy: Sickler provided a new draft policy for discussion and reported on a discussion with legal counsel regarding enforcement. Since it will not be codified, there will be no enforcement measures at this time. A copy will be given to hangar owners and will be posted on the website. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the Airport Managers Report. Motion carried.

b. Discuss and consider action regarding creation of an Airport survey: Sickler provided comments from the EAA Chapter 706. Their input will be considered in the final draft of the survey instrument. Once completed, the survey will be made available on the internet. The final draft will be presented at the next meeting. No action taken.

**5. Review of Financial Statements**

Financial statements were presented and reviewed. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the financial statements as presented. Motion carried.

**6. Future agenda items:**

Election of officers, Airport survey, perimeter trail, review of media needs and options, bollard covers, Ron Gabrys' lease.



## **7. Public Comment**

EAA Chapter 706 will host a hamburger social on June 8.

## **8. Correspondence received:** None

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

Thursday May 5 at 8:00 AM.

## **10. Adjourn:** Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Eichorn to adjourn at 0907. Motion carried.

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



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

**April 2022**

**Airport Development:**

**Fuel System Construction:** A pre-construction meeting was held on April 14 and construction commenced on April 25. Tanks are set, most of the electric service is roughed in, and concrete is poured. The tentative schedule is for completion in mid-June. Delivery of the pump cabinets and electric service meters will be the controlling factor for completion.

**Obstruction Removal/Easement Acquisition:** MSA real estate staff has been contacting property owners. Properties are analyzed based on the difference between the value of the property before and after the easement acquisition. The majority of the negotiation regarding owner expectations, state requirements, and Airport regulations will take place during this phase.

<b>Fuel Type</b>	<b>Previous month</b>	<b>Current month</b>	<b>This month last year</b>	<b>2022 year to date</b>	<b>2021 year to date</b>	<b>Year over Year</b>
<b>100 LL</b>	1432.87	414.11	1548.48	2700.00	2999.98	90%
<b>Jet A</b>	2339.89	1419.5	3001.06	6031.34	5946.06	101%
<b>TOTAL</b>	3772.76	1833.61	4549.54	8731.34	8946.04	97%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$10756.18
Ramp Fee:	\$1000.00
Lav Fee:	\$150.00
GPU:	\$75.00
Call Out Fee:	\$150.00
Transient Hangar:	\$1800.00
Catering:	\$0

Year over year total fuel gallon sales comparison through April:

2020 - 6704.53 gallons

2019 - 5527.04 gallons

## **Airport Maintenance Issues**

The entry gate at Two Mile and Third street has been out of service. A few repair attempts have been made and a solution is still being sought.

Most of the summer equipment has been prepared for the summer season and winter equipment has been prepared for storage.



## **Wastewater Facility**

**2540 First Street South**

**Wisconsin Rapids, WI 54494-5798**

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

Derek Budsberg – Wastewater Chief Operator

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

The Wastewater Treatment Commission met at 1:34 p.m. on April 13, 2022 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, Peter Jennings, Joe Eichsteadt, Tammy Steward, and Jim Neitzel.

1. **Minutes of the March 9, 2022 meeting:** A motion was made by Tammy Steward and seconded by Peter Jennings to approve the minutes of the March 9, 2022 Commission meeting as written. **Motion Carried.**
2. **Discuss Black and Veatch fermenter report:** Derek Budsberg provided a Black and Veatch fermenter report update.
3. **Discuss Fournier fan press expenditures:** Derek Budsberg provided commissioners with a Fournier fan press quotation. A motion was made by Jim Neitzel and seconded by Tammy Steward to accept the estimated Fournier fan press expenditures. **Motion Carried.**
4. **Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing 126 flushed dead ends, 3200 feet of root cutting and 3 sewer calls for March 2022. Staff also flushed line used primarily by commercial customers and cleaned both Two Mile and West Side lift stations. Plant operations included biosolids distribution and air handler, generator, and air dryer maintenance.
  - b. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
5. **Bills and Revenues:** A motion was made by Peter Jennings and seconded by Jim Neitzel to accept the bills and revenues for March 2022. **Motion Carried.**
6. **Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
7. **Adjourn:** A motion was made by Jim Neitzel and seconded by Peter Jennings to adjourn at 1:53 p.m. **Motion Carried.**

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

Report:

Collections

- In April, collections system staff did minimal televising work due to the rig being upgraded. The rig is now up and running and they were able to camera 2500ft of construction projects for 2023.
- The crew flushed 8,000 ft of sewer and cleaned out 12 catch basins for the streets department.
- Collections responded to 2 sewer calls and spent several hours at the plant maintaining the drying pad.
- Collections helped clean the side stream lift station while maintenance made repairs to the float tree to insure proper operation

Operations/Maintenance

- On 4/10/22, the Pepper Ave. lift station force main cracked, causing 1,500 gallons of wastewater to flow into the storm sewer. This event has been properly reported as a sanitary sewer overflow to the DNR.
- All effluent parameters were in complete permit compliance in April. Phosphorus remains below 0.36 mg/l.
- Overall, the plant operated well, and we are seeing our settling improving daily compared to last month.
- Maintenance spent time rebuilding/replacing various motors on air handling units throughout the plant. Maintenance fixed two aeration basin headers that cracked over the winter to give the plant an extra aeration basin to utilize during storm events.
- Operations staff worked together to get the UV disinfection system in so we can start the disinfection season on May 1<sup>st</sup>.
- Interest in our Exceptional Quality Class A biosolids is starting to grow due to high prices of other fertilizers.

Regular Meeting of the Water Works and Lighting Commission  
Wednesday, April 13, 2022

**There were present:**

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

Also in attendance: Jem Brown, Roxanne Gronski, Todd Weiler, Jeff Kuhn, Josh Elliott, Dale Scheunemann, Tyler Sneen, Shawn Reimer, and Lynn Schroer

**1. Call to Order**

Chairman Tom Nowak called the meeting to order at 1:00 PM.

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

**2.1 Regular Commission Meeting held March 9, 2022**

There was a motion made by John Bergin, seconded by Rick Merdan, and carried to approve the minutes of the Regular Commission Meeting held on March 9, 2022, and to place them on file. There were no nay votes recorded.

**3. Action items**

**3.1 Main Building Generator**

Todd Weiler updated the commission on the search for a main building generator. Todd stated that he was finally able to receive 3 bids. He noted that there was quite a large discrepancy between the bids from these 3 companies and after an initial review, noted discrepancies in key items between spec and bid. Based upon this he would like this item held over until he is confident that the price quoted is for the main building generator spec that was presented. The commission agreed and this item will be held over.

**4.0 Department updates**

**4.1 Safety Committee Report**

The commissioners reviewed the safety committee minutes and safety

coordinator's monthly report.

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

This report was reviewed and Josh Elliott answered questions regarding the March after hour call-ins. Josh also stated that our crew had to replace two poles that had been knocked down as a result of last week's slippery roads.

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

This report was reviewed and March water projects were discussed. Dale Scheunemann answered questions regarding monitoring well elevations.

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

This report was reviewed and current water disconnections were discussed. A thank you to Lynn Schroer, Joanna Mack and Shawn Reimer who participated in Lincoln High School's 10<sup>th</sup> annual Reality Check Financial Simulation. This is an effective way for student to learn about budgeting, personal accounting, financial responsibility, and life choices all while interacting with business and community members.

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

This report was reviewed and the annual software subscription costs were discussed. When asked Jeff Kuhn stated that the City does share in the cost of the NISC subscription because we currently bill and collect sewer costs for them. In the near future, we will also be billing and collecting the streets utility integration fee for them. February financial statements were also discussed.

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

In Matt's absence Todd answered questions regarding cyber security. Matt has filled out all paperwork and has applied to the Cybersecurity and Infrastructure Security Agency to join their Cyber Hygiene program. This is a federal agency under the Department of Homeland Security and their program is free for local government entities. They provide cyber security services such as penetration testing and web application security testing.

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

This report was reviewed and Shawn Reimer answered questions regarding the onsite visits that were made in March. Shawn stated that WW&LC partnered with Energy Advisors from Focus on Energy (FOE) and visited several industrial

customers to discuss energy efficiency measures, best electric rate options, and FOE incentive money available for energy efficiency equipment.

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

This report was reviewed and Tyler Sneen gave an update on the SCADA PLC upgrade. Tyler stated that he is currently waiting on a bench power supply which is expected this week. Once that is received, he can do the initial programming and testing on the new PLC's before they are installed in the field.

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

This report was reviewed and discussed.

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

This report was reviewed and was discussed. Jem Brown stated that he is planning to attend the MEUW Annual Meeting which takes place at the same time as our May 11<sup>th</sup> commission meeting. The commission discussed the timing for this meeting and felt that it should be rescheduled. There was a motion made by John Bergin, seconded by John Harper, and carried to hold the May regular commission meeting on May 10, 2022. No nay votes were recorded.

### **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 Bergin, seconded by Rick Merdan, and carried to adjourn at 1:45 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary





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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

April 2022

### Transportation Utility

- Resolution has been prepared revoking preliminary resolutions and special assessment actions.
- A letter is being prepared to notice all impacted properties that have pending assessments.
- A meeting with WWLC was held the week of April 18<sup>th</sup> to discuss billing.

### Permits & Degradation

- 25 Permits/Applications for asphalt paving (2), driveway grades/concrete pour inspections (5), storm water (2), excavating (13), Street Privilege (0), storm connection (0), permit parking (0), banner (0), contractor licenses (3)
- 242 Diggers Locates for Storm Sewer & Sanitary Sewer
  - 3 Emergency locates during work hours
  - 1 Emergency locates after hours
- Degradation fees - this year = \$43,090.91
  - This month = \$10,122.86

### Traffic

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S – reviewed.
  - 4<sup>th</sup> Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign / Yield Sign Requests
  - 13<sup>th</sup> St & Peach St – 4/22
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22
- ITS Standalone Signal Grant
  - Consultant is fast-tracking plans for bid letting in May so materials can be procured prior to winter. Construction is expected to commence in August or September.
  - A meeting was held with the DOT, DOT consultant, City and City Consultant to discuss coordination between W Jackson St projects and the Signal Project.
  - Monotube supplier has been contacted for quotes and provided a 6.5 month lead time.
- Signal complaints
  - 8<sup>th</sup> St & Grove Ave pedestrian crossing stopped working. Batteries and pole were replaced and are operational again.
  - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16<sup>th</sup>. IT has performed additional work on configuring in April.



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. Once frost leaves, line will be removed and replaced. Timing is set on a temporary basis to keep vehicles moving sufficiently.
- 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – The new pole has been delivered and is being scheduled for installation
- Nov. 2021 - Griffith and 8<sup>th</sup> St queuing lengths. Review is ongoing.

### Project Designs/Construction underway:

#### 2021 Projects

- RECC Rail Spur – The Industry Track Agreement between the City and CN is signed. The Contractor is preparing to perform final punch list items and close out the contract.

#### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – RFPs will be sent out in May.
- Sidewalk and Curb & Gutter Maintenance – Joslin Concrete will be performing the maintenance work in 2022 and has already completed curb & gutter replacements on 14<sup>th</sup> Ave between Chase St and Alton St.

#### 2022 Reconstruction Projects

- Design for 2022 Projects – 100% Complete
- Construction for 2022 Projects
  - DOA/Lyon Park Levee – Work is anticipated to begin in May. The DNR approved the flood protection project on March 15, 2022. Local issuance from the City's Flood Plain Zoning Administrator is still pending. A meeting was held with the DOA on March 22<sup>nd</sup> to review construction scheduling, staging, etc. Materials are being ordered.
  - A preconstruction walk-thru is being scheduled for Fremont Sts and 9<sup>th</sup> Ave for the 3<sup>rd</sup> week of May.
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – work is expected to be complete the week of May 9<sup>th</sup>.
  - Crushing Contract – Work began March 17<sup>th</sup> and was completed mid April.
  - Asphalt Contract – Bids were awarded and contracts signed. American Asphalt is beginning work this season with paving of 14<sup>th</sup> Ave and Kuhn Ave the first week of May.
  - Concrete Contract – Bids were awarded and contracts signed. A preconstruction meeting was held with SD Ellenbecker. They are scheduled to replace curb and gutter on Rosecrans St the week of April 25<sup>th</sup>.



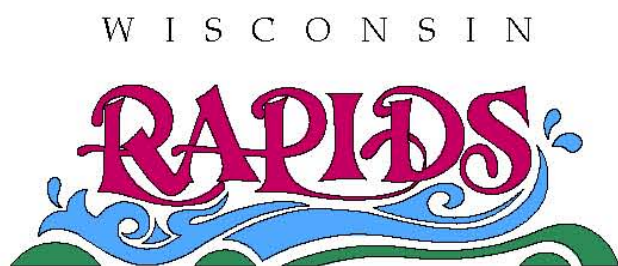
**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
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Engineering (715) 421-8205 FAX (715) 421-8291

### 2023 Reconstruction Projects

- Preliminary Survey for 2023/2024 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 100%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 25%
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0% (2024 Project)
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 40%
  - Apricot St and Broadway St – 100%
- Design for 2023 Projects
  - Oak St (E Jackson St to 16<sup>th</sup> St) – 40%
  - 9<sup>th</sup> St S (Peach St to Chestnut St) – 0%
  - Shorewood Terrance (1<sup>st</sup> St N to Termini) – 0%
  - Apricot St and Broadway St – 75%; Geotech work was complete by Nov. 15<sup>th</sup>. Report has been received and reviewed.
  - McKinley St (8<sup>th</sup> Ave N to 14<sup>th</sup> Ave N) – 0% - Recommended for 2024

### Storm Water Utility

- Storm Utility Billing Updates – Final adjustments from 12/31/2021 have been completed and will be forwarded to WWLC in the near future.
- One Mile Cr. – Dam permit applications were submitted to DNR the week of April 25<sup>th</sup>. Permanent Easement documents were updated and will be sent back to owners in May. Dredging permit applications to be completed in May as well.



## **PUBLIC WORKS DEPARTMENT**

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

### **April 2022**

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

- Garbage Collection estimated 357.92 tons (2021 421.77 tons)
- Recycling Collection estimated 105.56 tons (2021 106.25 tons)

#### ***Construction***

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

- Started Project April 4
- Removed Asphalt Pavement, Curb and Gutter and Topsoil on Cherry St and Smith from Cherry to Spring
- Installed 270' of 10" Sanitary, 400' of 8" Sanitary, 6- 4" Sanitary Services, 2-Sanitary Manholes
- Installed 270' of 15" HDPE Storm, 400' of 12" HDPE Storm, 2- 4" Storm Services, 2-Storm Manholes, 10 Catch basins and storm lead piping
- Installed 600' of 6" Ductile Water main, 6- Water Services, 2- Hydrants

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

- Removed existing Asphalt Pavement, Curb and Gutter to be replaced
- Hauled in Gravel and got close to grade

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

- Garbage collection in Street Right of Way completed by Wood County jail inmates on work release
- Swept, blew off islands in downtown area and highways removing road debris from snow melt
- Swept City Streets one time completed
- Assisted with setup for spring election process
- Added road base to holes in gravel alleys
- Completed city wide brush pickup
- Completed city wide yard waste pickup May 1
- Worked with Wood County Highway to install Mastic Patch over STH 73 from Expressway – City limits, also working on STH 54 and 8<sup>th</sup> Street from the City Limits north to Two mile Ave
- Restained River Dock
- Cold patched city streets
- Prepared Compost sites for opening
- Assisted Parks with projects at the zoo
- Assisted WWLC on water main breaks
- Cleaned up plow damage on Bike trails, repaired damaged mailboxes
- Constructed roadway for Waste water to get to a manhole
- Added Crushed Blacktop to shoulders on 20<sup>th</sup> Street from Two Mile Ave- Griffith

- Completed Force Main repair on 1<sup>st</sup> Street South and Pepper Ave
- Turned Compost at Westside Compost site
- Replaced Guard rail at 20<sup>th</sup> and Peach that was damaged during Police Chase
- Milled 14<sup>th</sup> Ave South(Alton – Chase), and Kuhn Ave (El Mez cal – 8<sup>th</sup> Street) paving to be completed May 3 or May 4
- Opened Compost site April 18

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

- Replaced signs damaged during snow events
- Installed the Pedestrian crossing signs in school zones
- Replaced out of spec Stop signs throughout the city
- Replaced Street marker signs within the city
- Removed signs and poles from Cherry and Smith Street Project
- Continue to work on Parking Ordinance Signs
- Setup signage for the opening of the east and west compost sites

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

- Prepared lawnmowers for 2021 season
- Removed wing from main grader
- Took delivery of Lawn Mower ordered in November of 2020
- Took delivery of Used Grader
- Removed wings and mounts from four main loaders
- Removed wings, mounts, sanders and underbodies from two single axle trucks, and 4 tandems
- Completed construction of support brackets for picnic tables at Witter Field Aquatics
- Completed for Zoo construction projects



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



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

From: Todd Eckes, WRFD Interim Fire Chief

Date: May 2, 2022

RE: Monthly Summary for April 2022

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

- Police and Fire Commission meeting
- Finance and Property meeting
- Common Council meeting
- Labor Management Meeting
- Fireworks Planning Meeting
- Fire Vision committee meeting
- Officers Meeting
- Held interviews for a new Firefighter eligibility list
- Spoke to the graduating classes at MSTC and CVIC as a recruitment tool.
- Attended the Teen Job Fair at Lincoln High School
- Gave away 5 Citizen awards for a Cardiac arrest event at the new Solar Plant in Saratoga
- Held a Speakers Bureau at Station I and Tour for the St. Luke's 4K class.
- Met with Mayor Blaser and Finance Director Tim Desorcey for an update meeting regarding the new Station Addition.
- 3 Members attended the Paramedic Conference
- 2 Members attended the Fire Department Instructors Conference
- Cadet Training (Personal Protective Equipment)
- North Central Fire Chiefs meeting
- Wood County Fire Chiefs meeting
- MSTC Fire Advisory committee meeting
- Fire Investigation Task Force Team meeting
- All three crews completed Behavioral Health Training given by a former Firefighter sharing his mental health crisis.
- Attended both Bi-weekly Building addition meetings
- Held training with our new billing agent Life Quest with all three crews
- EMS Training - Cardiac Pathophysiology
- Awarded the Mission Lifeline award to our EMR partners in Saratoga and Biron.



# Wisconsin Rapids Fire Department

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April Anniversaries: Ben Goodreau – 16 Years, Josh Schoechert – 3 Years, Jake Tomm – 3 Years, Dan Shay – 2 Years.

## Notable Responses:

- Cooking fire in a private residence contained to the container
- Vehicle fire at 3211 Franklin Street

## WRFD Notes:

April saw the department focus a part of the training for the month on Mental Health and awareness around the subject focusing on identifying the signs & symptoms, identifying help for the individuals suffering from the disorder, and helping them on the road to recovery. A local Firefighter from a surrounding department shared their experience from a breakdown they encountered from working on the job. Stress can be from a Acute event or a Chronic buildup from years of what we see on a daily basis in this industry. This will continue to be a focus of the department to ensure health and safety of its members.

A large part of the month was dedicated to the task of moving into the new addition. On April 8<sup>th</sup> the addition was turned over to the department and a large scale move happened over that weekend. From that point, forward time was spent with setting up temporary storage and ensuring that we still met all expectations for response the great Citizens that made that addition happen. Besides expectations, many items needing attention were meeting the standards of the industry as well as State statutes, and our CAAS accreditation. The accounting and double locking of Schedule II drugs and refrigeration of others to ensure compliance with regulatory statute and compliance with CAAS. As all the challenges, we as a department are faced with, the staff acted as they do with everything they face, professionally, and dedicated. Great job by all the Members.

Through The month of April, I was asked to give a presentation on the new addition by a few organizations on the Station I addition and Remodel. During those opportunities, I explained the process and the history behind the decision to the project. With the history, a chronological presentation was given from groundbreaking to present. There were many questions about the project but also many questions about the department in general. What was supposed to be 10-15 minute presentations lasted 30-40 minutes due to the questions generated? Safe to say that the attendees at these organizations are better informed about the Station Renovation/Remodel, but also about the Department in general.





# Wisconsin Rapids Fire Department

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## WRFD APRIL 2022 MONTHLY RESPONSE REPORT

Type of Emergency	April 2022 Responses	Total # of 2022 Responses	April 2021 Responses	Total # of 2021 Responses
EMS 911	332	1398	274	1041
EMS IFT	6	20	17	80
COMMUNITY PARAMEDICINE	0	8	3	3
FIRE	2	9	3	11
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	3	7	6	18
SERVICE CALLS	6	17	10	28
GOOD INTENT	6	18	0	0
FALSE ALARMS/WEATHER	5	20	7	34
TOTAL CALLS FOR SERVICE	360	1497	320	1215

### 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 2022	2022 Totals	April 2021	2021 Totals
Wisconsin Rapids	270	1122	217	1052
Saratoga	20	102	15	74
Village Port Edwards	11	44	9	45
Village Biron	10	45	5	31
Town of Port Edwards	7	31	NA	NA
Nekoosa	28	107	NA	NA
Cranmoor	0	3	NA	NA
Mutual Aid Given	2	18	2	11
Mutual Aid Received	12	25	1	2
<b>TOTALS</b>	360	1497	249	1215

Confined Space Stand-by	April 2022	Total # 2022	April 2021	Total # 2021
<b>TOTALS</b>	39	157	65	201





# Wisconsin Rapids Fire Department

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

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## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

ERMAN BLEVINS, CHIEF  
(715) 423-4444

Date: May 11, 2022  
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 2022

### Departmental Activity:

All Officer have completed 40 hours of Crisis Intervention Training.

Lt Burris graduated from a three week long Leadership of Police Organizations training.

Interim Chief Potocki, Sgt. Fleisner, and Officer Paltz attended Canine Liability Training.

Officer Killian attend Community Leadership training through the Heart of Wisconsin Chamber of Commerce.

Interim Chief Potocki attended 8 hours of Best Workplace Solutions, Model Leader Program training.

SRO Pelot and SRO Olivares attended an 8 hour training in reference to school shooters, active shooters, and serial killers. Officers were able to interview offenders from prison.

Detective Daven attended a Wood County Fire Investigation training. He will be the department contact for fire investigations.

Conducted a Lieutenants meeting.

Conducted a Staff meeting.

PD took part in the Drug Take Back event. Took in 244lbs of Rx through PD, transported 520lbs of Rx from south Wood Co. up to Wausau for disposal.

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

WRPD responded to **1572** incidents and calls for service in April 2022.

April 2021: **1577**

Total incidents and calls for service to date in 2022: **5237**

Total for 2021: **5411**

**For month of April 2022:**

- OWI - 2022: **7** 2021: **7**
- Traffic Crash Investigations - 2022: **34** 2021: **37**
- Traffic / Municipal Citations – 2022: **322** 2021: **335**
- Written Warnings – 2022: **367** 2021: **257**
- Restricted Parking Tickets – 2022: **231** 2021: **186**

**Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made **24 arrests** for Controlled Substance offenses in April 2022. These charges include:

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

**Notable investigations and arrests:**

04/02/2022, Complaint 22-4794

On April 2, 2022, Officer Brockman made a traffic stop in the 300 block of West Grand Ave for a defective brake lamp. Officer Brockman could detect a strong odor of Marijuana coming from the passenger side of the vehicle. Officer Brockman searched the vehicle and located a bag of green leafy material under the passenger side floor mat. The material tested positive for THC and had a weight of 9.1 grams.

One subject was charged with possession of marijuana

**Special Operations:** Patrol/Detective Daven had contact with Christopher during special operations patrol. Several items that were believed to be stolen property were recovered and Detective Daven worked with Grand Rapids PD and Mauston PD to identify/return stolen property. Some items were also identified via Leads Online and were recovered from the pawn shop.

**Special Operations: April 2022**

**INTERDICTION DATA**

VEHICLES STOPPED	18
WARNINGS	21
CITATIONS	14
CRIMINAL TRAFFIC	2
OWI	0
CRIMINAL DRUG ARREST	0
WARRANT ARRESTS	0
DRUG PARAPHERNALIA	1
K9 SNIFFS	2
K9 ALERTS	2
VEHICLES SEARCHED	2
OTHER ARREST	0

CITY OF WISCONSIN RAPIDS  
*PARKS / RECREATION / BUILDINGS*  
444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780, (715) 421-8240

**Parks & Recreation Commission Minutes**

May 9, 2022

A regular meeting of the Wisconsin Rapids Parks & Recreation Commission was held in the Council Chambers and via remote videoconferencing on Monday, May 9, 2022, at 4 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Veneman called the meeting to order at 4:02 p.m.

Commissioners present in the City Hall Council Chambers were Kris Barteck, Mayor Blaser, Craig Broeren, Tom Ekelin, Patrick Gatterman, and Dean Veneman. Carolynn Martin appeared via videoconference. Tom Rayome and Lee Thao were excused. Staff present in the Council Chambers were Dawn Desorcy, Carrie Edmondson, Tyler Mickelson, and Sue Schill. Jake Klingforth appeared via videoconference. Also attending in the Council Chambers was Alderperson Dennis Polach.

2. Approve April 11, 2022, meeting minutes.

A motion was made by Commissioner Ekelin, seconded by Mayor Blaser, to approve the minutes of April 11, 2022. Motion carried.

[By unanimous consent, Item 8 of the agenda was moved to this place in the meeting]

8. 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 Gatterman. Motion carried. Veneman was voted chairperson.

Commissioner Ekelin nominated Craig Broeren for vice-chairperson. No other nominations were received. Ekelin made a motion to close nominations and that a unanimous ballot be cast for Craig Broeren as vice-chairperson, this was seconded by Commissioner Veneman. Motion carried. Broeren was voted vice-chairperson.

3. Update on creative placemaking strategic planning process kickoff meeting.

Carrie Edmondson shared an update on the meetings that have been held to rejuvenate areas by integrating art and creative placemaking; parks are a natural part of this. Carrie hopes to include a variety of stakeholders, including Hmong, Ho Chunk, and Hispanic communities, as well as historic industries in the community to assist with the development of a strategic plan for the future of this item.

4. Consider approval of Wisconsin Rapids Aquatics Center special events.

A motion was made by Commissioner Gatterman, seconded by Mayor Blaser, to approve the Wisconsin Rapids Aquatics Center special events. Motion carried.

5. Review ordinance as proposed by the Ad Hoc Park and Recreation Committee.

Sue Schill summarized the proposed ordinance changes that the Ad Hoc Committee has been working on. A motion was made by Commissioner Ekelin, seconded by Commissioner Broeren, to approve the ordinance as presented and refer to the Common Council for approval. Motion carried.

## Parks & Recreation Commission Minutes

May 9, 2022

Page 2

6. Consider changing opening date for the Wisconsin Rapids Municipal Zoo.

A motion was made by Commissioner Ekelin, seconded by Commissioner Gatterman, that the zoo will open on May 24 this year; and that in the future the regular zoo season would be Memorial Day through Labor Day, with the Parks and Building Supervisor having the ability to revise opening and closing dates at his discretion. Motion carried.

7. Consider update and expansion of fox exhibit.

There is approximately \$14,000 remaining of the corn feed money, and we would like to make the fox pen more natural, with grass instead of concrete, and a larger fenced area. We have the ability to do the majority of work in-house, and would estimate the cost to be approximately \$9,000, mainly for fencing. A motion was made by Commissioner Gatterman, seconded by Commissioner Barteck, to use the money to update and expand the fox exhibit. Motion carried.

9. Bills.

A motion to approve the bills was made by Mayor Blaser, seconded by Commissioner Broeren. Motion carried.

10. Staff report.

Jake Klingforth summarized some of the work that has been done in the past month, including moving to the Lowell Center, building maintenance, tree pruning; spring cleanup, the kangaroo pen, oiling eggs, and opening all park restrooms for the season. Wood County Emergency Management helped clean up litter on the Expressway; Assumption High School students volunteered at the Aquatics Center and were a tremendous help; they moved 30 yards of mulch, brought out chairs, and started cleaning the pool.

11. Adjourn.

A motion was made by Commissioner Ekelin, seconded by Commissioner Barteck, to adjourn. Motion carried. The meeting adjourned at 4:48 p.m.

Future meeting items will include an update on strategic planning (safety and prioritizing parks), discussion on rates for aquatics center and future replacement costs, room tax money, an update on the zoo fund (Teske and budget), and tracking residency/non-residency at the Aquatics Center.

Dawn Desorcy, Recording Secretary