



PUBLIC MEETING NOTICE  
WISCONSIN RAPIDS COMMON COUNCIL  
TUESDAY, JUNE 21, 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, June 21, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 875 2193 4389.** 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. Reading of the Minutes of the Previous Meeting held on May 17, 2022 (See Attachment #1)
5. Consider for confirmation Mayor Blaser's Appointments to the Library Board (See Attachment #2)
6. Consider for adoption an ordinance revising certain parking regulations in Section 27.13 of the Municipal Code, which were recommended to be approved by the Public Works Committee at its meeting in May 2022. (See Attachment #3)
7. Consider for Adoption the Actions of the Planning Commission at its meeting held on June 6, 2022:
  1. Approval of the report from the May 2<sup>nd</sup> and May 10<sup>th</sup> 2022, Plan Commission meeting
  2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
  3. Michael Flory – 22-000418: request for a Certified Survey Map to combine 2 lots at 1810-1820 Apricot Street (Parcel ID 3405112 & 3405111), and dedicate right-of-way on Apricot Street
  4. Todd Bloyd – 22-000490: request for a Certified Survey Map to create 2 lots at 2934 State Highway 73 (Parcel ID 3400836), and dedicate right-of-way on State Highway 73
  5. Excel Engineering – 22-000503: request for a Certified Survey Map to create 2 lots at 1100 E Riverview Expressway (Parcel ID 3411796), and dedicate right-of-way on East Riverview Expressway
  6. Central Wisconsin Cultural Center – 22-000381: request for a site plan review to construct an accessory building at 2651 8<sup>th</sup> Street South (Parcel ID 3412629)
  7. Theresa Cashman, Out of the Box Coffee House – 22-000495: request for a site plan review to construct an accessory structure at 3820 8<sup>th</sup> Street South (Parcel ID 3413806)
  8. PH Wisconsin Rapids LLC – 22-000515: request for a sign exception to replace the cabinet of a nonconforming freestanding sign for the Qdoba Restaurant at 1821 8<sup>th</sup> Street South (Parcel ID 3411790)
  9. Donald Garrison – 22-000298: Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 465 Shady Lane (Parcel ID 3412824)
  10. David Zielke – 22-000440: Public hearing and action on a request for a conditional use permit to operate a vehicle repair shop at 2200-2240 8<sup>th</sup> Street South (Parcel ID 3412139)
  11. County of Wood – 22-000423: Public Hearing and action on a request for a Planned Development District for the County Campus and the construction of a Public Safety Facility at 400 Market Street (Parcel ID's 3407750, 3407748, 3407751)
  12. City of Wisconsin Rapids – 22-000398: Public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically regarding garage requirements for two-family dwellings, twinhomes, townhouses, and multi-family 2 units
13. Adjourn
8. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:

**A. Finance and Property Committee meeting held on June 7, 2022:**

1. Call to Order
2. Review and approve estimate to purchase a Pavi-Jet MG7, Skid steer asphalt paver attachment
3. Discuss and take action on a procedure on fleet purchases
4. Consider for approval a Taxicab License Renewal Application from Randy Weyaus for Gotta Go Taxi LLC
5. Consider a Resolution to reimburse Wood County for the actual cost of purchasing two ES&S ExpressVotes at an estimated cost per unit as spelled out on the attached Intergovernmental Agreement
6. Consider approval of the 2022-2023 "Class A" liquor, Class "A" beer, "Class B" liquor, Class "B" beer, and "Class C" wine alcohol licenses; consider sending notices of nonrenewal or denial for those licensees who are not qualified to hold a license because of delinquencies or other disqualifications and other reasons for non renewal.
7. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and Temporary Retail "Class B" Wine License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Live Music on the Patio event to be held on Friday, July 8, 2022 from 6:00 p.m. to 9:00 p.m.
8. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Garden Art Exhibit event to be held on Thursday, July 14, 2022 from 5:30 p.m. to 7:30 p.m.
9. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Open Mic event to be held on Friday, July 29, 2022 from 7:00 p.m. to 10:00 p.m.
10. Consider for approval a special event application, street closure request, and Temporary Retail Class "B" Fermented Malt Beverages license application for Heart of Wisconsin Chamber of Commerce, Inc., 1120 Lincoln Street, for an outdoor Off the Clock event to be held on Wednesday, July 13, 2022 from 4:00 p.m. to 6:00 p.m. at ShopMaster, located at 850 Rosecrans Street
11. Consider a request from Johnny's, LLC d/b/a Johnny's Bar, Josh Vetrone, agent, to temporarily extend the alcohol license premises located at 2610 8<sup>th</sup> Street South, to include an outdoor area as shown on the attached map, on Friday, July 22 and Saturday, July 23, 2022 from 6:00 p.m. to 2:00 a.m., and for a noise variance for an indoor DJ until 1:00 a.m. on both nights
12. Consider for approval the appointment of Gerald Jackie Velasquez as successor agent for the Retail Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for Headquarters Bar of Wisconsin Rapids Inc., d/b/a Headquarters Bar for the premises located at 140 2<sup>nd</sup> Street North
13. Consider for approval the appointment of Rhonda Ann Urlaub as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for GPM Southeast, LLC, d/b/a Bread & Butter Shop #4532 for the premises located at 2130 8<sup>th</sup> Street South
14. Consider for approval the appointment of Rhonda Ann Urlaub as successor agent for the Retail Class "A" Fermented Malt Beverages and "Class A" Intoxicating Liquor licenses for GPM Southeast, LLC, d/b/a Bread & Butter Shop #4533 for the premises located at 1740 17<sup>th</sup> Avenue South
15. Consider closing the following streets and suspending the open container ordinance for these streets and adjoining sidewalks, for the City's 2022 4<sup>th</sup> of July Event from 3:00 p.m. to 11:59 p.m. on Monday, July 4, 2022 or the July 4<sup>th</sup> Fireworks rain date:
  - 2<sup>nd</sup> Street from East Jackson Street to Mead Street;
  - Mead, Locust, Witter, Pine, Walnut, Maple, and Birch Streets from 2<sup>nd</sup> Street South to 3<sup>rd</sup> Street South;
  - Oak Street from 2<sup>nd</sup> Street North to 3<sup>rd</sup> Street North;
  - 1<sup>st</sup> Street North from East Jackson Street to 2<sup>nd</sup> Street North;
  - Grand Avenue from 3<sup>rd</sup> Street to 3<sup>rd</sup> Avenue;
  - 1<sup>st</sup> Avenue South from West Grand Avenue to Chase Street;
  - Johnson and Goggin Streets from 1<sup>st</sup> Avenue South to 3<sup>rd</sup> Avenue South;
  - 2<sup>nd</sup> Avenue South from West Grand Avenue to Johnson Street
16. Consider a recommendation from Statewide Services to deny a claim from Waste Management for alleged damages to their building by a City-owned truck on 09/08/2021
17. 2023 Budget Discussion

18. Audit of the Bills
19. Set next meeting date
20. Adjourn.

**B. Public Works Committee meeting held on June 2, 2022:**

1. Call to order
2. Review Engineering & Street Department Monthly Activity Report
3. Review the Recycling Cooperative Agreement between The City of Wisconsin Rapids and neighboring communities in regards to the operations of the City compost sites
4. Review the 2021 Sidewalk Maintenance Summary
5. Review referral list
6. Set Next Meeting Date
7. Adjourn

**C. Public Works Committee meeting held on June 21, 2022:**

1. Call to order
2. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.
3. Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.
4. Review referral list
5. Set Next Meeting Date
6. Adjourn

**D. Human Resources Committee meeting held on June 14, 2022:**

1. Call to order
2. HR Updates
  - a. Seasonal Personnel
  - b. Leadership Training with Best Workforce Solutions completed, May 2022.
  - c. CSS Police Chief update
  - d. Current Recruiting
  - e. Wage Study
3. The Committee may vote to go into closed session under Section 19.85(1)(e), Wis. Stats., which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session"  
In closed session, the Committee may discuss a proposal for a successor collective bargaining agreement between the City and the Wisconsin Rapids Professional Police Association.
4. The Committee may adjourn in closed session, or may go into open session.
5. If the Committee does not go into closed session, or does not adjourn in closed session, the Committee may in open session consider ratification of a successor labor agreement between the City and the Wisconsin Rapids Professional Police Association.
6. Adjournment.

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

- A. Wisconsin Rapids Housing Authority held March 30, 2022
- B. Water Works and Lighting Commission held April 7 and May 10, 2022
- C. Police and Fire Commission held April 13, April 27, May 2, May 11, and May 20, 2022
- D. South Wood County Airport Commission held May 5 and Monthly Summary for May 2022
- E. Wastewater Treatment Commission held May 11, June 8, and Monthly Summary for May 2022
- F. Wisconsin Rapids Board of Review held May 27, 2022
- G. Engineering Department Monthly Summary for May 2022
- H. Public Works Department Monthly Summary for May 2022
- I. Wisconsin Rapids Fire Department Monthly Summary for May 2022
- J. Wisconsin Rapids Police Department Monthly Summary for May 2022

**10. Referrals to Committees**

**11. Adjournment.**

Jennifer M. Gossick, City Clerk

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





# Attachment #1

## MINUTES

MEETING OF THE WISCONSIN RAPIDS COMMON COUNCIL

TUESDAY, MAY 17, 2022

6:00 P.M.

A meeting of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Tuesday, May 17, 2022, at 6:07 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 6:07 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. Ceremonial Oaths of Office:

- A. Fire Chief Todd Eckes
- B. Interim Police Chief Mike Potocki
- C. Interim Deputy Police Chief Scott Dewitt

City Clerk Gossick administered oaths of office for Fire Chief Eckes, Interim Police Chief Potocki, and Interim Deputy Police Chief Dewitt.

### 5. Reading of the Minutes of the Previous Meetings held on April 14, 2022 and April 19, 2022

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

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

### 6. Presentation by Jerry Bach regarding a petition from residents regarding the clean-up of the Northern Steel Castings property

No presentation was made. This item will be considered at the Finance and Property Committee meeting on June 7, 2022.

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

**A. Police and Fire Commission**

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

**B. Zoning Board of Appeals**

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

**It was moved by Austin, seconded by Zacher to approve Mayor Blaser's appointments to the Police and Fire Commission and Zoning Board of Appeals 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dean Veneman	2		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Matt Zacher	3	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**8. Consider for Adoption the Actions of the Planning Commission at its meeting held on May 2, 2022:**

Date of Meeting: May 2, 2022

Reported to Council: May 17, 2022

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.**

## Attachment #1

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

## Attachment #1

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) **Resolution No. 11 (2022)**

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) **Resolution No. 12 (2022)**

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 Edmondson 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) **Ordinance No. MC 1316**

10. Adjourn

Motion by Austin to adjourn the meeting; second by Goodreau. Motion carried (6 – 0). Meeting adjourned at 5:13 p.m.

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

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

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

**A. REPORT OF THE FINANCE AND PROPERTY COMMITTEE MEETING HELD ON MAY 3, 2022:**

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 Aldersperson 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.

## Attachment #1

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

## Attachment #1

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.

19. Adjourn.

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

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

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

### B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON MAY 5, 2022:

Ryan Austin, Chairperson

Sheri Evanson, Secretary

Dennis Polach

Date of Meeting: May 5, 2022

Reported to Council: May 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. See sign-in sheet for others attending.

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). **Resolution No. 13 (2022)**

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] **Resolution No. 14 (2022)**

b. Shorewood Terrace (1<sup>st</sup> St N to south dead end) [proposed in 2023] **Resolution No. 15 (2022)**

c. Apricot St (Broadway St to 11<sup>th</sup> St N) and Broadway St (Franklin St to Apricot St) [proposed in 2023] **Resolution No. 16 (2022)**

d. 9<sup>th</sup> St S (Chestnut St to Peach St) [proposed in 2023] **Resolution No. 17 (2022)**

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

## Attachment #1

No items to update.

10. Adjourn

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

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

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

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

Jay Bemke, Chairperson

Patrick J. Delaney, Secretary

Tom Rayome

Date of Meeting: May 10, 2022

Reported to Council: May 17, 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 Tuesday, May 10, 2022. At 2:00 p.m. All Committee members were present. Also present were City Attorney Sue Schill, Aldersperson Dennis Polach, Ryan Hartman, Paul Vollert, and Tyler Mickelson.

#### 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:

- the renewal of a contract for employee health insurance with Aspirus Health Plan, effective July 1, 2022
- the renewal of administration of the dental plan with Delta Dental, effective July 1, 2022.
- PPO and Premier options on the dental plan
- 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.



## Attachment #1

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.

**Delaney requested that item #3 be held out for separate vote. It was moved by Zacher, seconded by Bemke to approve and adopt the balance of the report, holding out item #3. Motion carried, 8 ayes and 0 nays:**

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

**Regarding item #3, it was moved by Bemke, seconded by Zacher to approve this item as presented. 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	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jay Bemke	8	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### D. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON MAY 17, 2022:

Jay Bemke, Chairperson

Patrick J. Delaney, Secretary

Tom Rayome

Date of Meeting: May 17, 2022

Reported to Council: May 17, 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 Tuesday, May 17, 2022 at 5:30 p.m. All Committee members were present. Also present were Mayor Blaser, Aldersperson Dennis Polach, City Clerk Jennifer Gossick, Ryan Hartman, and Tyler Mickelson.

#### 1. Call to Order

The meeting was called to order at 5:33 p.m. by Chairperson Bemke.

#### 2. Discuss and consider for approval changes to the Seasonal LTE pay rates

Motion by Bemke, seconded by Delaney to approve the pay rates of Seasonal LTEs as follows:

LTEs possessing a valid CDL will receive 80% of the hourly rate of Common Laborer

LTEs not possessing a valid CDL will receive 75% of the hourly rate of Common Laborer.

Motion carried 3-0.

#### 3. Adjourn

Motion by Delaney, seconded by Rayome to adjourn. Motion carried 3-0. Meeting adjourned at 5:34 p.m.

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

<u>Aldersperson</u>	<u>District</u>	<u>Motion/Second</u>	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Ryan Austin	1		<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"/>

**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 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

It was moved by Bemke, seconded by Zacher to place the reports on file. 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>	<u>Absent</u>
Ryan Austin	1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input 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"/>

**11. Referrals to Committee**

Evanson made a referral to the Legislative Committee for Department Heads to provide monthly reports.

**12. Adjournment**

It was moved by Bemke, 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		<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"/>

The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk



OFFICE  
OF THE  
MAYOR

June 21, 2022

Dear Alderpersons,

The following appointments are submitted for your approval:

Library Board

Andrea Galvan, 409 Taylor Avenue, is reappointed as a regular member for a term expiring 7/1/2025.

Elizabeth St. Myers, 1430 Lily Lane, is reappointed as a regular member for a term expiring 7/1/2025.

Respectfully submitted,

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

Shane E. Blaser, Mayor

**Shane E. Blaser, Mayor**

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

Phone: (715) 421-8202 | Fax: (715) 421-8278 | [sblaser@wirapids.org](mailto:sblaser@wirapids.org) | [www.wirapids.org](http://www.wirapids.org)

ORDINANCE NO. MC\_\_\_\_\_

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CERTAIN PARTS OF SECTION 27.13 OF THE MUNICIPAL CODE. SAID ORDINANCE SETS RESTRICTIONS FOR ON STREET PARKING.

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

SECTION I                      Section 27.13(1)(a)(12)(b) of the Wisconsin Rapids Municipal Code is hereby deleted in its entirety.

## 27.13 PARKING REGULATIONS

- (1)      No Parking.
  - (a)      Parking Prohibited at all Times
    - (12)     Streets beginning with the letter "L":
      - (b)      ~~Lee Street, both sides, from 8<sup>th</sup> Street South to 137 feet west of 8<sup>th</sup> Street South. (MC1280)~~

SECTION II                    Sections 27.13(1)(a)(19)(a) of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

## 27.13 PARKING REGULATIONS

- (1)      No Parking.
  - (a)      Parking Prohibited at all Times
    - (19)     Streets beginning with the letter "S":
      - (n)      ~~7<sup>th</sup> Street North, the west side, from Saratoga Street 200 feet north of Baker Street (MC#479)~~  
~~7<sup>th</sup> Street North, the east side, from Baker Street to Wisconsin Street. (MC#1304)~~  
~~7<sup>th</sup> Street South, the east side, from East Grand Avenue to Peach Street. (MC#1304)~~

SECTION III                Section 27.13(1)(c)(9) of the Wisconsin Rapids Municipal Code is hereby deleted in its entirety:

## 27.13 Parking Regulations

- (1)      No Parking
  - (c)      Parking Prohibited During Certain Periods. No person shall park or leave standing, any vehicle upon any of the following streets or parts of streets at the time indicated, except temporarily for the purpose of and while actually engaging in receiving or discharging passengers:
    - (9)      ~~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. (MC# 1021)~~

## SECTION IV

Sections 27.13(2)(f)(6)(a) and (g) of the Wisconsin Rapids Municipal Code are hereby amended to read as follows:

### 27.13 Parking Regulations

(2) Limited Time Parking. When official traffic control devices are erected in any block, giving notice thereof, no person shall park, stop, or leave standing, any vehicle, whether attended or unattended, for more than the following time periods between the specified hours of days, on all days except specified days, on any of the following streets or parts thereof:

(f) Two-hour Parking

(6) Streets beginning with the letter "F":

(a) ~~1st Avenue South, the west side, first 10 parking spaces west of West Grand Avenue, from 9:00 a.m. to 5:00 p.m., Monday through Friday~~ 1st Avenue South, the west side, from West Grand Avenue to Goggins Street, except the first 5 parking spaces south of West Grand Avenue, from 9:00 a.m. to 5:00 p.m. Monday through Friday.

1st Avenue South, the west side, from Goggins Street to 3rd Avenue South

(g) 4th Street South, the west side, from East Grand Avenue to Oak Street, between 9:00 a.m. and 5:00 p.m.  
4th Street South, the east side, from East Grand Avenue to Oak Street, between 9:00 a.m. and 5:00 p.m.

## SECTION V

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

## SECTION VI

This ordinance shall take effect upon passage and publication.

PASSED:  
APPROVED:  
PUBLISHED:

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

## REPORT OF THE PLANNING COMMISSION

Date of Meeting: June 6, 2022

### Report #1

The Planning Commission met at 4:00 p.m. on June 6, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Eric Daven, Ben Goodreau, and Susan Feith. Lee Thao was excused; Ryan Austin was absent. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Colleen Abbott, Lois Mocadlo, David and Deb Kuschel, Edward Hasenohrl, Pete Augustyniak, Jan and Jerry Oleson, Bob and Debbie Beyer, Paul and Pam Kubisiak, David Baehr, Shawn and Sara Lewis, Leo Dewitt, Shane Ruesch, Shawn Becker, Reuben Van Tassel, Quentin Ellis, Jason Gruenberg, Tim Norland, Phil Kolman, and Kurt Berner. Attending via Zoom were Don Nummerdor, Tom Richards, Ryan Wilgreen, Jerry Wick, Don Mega, Don Garrison, Sue S. and two unidentified participants.

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

**1. Approval of the report from the May 2<sup>nd</sup> and May 10<sup>th</sup>, 2022 Plan Commission meeting.**

Alderperson Dennis Polach noted that he had not been listed in the meeting minutes as a participant in the May 2<sup>nd</sup> Plan Commission meeting.

Motion by Feith to approve the reports from the May 2<sup>nd</sup> and May 10<sup>th</sup>, 2022 Plan Commission meeting; second by Goodreau.

Motion carried (4 – 0)

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

Kyle Kearns gave a reminder for an upcoming symposium being led by the consultants to discuss the future. The date is not yet determined but will likely occur at the end of June or early July. This meeting will be open to the public. Additionally, the consultant is on pace to complete the plan by the end of the summer.

**3. Michael Flory – 22-000418: request for a Certified Survey Map to combine 2 lots at 1810-1820 Apricot Street (Parcel ID 3405112 & 3405111), and dedicate right-of-way on Apricot Street**

Kyle Kearns noted that agenda items 3, 4 and 5 were before the Plan Commission due to the dedication of right-of-way. Staff recommends approval

Motion by Daven to approve 22-000418, the request for a Certified Survey Map to combine 2 lots at 1810-1820 Apricot Street (Parcel ID 3405112 & 3405111) and dedicate right-of-way on Apricot Street as presented; second by Goodreau.

Motion carried (4 – 0)

**4. Todd Bloyd – 22-000490: request for a Certified Survey Map to create 2 lots at 2934 State Highway 73 (Parcel ID 3400836), and dedicate right-of-way on State Highway 73**

Kyle Kearns provided background information on the property and the previous request for a conditional use permit. Staff recommended approval of 22-000490.

Motion by Goodreau to approve 22-000490, a request for a Certified Survey Map to create 2 lots at 2934 State Highway 73 (Parcel ID 3400836) and dedicate right-of-way on State Highway 73; second by Daven.

Motion carried (4 – 0)

5. **Excel Engineering – 22-000503:** request for a Certified Survey Map to create 2 lots at 1100 E Riverview Expressway (Parcel ID 3411796), and dedicate right-of-way on East Riverview Expressway

Mr. Kearns provided a summary of the request and confirmed that a shared access agreement exists for Lot 2, CSM 8722. Staff recommended approval of 22-000503.

Motion by Goodreau to approve 22-000503, the request for a Certified Survey Map to create 2 lots at 1100 E Riverview Expressway (Parcel ID 3411796) and dedicate right-of-way on East Riverview Expressway; second by Feith.

Motion carried (4 – 0)

6. **Central Wisconsin Cultural Center – 22-000381:** request for a site plan review to construct an accessory building at 2651 8<sup>th</sup> Street South (Parcel ID 3412629)

Carrie Edmondson provided a synopsis of 22-000381. Staff recommended approval with the conditions outlined in the staff report.

Motion by Blaser to approve 22-000381, a request for a site plan review to construct an accessory building at 2651 8<sup>th</sup> Street South (Parcel ID 3412629), subject to the following conditions:

- a) Light from the business shall not exceed 0.2 foot-candles at neighboring commercial property lines or 0.1 foot-candles at neighboring residential property lines.
- b) Applicable permits through the City shall be obtained
- c) Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Feith

Motion carried (4 – 0)

7. **Theresa Cashman, Out of the Box Coffee House – 22-000495:** request for a site plan review to construct an accessory structure at 3820 8th Street South (Parcel ID 3413806)

Commissioner Feith had noted an error in the Findings of Fact portion of the staff report. Carrie Edmondson provided background information about the property, giving a summary of the request, and recommending approval with the conditions. Mr. Kearns informed the Plan Commission that a temporary 60-day occupancy was granted for the recent addition, with the condition that landscaping, building and refuse container requirements be met. Member Feith noted that a storage container was already installed on the site and asked about the need for electricity in the unit, to which Kyle Kearns responded. Commissioner Daven had questions about the service door and window on the east side and Commissioner Goodreau inquired about the foundation; Mr. Kearns replied.

Motion by Daven to approve 22-000495, a request for a site plan review to construct an accessory structure at 3820 8th Street South (Parcel ID 3413806), subject to the following conditions:

- 1. The accessory building shall be painted similar in color to the principal building
- 2. A service door and window shall be added to the east façade of the accessory building

3. Trim features shall be incorporated into the design of the accessory building, such as a roof cornice or corner edge trim
4. The accessory building shall be placed on a stable foundation and anchored appropriately, to be approved by the Community Development Department.
5. The applicant shall submit a rendering showing the architectural features of the accessory building, to be reviewed and approved by the Community Development Department.
6. Applicable permits through the City shall be obtained.
7. Community Development staff shall have the authority to approve minor modifications to the plans.

Second by Blaser

Motion carried (3 – 1; member Feith voting against)

8. **PH Wisconsin Rapids LLC – 22-000515:** request for a sign exception to replace the cabinet of a nonconforming freestanding sign for the Qdoba Restaurant at 1821 8<sup>th</sup> Street South (Parcel ID 3411790)

Carrie Edmondson provided a summary of the request and noted staff recommended denial as the proposed sign does not comply with the current City's Sign Code.

Commissioner Feith had a question about which part of the setback violated the ordinance, to which Carrie Edmondson and Kyle Kearns replied. Mr. Kearns also responded to Chairperson Blaser's inquiry about refacing of the existing sign, other sign options, and whether a drive-through existed on the property. Commissioner Daven and Goodreau had further questions about setbacks and pavement on the property, as well as, whether the applicant planned on having the property surveyed. The Commission agreed that limited options existed on site for freestanding signage.

Motion by Feith to approve 22-000515, a request for a sign exception to replace the cabinet of a nonconforming freestanding sign for the Qdoba Restaurant at 1821 8<sup>th</sup> Street South (Parcel ID 3411790); second by Blaser.

Motion carried (4 – 0)

9. **Donald Garrison – 22-000298:** Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 465 Shady Lane (Parcel ID 3412824)

Carrie Edmondson provided a synopsis of 22-000298. Approval was recommended with the conditions outlined in the staff report.

A letter received in Community Development was provided to Plan Commission members; the sender was opposed to the request. (attached)

Public hearing opened at 4:42 p.m.

Speaking against:

- Mr. and Mrs. Paul Kubisiak of 459 Shady Lane
- Pete Augustyniak of 464 Glenwood Heights
- Edward Hasenohrl of 444 Glenwood Heights
- Mr. and Mrs. Robert Beyer of 464 Shady Lane
- Jan and Jerry Oleson of 454 Glenwood Heights



Speaking in favor: Don Garrison (applicant) and his mother

Public hearing closed at 4:45 p.m.

Commissioner Feith asked the applicant about the terms for the length of stay for guests and member Blaser asked him how the property would be advertised, to which Don Garrison responded. Chairperon Blaser asked how the request differed from a single-family rental to which Mr. Kearns clarified. Commissioner Goodreau inquired about the current number of tourist rooming houses in the City and indicated that the tourist rooming houses in his neighborhood have not caused any problems to his knowledge. Commissioner Feith asked the objectors if any of them had changed their minds about the proposal given the information provided by the applicant or from discussions in the meeting.

Jan Oleson asked if the conditional use permit would stay with the property if it were sold, to which Kyle Kearns and Carrie Edmondson confirmed. Additional information was added by Staff regarding the City's ability to regulate tourist rooming houses. Commissioner Daven asked if there could be a review of the property after a specified period of time to which Kyle Kearns responded. Commissioner Goodreau spoke about the economic impact of these types of properties and indicated that he was in favor of the proposal.

Motion by Goodreau to approve 22-000298, request for a conditional use permit to operate a tourist rooming house at 465 Shady Lane (Parcel ID 3412824), subject to the following conditions:

1. No more than six guests total shall be permitted at any given time.
2. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
3. The applicable permit must be displayed in a conspicuous location.
4. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
5. An accurate register of guest names shall be maintained for a guest history of no less than one year.
6. An agent who resides within 5 miles of the City must be named as a primary point of contact.
7. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.

Second by Daven.

Motion failed (2 – 2; members Feith and Blaser voting against).

Final action will be taken by the Common Council at their next meeting.

**10. David Zielke – 22-000440:** Public hearing and action on a request for a conditional use permit to operate a vehicle repair shop at 2200-2240 8<sup>th</sup> Street South (Parcel ID 3412139)

Carrie Edmondson provided a summary of 22-000440. Approval was recommended with the conditions outlined in the staff report.

Public hearing opened at 5:01 p.m.

Speaking against: none

Speaking in favor: David Baehr of 2616 Happy Valley Rd, representing the applicant

Public hearing closed at 5:04 p.m.

David Kuschel of 2251 6<sup>th</sup> Street South had questions about fencing, vehicle storage, zoning and long-term plans, to which Carrie Edmondson responded and David Baehr responded.

Motion by Goodreau to approve 22-000440, action on a request for a conditional use permit to operate a vehicle repair shop at 2200-2240 8<sup>th</sup> Street South (Parcel ID 3412139), subject to the following conditions:

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

Second by Feith.

Motion carried (4 – 0)

**11. County of Wood – 22-000423:** Public Hearing and action on a request for a Planned Development District for the County Campus and the construction of a Public Safety Facility at 400 Market Street (Parcel ID's 3407750, 3407748, 3407751)

Kyle Kearns provided a summary of 22-000423. Approval was recommended with the conditions indicated in the staff report, and a condition for a certified survey map to be submitted to combine lots and dedicate the appropriate right-of-way, as identified on the official street map, with minor related plan changes to be approved by staff.

Public hearing opened at 5:13 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:14 p.m.

Mr. Kearns shared that an e-mail was received from Emily Kent of 231 5<sup>th</sup> Street North, who is opposed to the proposal (attached).

Jason Gruenberg, Director of Wood County Planning and Zoning and Reuben Van Tassel, Facilities Manager for Wood County, and Kurt Berner for the Samuels Group introduced themselves and provided more information about the project. Commissioner Feith asked the applicant how parking could be accommodated on the property and about truck traffic on Jackson Street, to which Mr. Gruenberg responded. Director Gruenberg also responded to Mr. Daven's concerns regarding parking, building height and a stormwater catch basin. Mr. Gruenberg, Mr. Berner and Mr. Kearns further commented on the proposed height of the building. Discussions continued between commissioners and the applicants regarding parking, right-of-way, building security, setbacks, building height and other design aspects of the building.

Motion by Blaser to approve 22-000423, a request for a Planned Development District for the County Campus and the construction of a Public Safety Facility at 400 Market Street (Parcel ID's 3407750, 3407748, 3407751), including the precise implementation plan, and deviations, subject to the following conditions:

- 1) This approval includes both the General Development Plan for the overall district and Precise Implementation Plan for the County Campus and Public Safety Facility.
- 2) A certified survey map shall be submitted to combine lots and dedicate the appropriate right-of-way as identified on the official street map with any associated changes to the Precise Implementation Plan to be reviewed and approved by the Community Development Department as it relates to proposed site improvements effected by the dedication, such as parking and landscaping.
- 3) Minor or major alterations to the Precise Implementation Plan shall be pursuant to Section 11.05.36 of the Zoning Ordinance.
- 4) A lighting plan shall be submitted for review and approved by the Community Development Department. Cut-off fixtures shall be used where applicable. Page 93 of 144 Page 2 of 9
- 5) Accurate impervious surface calculations shall be submitted for the proposed development, to be reviewed and approved by the Community Development Department.
- 6) Exact setbacks for the building and parking lots shall be provided, to be reviewed and approved by the Community Development Department.
- 7) The Planned Development District shall be developed in accordance with the applicable I-1, Institutional District regulations with the following exceptions and modifications: see page 8-9 of memo.
- 8) Applicable building permits though the City shall be obtained.
- 9) Community Development staff shall have the authority to approve minor modifications to the plans, such as changes to landscape species, which would not constitute an alteration.

Second by Daven

Motion carried (4 – 0)

**12. City of Wisconsin Rapids – 22-000398:** Public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically regarding garage requirements for two-family dwellings, twinhomes, townhouses, and multi-family 2 units

Carrie Edmondson provided a summary of 22-000398: approval recommended.

Public hearing opened at 5:51 p.m.

Speaking against: none

Speaking in favor: none

Public hearing closed at 5:52 p.m.

Shane Ruesch provided his perspective on the Zoning Ordinance amendment, and Kyle Kearns shared his reasonings for supporting the amendment.

Motion by Daven to approve the request to amend Chapter 11-Zoning Ordinance, specifically regarding garage requirements for two-family dwellings, twinhomes, townhouses, and multi-family 2 units; second by Goodreau.

Motion carried (4 – 0)

**13. Adjourn**

Motion by Goodreau to adjourn the meeting; second by Daven

Motion carried (4 – 0)

Meeting adjourned at 5:57 p.m.

Respectfully submitted by Erika Esser, Secretary

Community Development Dept.  
City of Wis. Rapids.

June 6, 2021

My husband and I ran a resort in downtown Fish Creek, in Door Cty. for year

What we found was that people on vacation do Not care about neighbors at all.

They were more interested in there all night parties, space for there friends to park there cars, and don't forget about the trash thrown everywhere.

They pay there rent, just chaos + a free for all.

We live in a quiet area, our home is very close to Dr. Carison's. The Dr. hasn't lived in that house, maybe 2 years, not sure if he realizes our family neighborhood wants peace and quiet.

Maybe he'd be better off, to invest in a hotel on 8th Street where rentals are more prominent.

We do Not want vacation/short term rentals in our family neighborhood, or tourist rooming house as per your letter

Mr. + Mrs. Beyer

464 Shady Ln.

Wis. Rapids Wi

54494

**From:** [Emily Kent](#)  
**To:** [Austin, Ryan](#); [sfeith@charter.net](#); [edaven51@gmail.com](#); [benjaminpoodreau@gmail.com](#); [leepaothao@hotmail.com](#); [Blaser, Shane](#); [Evanston, Sheri](#); [Kearns, Kyle](#); [Edmondson, Carrie](#)  
**Subject:** Planning Commission - Item #11 Wood County  
**Date:** Friday, June 3, 2022 5:42:59 PM

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**CAUTION: This email originated from outside the organization.  
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good afternoon, Members of the Planning Commission and District 5 Alderperson Evanston:

I'm writing to provide input on item #11 of the 6/6 Planning Commission agenda, in case I am unable to attend the public hearing. As some of you may be aware, I am opposed to expanding the jail on the current site for a number of reasons, many of which I shared in a Letter to the Editor in the City Times last June. However, now that the County is moving forward with the jail project downtown, I think it is important to consider how you might **limit the negative impact on the surrounding residential neighborhood and downtown riverfront district**. As you review each of the proposed zoning deviations, I ask that you please consider the impact on home values, tourism, aesthetic and lifestyle in my charming, friendly neighborhood and our beautiful downtown. For example, the proposed jail addition is quite large, so deviating from the height requirements, even by adding just a few feet, can make a significant difference in the appearance of the building in our neighborhood of (mostly) small houses. As you review and respond to each requested deviation, I urge you to consider solutions that are responsive to the wellbeing of the community, while providing the necessary facilities for our incarcerated population. Please let me know if you'd like me to provide any additional feedback or specific examples.

Thank you for your consideration.

Kindly,

**Emily A. Kent**  
231 5th St. N  
Wisconsin Rapids, WI 54494  
Cell: 414.477.6865  
Email: [emilyannkent@gmail.com](mailto:emilyannkent@gmail.com)  
Web: [linkedin.com/in/emilyannkent/](https://www.linkedin.com/in/emilyannkent/)

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

**[CONDITIONAL USE PERMIT – 465 SHADY LANE (PARCEL ID 3412824) – TOURIST ROOMING HOUSE]**

**BE IT RESOLVED** by the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 465 Shady Lane (Parcel ID 3412824), and described as C-WIS RAPIDS GROVE SUBD LOT 25 BLK 1, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to operate a tourist rooming house, subject to the following conditions:

1. No more than six guests total shall be permitted at any given time.
2. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
3. The applicable permit must be displayed in a conspicuous location.
4. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
5. An accurate register of guest names shall be maintained for a guest history of no less than one year.
6. An agent who resides within 5 miles of the City must be named as a primary point of contact.
7. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.

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

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

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

ADOPTED:

APPROVED:

PUBLISHED:

TO: Plan Commission  
Wisconsin Rapids City Council

FROM: Adjacent Property Owners Listed Below

DATE: June 14, 2022

RE: Donald Garrison Conditional Use (Tourist Rooming House)  
465 Shady Lane (Parcel ID 3412824)

Following are our concerns:

- This would take away from area hotel/motels. If hotel/motels have to close doors, we would lose tax base/hotel-motel tax and area jobs.
- The discrepancy between Mr. Garrison's written statement (Number 7 of the Conditional Use Application), where he states 1-6 guests less than 30 days) and the Background information on page 6 indicates "They anticipate most stays including groups of between 1-6 people for periods of 30 days or less." Mr. Garrison indicated there are medical students looking for affordable housing. So is there a maximum time of occupancy? Are there other uses permitted under the tourist rooming house conditional use permitted within the R-2 district?
- The safety of children going to and from Grove School during the school year and playground areas during summer months. Woodside school is approximately 3 blocks away, as well. Occupants would need to be aware!
- Are there police statistics regarding calls to properties zoned R-2 Mixed Residential conditional use for tourist rooming houses?
- If agent doesn't follow through with complaints, what are the consequences?
- Who is responsible for lawn care and snow removal?
- We as residents are concerned due to the fact that the surrounding neighborhood is quiet and orderly and we want to keep it that way.

Thank you for your consideration of our concerns.

Lois Mocadlo 6-14-2022  
Lois Mocadlo/467 Shady Lane

Ronald Passineau 6-14-22  
Ronald Passineau/461 Shady Lane

Paul & Pam Kubisiak 6-15-2022  
Paul and Pam Kubisiak/459 Shady Lane

Marilyn Augustyniak 6-14-22  
Pete and Marilyn Augustyniak/464 Glenwood Heights

Sally Stake 6/14/22  
Sally Stake/458 Glenwood Heights



Paul Dorn Debra Dorn

Paul and Debra Dorn/461 Glenwood Heights

Jerry Oleson

Jan Oleson 6-14-22

Jerry and Jan Oleson/454 Glenwood Heights

Edward Hasenohrl 6-14-22

Barbara A. Hasenohrl 6-14-22

Edward and Barb Hasenohrl/444 Glenwood Heights

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

**[CONDITIONAL USE PERMIT – 2200-2240 8<sup>TH</sup> STREET SOUTH (PARCEL ID 3412139) – VEHICLE REPAIR SHOP]**

**BE IT RESOLVED** by the Common Council of the City of Wisconsin Rapids, Wood County, Wisconsin, that based upon the application and after reviewing the Plan Commission record and hearing the testimony of interested parties, the Common Council determines that all conditions required have been met, the property located at 2200-2240 8<sup>th</sup> Street South (Parcel ID 3412139), and described as CC-WIS RAPIDS ESA ASR PLT #25 LOTS 8 & 9, City of Wisconsin Rapids, Wood County, Wisconsin, is hereby granted a Conditional Use Permit to operate a vehicle repair shop, subject to attached plans and the following conditions:

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

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

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

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

ADOPTED:

APPROVED:

PUBLISHED:



PVC privacy fence

- 12 parking stalls for collision parking
- 7 service bays
- 15 parking stalls for Napa and Salon employees

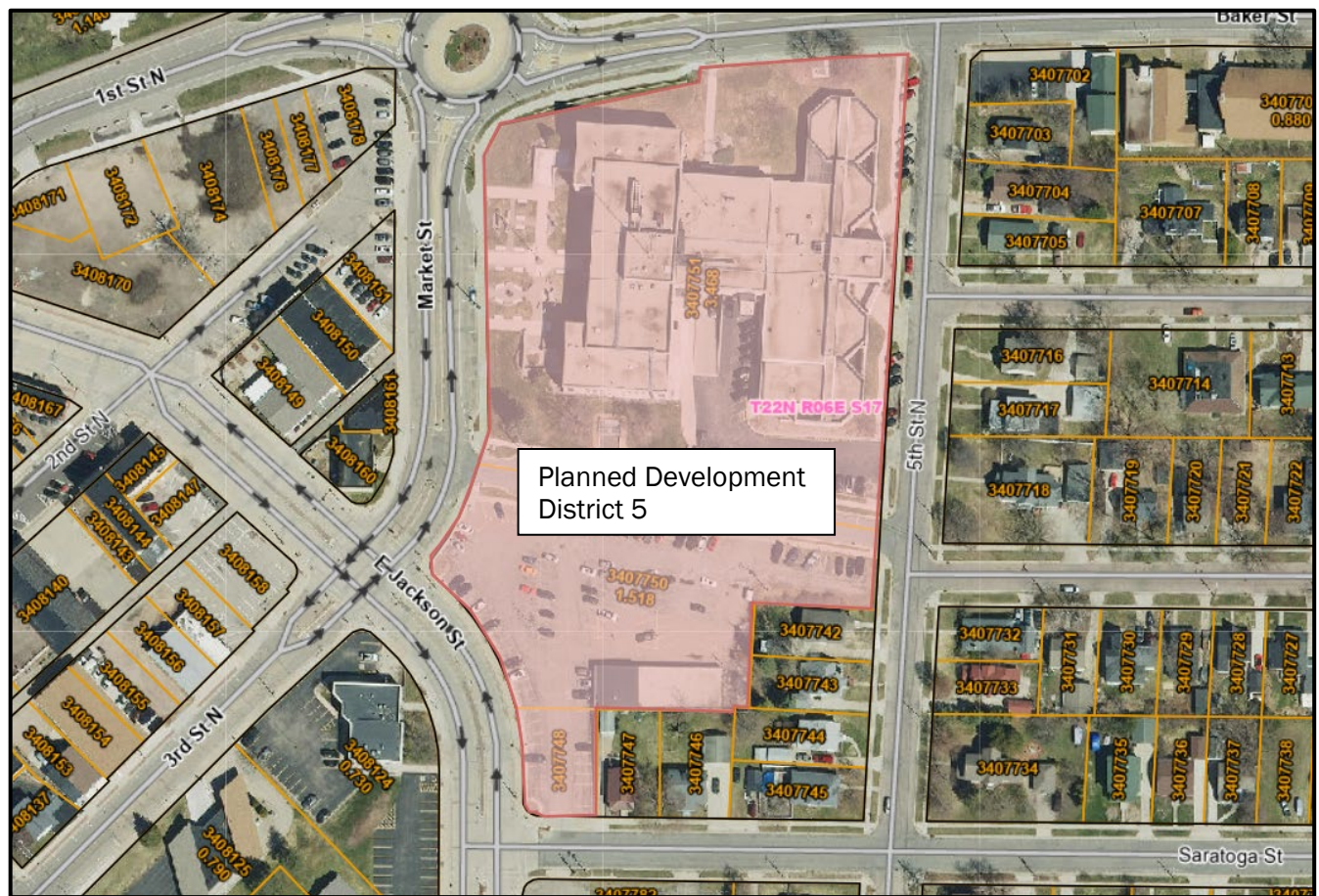


ORDINANCE NO. MC\_\_\_\_\_  
CITY OF WISCONSIN RAPIDS

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING THE OFFICIAL ZONING MAP - CHAPTER 11 OF THE ZONING CODE - TO DESIGNATE PLANNED DEVELOPMENT DISTRICT #5 AT 400 MARKET STREET, PARCEL ID's 3407750, 3407748, and 3407751), ZONED I-1 INSTITUTIONAL DISTRICT

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

SECTION I      The Official Zoning Map of the City of Wisconsin Rapids is hereby amended to create a Planned Development overlay District at 400 Market Street, Parcel ID's 3407750, 3407748, and 3407751), zoned I-1 Institutional District.



SECTION II      The Precise Implementation Plan shall be adopted as part of the Planned Development District Approval, along with the approved deviations from land development standards, as attached.

SECTION III The Planned Development District Precise Implementation Plan shall adhere to the following conditions of approval:

- 1) This approval includes both the General Development Plan for the overall

district and Precise Implementation Plan for the County Campus and Public Safety Facility.

- 2) A certified survey map shall be submitted to combine lots and dedicate the appropriate right-of-way as identified on the official street map with any associated changes to the Precise Implementation Plan to be reviewed and approved by the Community Development Department as it relates to proposed site improvements effected by the dedication, such as parking and landscaping.
- 3) Minor or major alterations to the Precise Implementation Plan shall be pursuant to Section 11.05.36 of the Zoning Ordinance.
- 4) A lighting plan shall be submitted for review and approved by the Community Development Department. Cut-off fixtures shall be used where applicable.
- 5) Accurate impervious surface calculations shall be submitted for the proposed development, to be reviewed and approved by the Community Development Department.
- 6) Exact setbacks for the building and parking lots shall be provided, to be reviewed and approved by the Community Development Department.
- 7) The Planned Development District shall be developed in accordance with the applicable I-1, Institutional District regulations with the following exceptions and modifications: see *page 8-9 of memo*.
- 8) Applicable building permits though the City shall be obtained.
- 9) Community Development staff shall have the authority to approve minor modifications to the plans, such as changes to landscape species, which would not constitute an alteration.

SECTION IV      The Community Development Director is hereby directed to change the Official Zoning Map of the City of Wisconsin Rapids to conform to the provisions of this Ordinance, and said Map is declared amended accordingly.

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

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

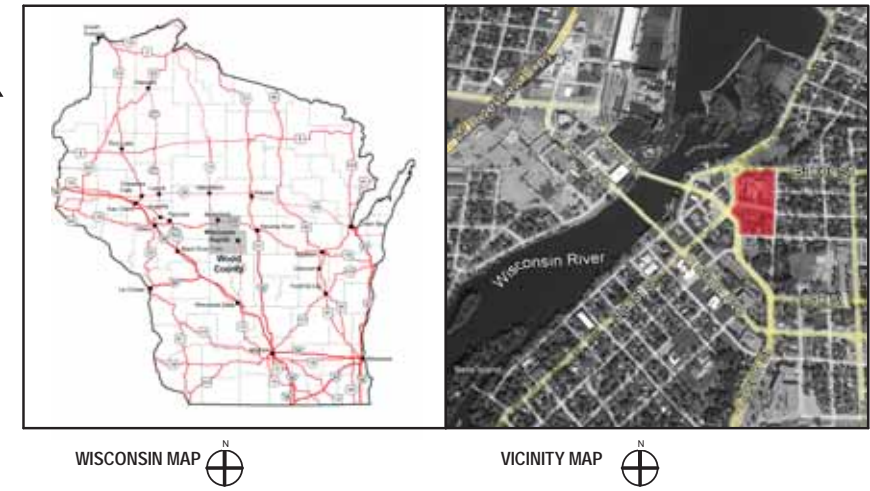


### **Attachment 1: Approved Deviations from Land Development Standards**

1. 19 foot building height deviation
2. 5-foot deviation from the required building setback
3. 140 parking stall deviation from the required parking ratio
4. Deviation from architectural standards for 3 overhead doors to face 5<sup>th</sup> Street North
5. 5% deviation from maximum impervious surface requirement, not to exceed a maximum of 70% impervious surface
6. Deviation from screening requirements for dumpsters (2), transformers (2), and generators (2).
7. Deviation from landscaping requirements: 1.) 30-point building foundation exception, and 2.) 275-point buffer yard exception
8. Lighting intensity deviation of up to 0.5-foot candles at the property line
9. Parking lot setback deviation of 5–9-feet within the south and west parking lot.

# WOOD COUNTY LAW ENFORCEMENT CENTER

**Wood County Sheriff's Department**  
400 Market Street  
Wisconsin Rapids, WI



OWNER:  
Wood County

# PLANNED DEVELOPMENT DISTRICT DOCUMENTS

## SHEET INDEX

PDD-1	PDD COVER
PDD-2	PDD EXTERIOR ELEVATIONS
PDD-3	PDD EXTERIOR ELEVATIONS
PDD-4	PDD EXTERIOR 3D RENDERINGS
C1.10	PROJECT LOCATION AND GENERAL
C1.11	SITE PLAN - NORTH
C1.12	SITE PLAN - SOUTH
C1.20	GRADING PLAN - NORTH
C1.21	GRADING PLAN - SOUTH
C1.50	EXISTING SURVEY
CS.00	CONSTRUCTION DETAILS
L1.01	LANDSCAPE PLAN OVERALL
L2.01	LANDSCAPE PLAN NORTH
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L3.01	LANDSCAPE DETAILS AND NOTES

Wood County Sheriff's Department  
WOOD COUNTY LAW ENFORCEMENT CENTER  
PLANNED DEVELOPMENT DISTRICT DOCUMENTS  
400 Market Street  
Wisconsin Rapids, WI

PDD COVER

Revisions:		
No.	Date:	Description:
Graphic Scale		
Project Number	190089.00	
Set Type	PDD	
Date Issued	05/20/2022	
Sheet Number	<b>PDD-1</b>	









EXTERIOR RENDERING 01 | LOOKING NORTHEAST  
Wood County Jail Expansion and Sheriff's Department  
06.09.2012



/Venture/Architects

EXTERIOR RENDERING 02 | LOOKING SOUTHEAST  
Wood County Jail Expansion and Sheriff's Department  
04.09.2022



/Venture/Architects

EXTERIOR RENDERING | LOOKING NORTHWEST  
Wood County Jail Expansion and Sheriff's Department  
04.01.2022



/Venture/Architects

EXTERIOR RENDERING 03 | LOOKING SOUTHWEST  
Wood County Jail Expansion and Sheriff's Department  
04.08.2012



**VentureArchitects**

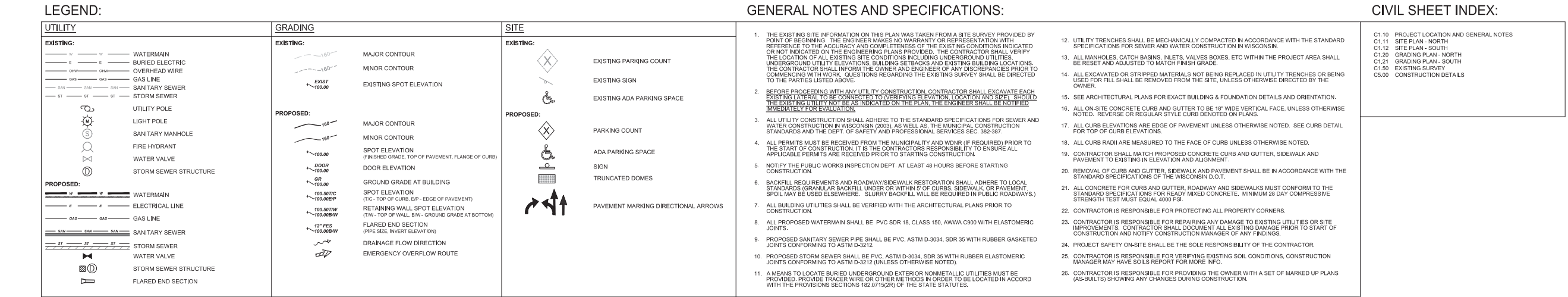
EXTERIOR RENDERING 04 | LOOKING WEST  
Wood County Jail Expansion and Sheriff's Department  
04.000.0000



EXTERIOR RENDERING 06 | LOOKING NORTHEAST  
Wood County Jail Expansion and Sheriff's Department  
06.01.2022

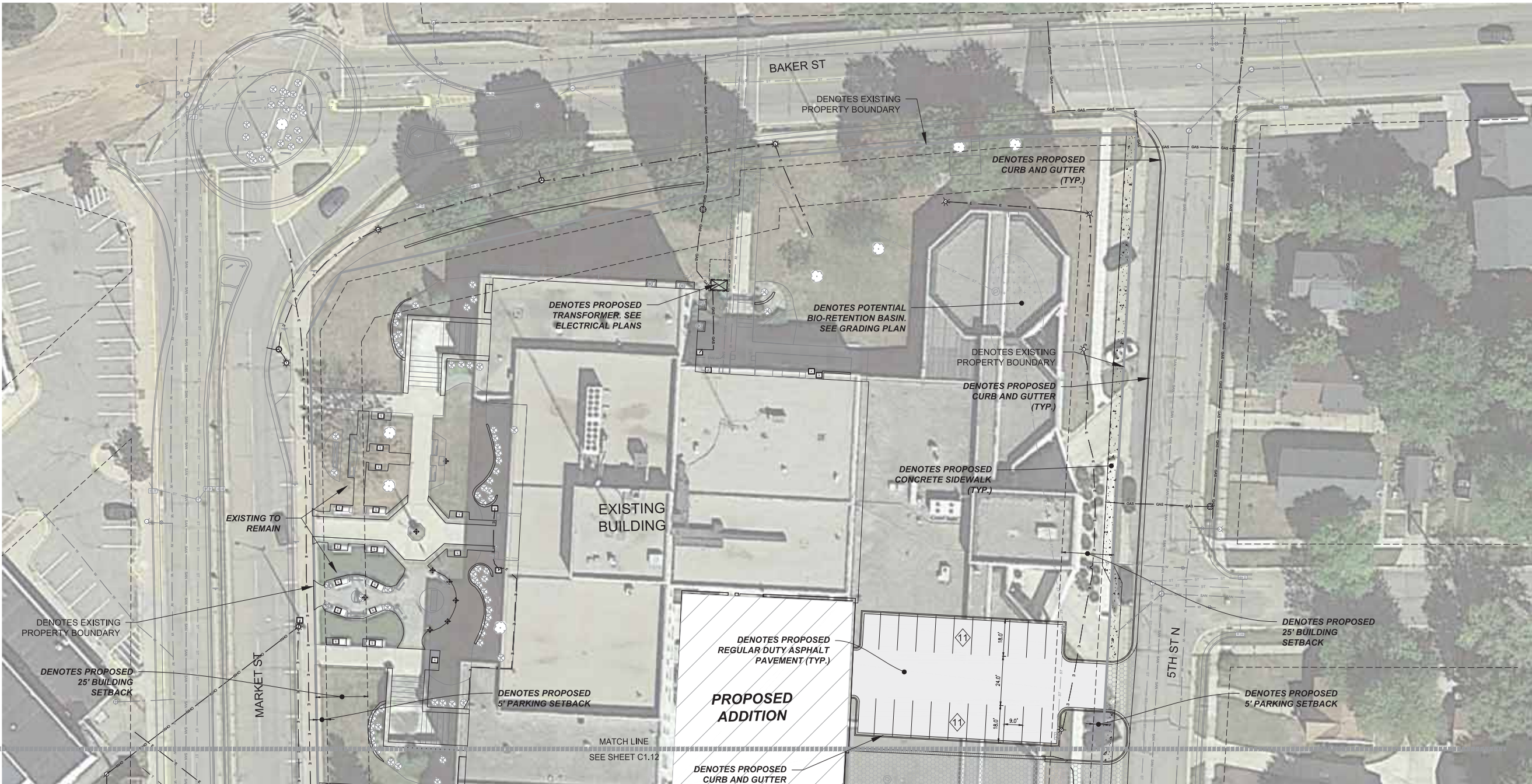






IN ACCORDANCE WITH WISCONSIN STATUTE 182.0175, DAMAGE TO TRANSMISSION FACILITIES, EXCAVATOR SHALL BE SOLELY RESPONSIBLE TO PROVIDE ADVANCE NOTICE TO THE DESIGNATED "ONE CALL SYSTEM" NOT LESS THAN THREE WORKING DAYS PRIOR TO COMMENCEMENT OF ANY EXCAVATION REQUIRED TO PERFORM WORK CONTAINED ON THESE DRAWINGS, AND FURTHER, EXCAVATOR SHALL COMPLY WITH ALL OTHER REQUIREMENTS OF THIS STATUTE RELATIVE TO EXCAVATOR'S WORK.





**HATCH LEGEND**


PROPOSED CONCRETE SIDEWALK

PROPOSED CONCRETE PAVEMENT

PROPOSED REGULAR DUTY ASPHALT PAVEMENT




IN ACCORDANCE WITH WISCONSIN STATUTE 182.0175, DAMAGE TO TRANSMISSION FACILITIES, EXCAVATOR SHALL BE SOLELY RESPONSIBLE TO PROVIDE ADVANCE NOTICE TO THE DESIGNATED "ONE CALL SYSTEM" NOT LESS THAN THREE WORKING DAYS PRIOR TO COMMENCEMENT OF ANY EXCAVATION REQUIRED TO PERFORM WORK CONTAINED ON THESE DRAWINGS, AND FURTHER, EXCAVATOR SHALL COMPLY WITH ALL OTHER REQUIREMENTS OF THIS STATUTE RELATIVE TO EXCAVATOR'S WORK.



221 NORTH 29th STREET  
MILWAUKEE, WI 53233  
www.venturearchitects.com

Consultants:



Harwood  
Engineering  
Consultants  
ARCHITECTS ENGINEERS PLANNERS

Reference:

Wood County Sheriff's Department  
**WOOD COUNTY LAW ENFORCEMENT CENTER**  
PLANNED DEVELOPMENT DISTRICT DOCUMENTS

400 Market Street  
Wisconsin Rapids, WI

Sheet Title

**SITE PLAN - NORTH**


Revisions:

No.	Date	Description

Graphic Scale

SCALE: 1" = 20'

North



Project Number

190089.00

Set Type

CD

Date Issued

05/20/22

Sheet Number

**C1.11**



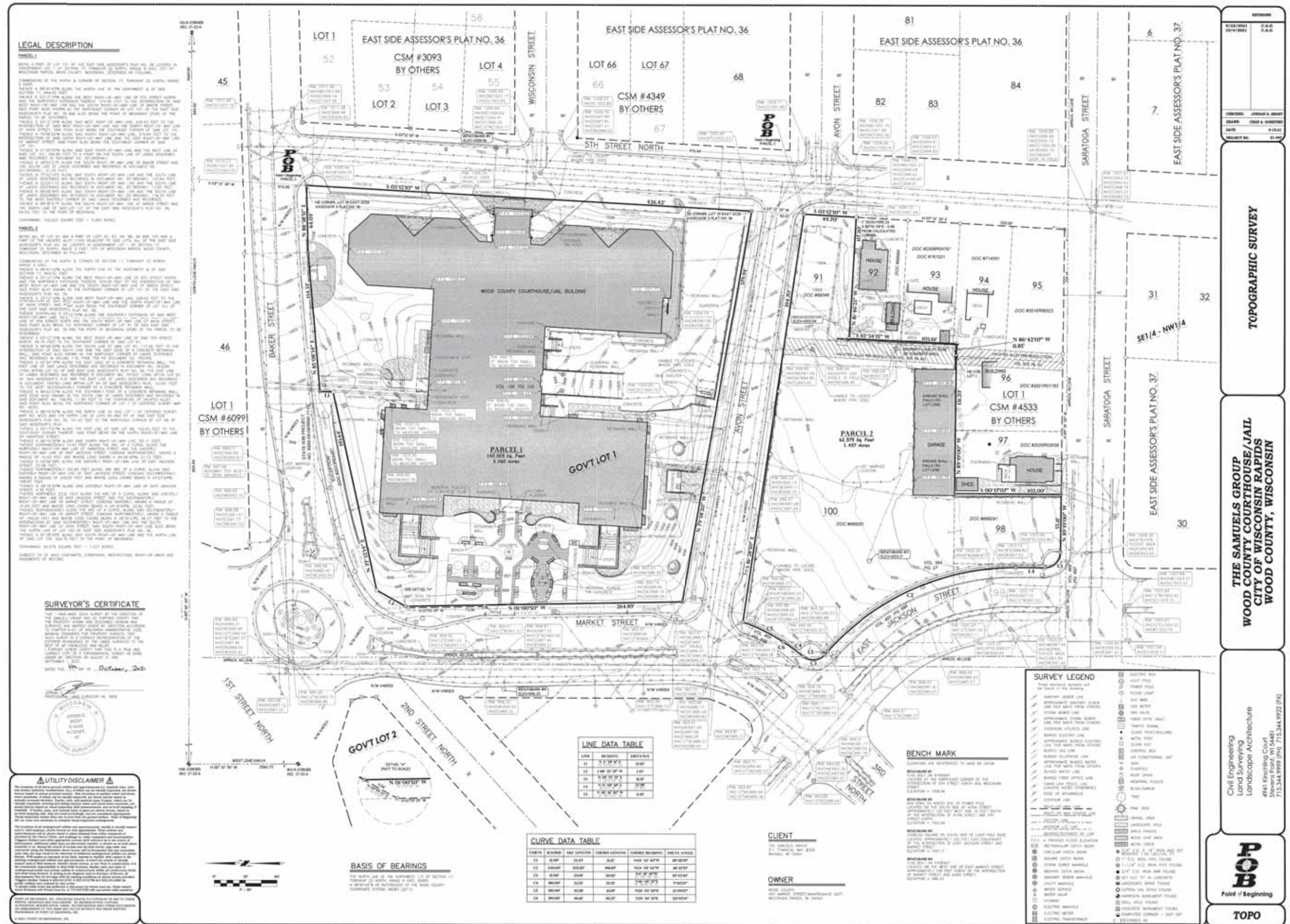




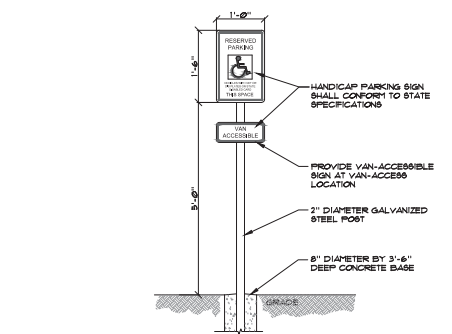
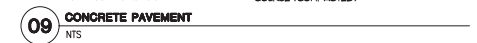
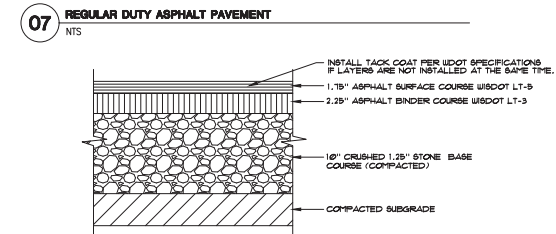
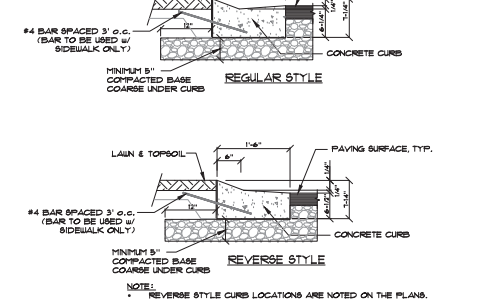
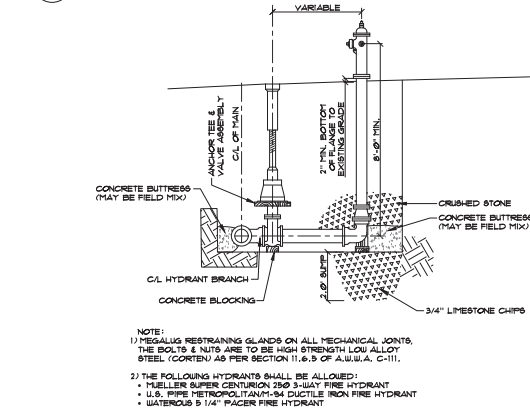
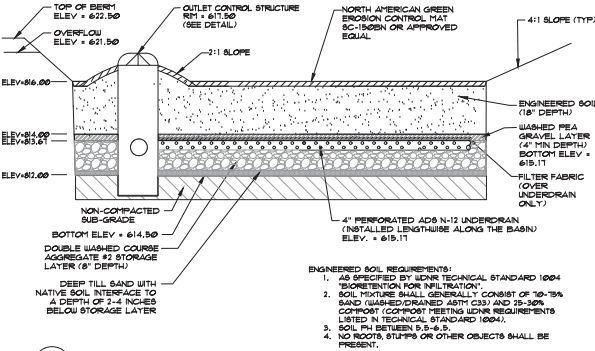


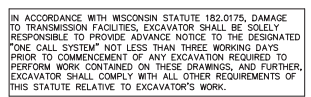









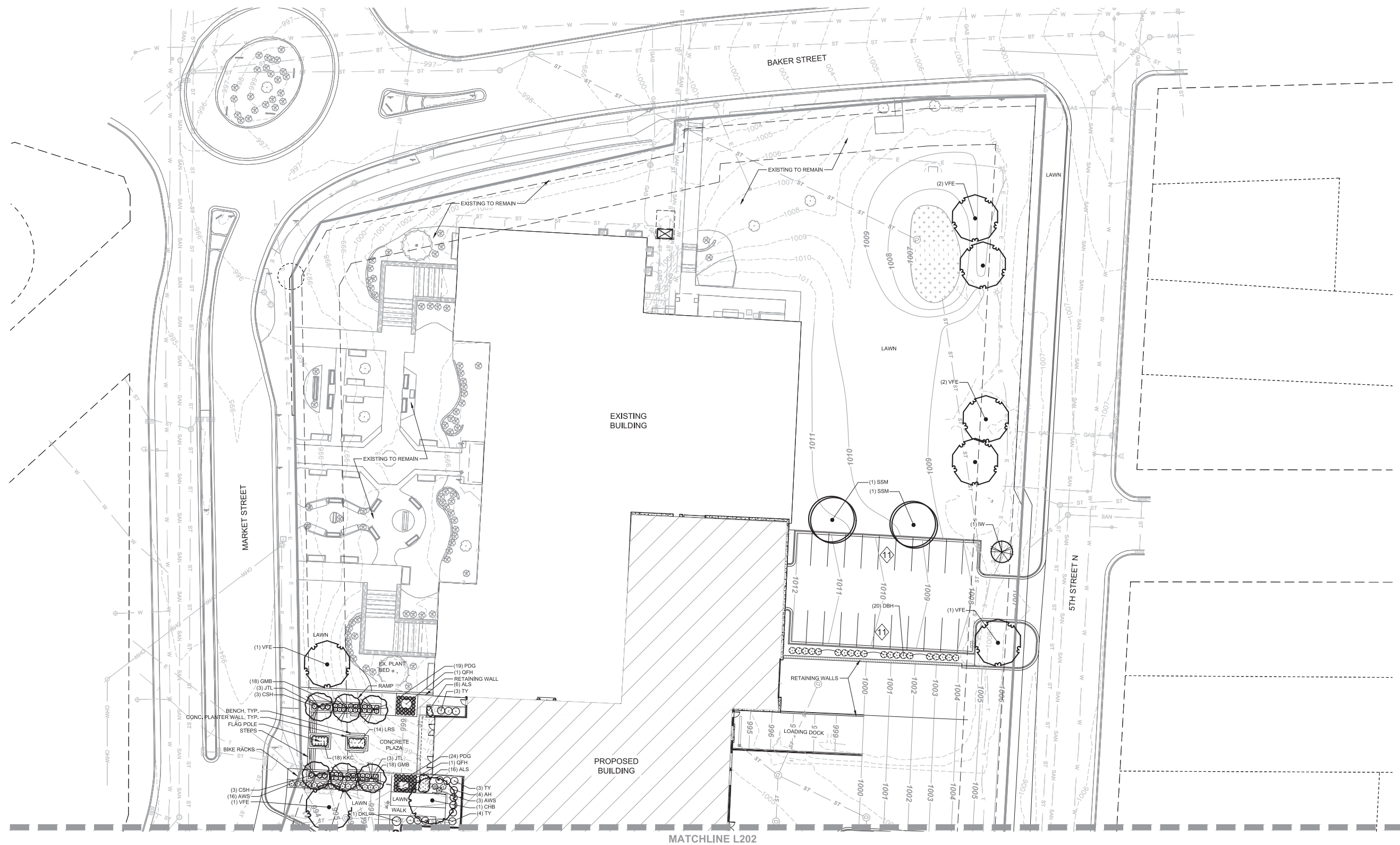






		
Consultants:		
		
Reference:		
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Sheet Title <b>LANDSCAPE PLAN - NORTH</b>		
Revisions:		
No.	Date:	Description:
Graphic Scale	SCALE: 1" = 30'	North 
Project Number	190089.00	
Set Type	CD	
Date Issued	05/20/22	
Sheet Number	<b>L101</b>	





## PLANT SCHEDULE NORTH BUILDING FOUNDATION

TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	POINTS PER TYPE	TOTAL
CHB	1	COMMON Hackberry	Celtica occidentalis	Gal	B&B	30	30
LOW DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
JTL	1	Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'	1.5' Cal.	B&B	10	40
TALL DECIDUOUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
DKL	2	Quick Fire Hydrangea	Hydrangea paniculata 'Quick Fire'	36" HL	Cont.	5	10
DKL	1	Dwarf Korean Lilac	Syringa meyeri 'Palibin'	36" HL	Cont.	5	5
LOW DECIDUOUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
AH	4	Annabelle Hydrangea	Hydrangea arborescens 'Annabelle'	24" HL	Cont.	3	12
LOW DECIDUOUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
CWS	6	Cool Splash False Honeysuckle	Diervilla sessilifolia 'Cool Splash'	18" HL	Cont.	1	6
ASH	19	Anthony Waterer Spiraea	Spiraea x bumalda 'Anthony Waterer'	18" HL	Cont.	1	19
MEDIUM EVERGREEN SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
TY	10	Taunton's Japanese Yew	Taxus x media 'Tauntonii'	24" Sprd.	Cont.	5	50
LOW EVERGREEN SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
GMB	36	Green Mound Boxwood	Buxus x 'Green Mound'	24" HL	Pot	3	108
ORNAMENTAL GRASSES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
PDG	43	Tara Prairie Drospseed	Sporobolus heterolepis 'Tara'	1 Gal.	Pot	-	-
PERENNIALS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
ALS	22	Prairie Onion	Allium stellatum	4.5"	Pot	-	-
KKC	18	Kim's Knee High Coneflower	Echinacea purpurea 'Kim's Knee High'	4.5"	Pot	-	-
LRS	14	Little Sprig Russian Sage	Perovskia atriplicifolia 'Little Sprig'	4.5"	Pot	-	-
							280

### PLANT SCHEDULE WEST STREET FRONTAGE

						POINTS	TOTAL
TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	PER TYPE	POINTS
VFE	2	Valley Forge American Elm	Ulmus americana 'Valley Forge'	2" Cal.	B&B	30	60
LOW DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
JTL	2	Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'	1.5" Cal.	B&B	10	20
							80

### PLANT SCHEDULE EAST STREET FRONTAGE

TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	POINTS PER TYPE	TOTAL POINTS
VFE	2	Valley Forge American Elm	Ulmus americana 'Valley Forge'	2' Cal.	B&B	30	60
LOW DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
IW	1	American Hophornbeam/Ironwood	Ostrya virginiana	1.5" Cal.	B&B	10	10
							70


## PLANT SCHEDULE NORTHEAST PARKING LOT

						POINTS	TOTAL
TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	PER TYPE	POINTS
SSM	2	State Street Myriabil Maple	Acer myriabil 'Morton' TM	2" Cal.	B&B	30	60
VFE	3	Valley Forge American Elm	Ulmus americana 'Valley Forge'	2" Cal.	B&B	30	90
<hr/>							
LOW DECIDUOUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
DBH	20	Dwarf Bush Honeysuckle	Diervilla lonicera	18" HL	Cont.	1	20



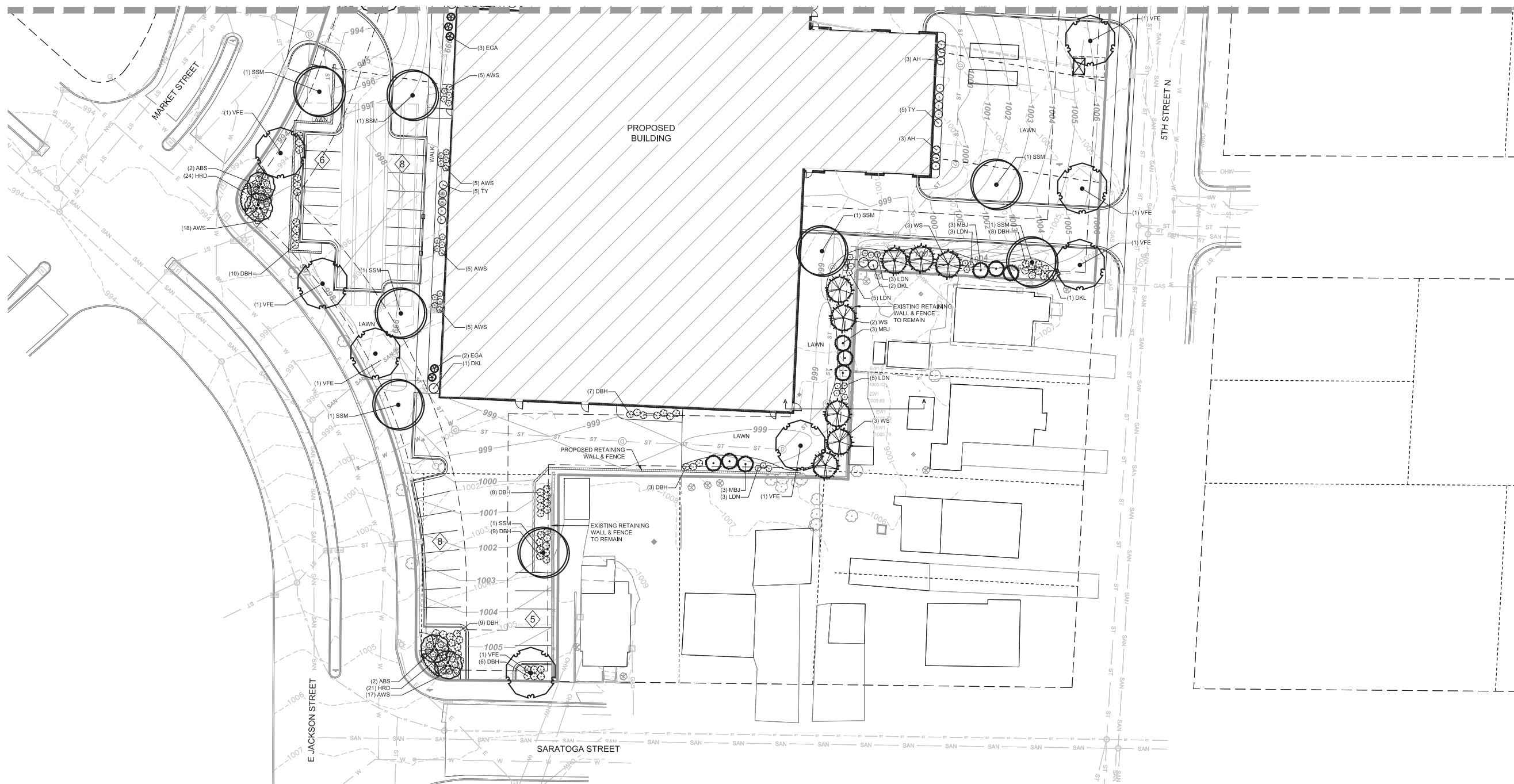
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Graphic Scale	SCALE: 1" = 20'	North 
Project Number	190089.00	
Set Type	CD	
Date Issued	05/20/22	
Sheet Number	L202	



IN ACCORDANCE WITH WISCONSIN STATUTE 182.0175, DAMAGE TO TRANSMISSION FACILITIES, EXCAVATOR SHALL BE SOLELY RESPONSIBLE TO PROVIDE ADVANCE NOTICE TO THE DESIGNATED "ONE CALL SYSTEM" NOT LESS THAN THREE WORKING DAYS PRIOR TO COMMENCEMENT OF ANY EXCAVATION REQUIRED TO PERFORM WORK CONTAINED ON THESE DRAWINGS, AND FURTHER EXCAVATOR SHALL COMPLY WITH ALL OTHER REQUIREMENTS OF THIS STATUTE RELATIVE TO EXCAVATOR'S WORK.



		TALL DECIDUOUS TREES		BOTANICAL NAME		SIZE	ROOT	PER TYPE	POINTS
SEM	QTY	2	State Street Miyabi Maple	acer miyabi 'Morton'	TM	2" Cal.	B&B	30	60
		3	Valley Forge Atlantic Elm	Ulmus americana 'Valley Forge'		2" Cal.	B&B	30	90
		<b>LOW DECIDUOUS TREES</b>		<b>BOTANICAL NAME</b>		<b>SIZE</b>	<b>ROOT</b>		
AWS	QTY	4	Autumn Brilliance Apple Serviceberry	Amelanchier x grandiflora 'Autumn Brilliance'		1" HL	B&B	10	40
		<b>LOW DECIDUOUS SHRUBS</b>		<b>BOTANICAL NAME</b>		<b>SIZE</b>	<b>ROOT</b>		
AWS	QTY	35	Anthony Waterer Spiraea	Spiraea x bumalda 'Anthony Waterer'		18" Ht.	Cont.	1	35
		<b>PERENNIALS</b>		<b>BOTANICAL NAME</b>		<b>SIZE</b>	<b>ROOT</b>		
HRD	QTY	45	Happy Returns Daylily	Hemerocallis x 'Happy Returns'		4.5"	Pot	-	-
									225

<u>TALL DECIDUOUS TREES</u>	<u>QTY</u>	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE</u>	<u>ROOT</u>	<u>POINTS PER TYPE</u>	<u>TOTAL POINTS</u>
VFE	3	Valley Forge American Elm	Ulmus americana 'Valley Forge'	2" Cal.	B&B	30	90

<u>TALL DECIDUOUS TREES</u>	<u>QTY</u>	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE</u>	<u>ROOT</u>	<u>POINTS PER TYPE</u>	<u>TOTAL POINTS</u>
SSM	2	State Street Miyabei Maple	Acer miyabei 'Morton' TM	2" Cal.	B&B	30	60
<u>LOW DECIDUOUS SHRUBS</u>	<u>QTY</u>	<u>COMMON NAME</u>	<u>BOTANICAL NAME</u>	<u>SIZE</u>	<u>ROOT</u>		
DBH	10	Dwarf Bush Honeysuckle	Diervilla lonicera	18" Ht.	Cont.	1	10
							70

TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	POINTS PER TREE	TOTAL POINTS
SSM	1	State Street Myriophyllum Maple	Acer myriophyllum Morton TM	2' Cal.	B&B	30	30
VFE	1	Valley Forge American Elm	Ulmus americana Valley Forge	2' Cal.	B&B	30	30
<b>LOW DECIDUOUS SHRUBS</b>							
DBH	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
DSH	32	Dwarf Bush Honeysuckle	Diervilla jonica	18" HT.	Cont.	1	32
							92

LOW EVERGREEN TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	UNITS	CO
EGA	5	Emerald Green Arborvitae	Thuja occidentalis 'Smaragd'	5' HtL	B&B	PER TYPE	12
<u>TALL DECIDUOUS SHRUBS</u>							
DKL	1	Dwarf Korean Lilac	Syringa meyeri 'Palibin'	36" HtL	Cont.	5	5
<u>LOW DECIDUOUS SHRUBS</u>							
DBH	20	Dwarf Bush Honeylocust	Spirea x bumalda 'Anthony Waterer'	18" HtL	Cont.	1	7
AWS	20	Anthony Waterer Spiraea	Spirea x bumalda 'Anthony Waterer'	18" HtL	Cont.	1	20
<u>MEDIUM EVERGREEN SHRUBS</u>							
TY	10	Taunton's Japanese Yew	Taxus x media 'Tauntoni'	24" Spnt.	Cont.	5	60
							142

TALL DECIDUOUS TREES	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT	POINTS PER TYPE	TOTAL POINTS
SSM	2	State Street Miyabei Maple	Acer miyabei 'Morton' TM	2" Cal.	B&B	30	60
MEDIUM DECIDUOUS SHRUBS	QTY	COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
AH	6	Annabelle Hydrangea	Hydrangea arborescens 'Annabelle'	24" Ht.	Cont.	3	18

[illegible]

TALL DECIDUOUS TREES		COMMON NAME	BOTANICAL NAME	SIZE	ROOT	PER TYPE	POINTS
VFE	1	Valley Forge American Elm	Ulmus americana 'Valley Forge'	2" Cal.	B&B	30	30
TALL EVERGREEN TREES		COMMON NAME	BOTANICAL NAME	SIZE <td>ROOT <td></td> <td></td> </td>	ROOT <td></td> <td></td>		
WS	5	White Spruce	Picea glauca	7 Ht.	B&B	40	200
LOW EVERGREEN TREES		COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
MBJ	6	Mountainbatten Juniper	Juniperus chinensis 'Mountainbatten'	5' Ht.	B&B	12	72
MEDIUM DECIDUOUS SHRUBS		COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
LDN	13	Little Devil Ninebark	Physocarpus opulifolius 'Donna May' TM	24" Ht.	Cont.	3	39
LOW DECIDUOUS SHRUBS		COMMON NAME	BOTANICAL NAME	SIZE	ROOT		
DBH	3	Dwarf Bush Honeysuckle	Diervilla lonicera	18" Ht.	Cont.	1	3
							344



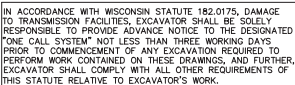
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- Tree Planting Detail  
Not To Scale



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

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING CHAPTER 11 OF THE ZONING CODE INCLUDING APPENDIX B: 3.03 – MULTI-FAMILY, 2 UNITS, 3.08 – TOWNHOUSE, 3 TO 8 UNITS, 3.09 – TOWNHOUSE 9 TO 15 UNITS, 3.10 TOWNHOUSE, MORE THAN 15 UNITS, AND 3.11 – TWIN HOME, and APPENDIX D: TWO-FAMILY DWELLING – GARAGE, TWIN HOME – GARAGE, and TOWNHOUSE - GARAGE

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

SECTION I      Appendix B – Land Uses, Series 3, Land Use: 3.03 – Multi-family, 2 units; 3.08 – Townhouse, 3 to 8 Units; 3.09 – Townhouse 9 to 15 Units; 3.10 Townhouse, more than 15 Units; and 3.11 – Twin home, of Chapter 11 of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

Appendix B – Land Uses, Series 3, Land Use – 3.03 Multi-family, 2 Units

**Description:** *A building containing 2 dwelling units that is situated on one lot. The units may be rented or owned as in a condominium. The term includes various construction types including modular homes, panelized homes, pre-cut homes, and site-built homes. (Sometimes referred to as duplex.)*

**Parking Requirements:** *1 space for each dwelling unit*

**Supplemental Standards:**

**(a) Number of principal buildings per parcel.** *No more than one 2-unit multi-family building shall occupy any single parcel of land.*

**(b) Design and construction.** *A 2-unit multi-family building shall meet the design and construction standards for a single-family dwelling.*

**(c) Garage required.** *A one-car garage containing at least 200 square feet shall be built for each dwelling unit at the same time the 2- unit multi-family building is being constructed. Such garage may be attached or detached.*

Appendix B – Land Uses, Series 3, Land Use – 3.08 Townhouse, 3-8 Units

**Description:** *A building containing 3 to 8 dwelling units that are separated by a party wall that extends from the ground to the roof and each of the units are located on a separate lot and have a separate entrance. (Sometimes referred to as single-family attached or rowhouse.)*

**Parking Requirements:** *1 space for each dwelling unit*

**Supplemental Standards:**

**(a) Lot area.** *No more than 70 percent of the lot area shall be occupied by a building.*

**(b) Utility service.** *Each dwelling unit shall have independent service connections to all utilities, including water, sewer, and electricity.*

**(c) Subsequent divisions.** *Individual townhouses shall not be further subdivided.*

**(d) Driveways.** *When more than one garage is located in the front of a townhouse, a common driveway shall be used whenever possible.*

(e) Vertical off-sets. When a building includes 5 or more dwelling units, there shall be a vertical offset of at least 2 feet between each adjoining dwelling unit.

(f) Accessory buildings. The floor area of accessory buildings, excluding garages and carports, shall not exceed 120 cumulative square feet.

(g) Front entrances. The front entrance to each dwelling unit shall be clearly visible from the street on which it fronts and accentuated by a porch or other architectural feature.

(h) Garage required. A one-car garage containing at least 200 square feet shall be built for each dwelling unit at the same time the townhouse is being constructed. Such garage may be attached or detached.

#### Appendix B – Land Uses, Series 3, Land Use – 3.09 Townhouse, 9-15 Units

**Description:** A building containing 9 to 15 dwelling units that are separated by a party wall that extends from the ground to the roof and each of the units are located on a separate lot and have a separate entrance. (Sometimes referred to as single-family attached or rowhouse.)

**Parking Requirements:** 1 space for each dwelling unit

#### **Supplemental Standards:**

A townhouse with 9 to 15 dwelling units shall comply with the requirements for a townhouse with 3 to 8 units.

#### Appendix B – Land Uses, Series 3, Land Use – 3.10 Townhouse, More Than 15 Units

**Description:** A building containing more than 15 dwelling units that are separated by a party wall that extends from the ground to the roof and each of the units are located on a separate lot and have a separate entrance. (Sometimes referred to as single-family attached or rowhouse.)

**Parking Requirements:** 1 space for each dwelling unit

**Supplemental Standards:** A townhouse with more than 15 dwelling units shall comply with the requirements for a townhouse with 3 to 8 units.

#### Appendix B – Land Uses, Series 3, Land Use – 3.11 Twin home

**Description:** A building containing 2 dwelling units that are separated by a party wall that extends from the ground to the roof and each of the units are located on a separate lot and have a separate entrance. The term includes various construction types including modular homes, panelized homes, pre-cut homes, and site-built homes. (Sometimes referred to as single-family attached or zero-lot-line duplex.)

**Parking Requirements:** 1 space for each dwelling unit

#### **Supplemental Standards:**

(a) Fire separation. Each dwelling unit of a twin home shall be separated from the abutting unit by a fire wall meeting applicable building codes.

(b) General layout. The common wall between dwelling units in a twin home shall be

approximately perpendicular to the front lot line.

(c) Utility service. Dwelling units in a twin home shall have separate connections for electric, natural gas, and municipal water.

(d) Sewer connection. Both of the dwelling units may be served by a single sanitary service line provided an access - maintenance agreement is recorded in the Wood County register of deeds office.

(e) Written agreement required. Dwelling units in a twin home shall be subject to a joint cross access and maintenance agreement as approved by the zoning administrator. Such agreement shall be recorded with each lot in the Wood County register of deeds office.

(f) Garage required. A one-car garage containing at least 200 square feet shall be built for each dwelling unit at the same time the twin home is being constructed. Such garage may be attached or detached.

SECTION II      Appendix D – Building Type Illustrations, of Chapter 11 of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

Two-Family Dwelling

Garage – A one-car garage containing at least 200 square feet must be built for each dwelling unit at the same time the townhouse is being constructed. Such garage may be attached or detached.

Twin Home

Garage – A one-car garage containing at least 200 square feet must be built for each dwelling unit at the same time the townhouse is being constructed. Such garage may be attached or detached.

Townhouse – Garage

Garage – A one-car garage containing at least 200 square feet must be built for each dwelling unit at the same time the townhouse is being constructed. Such garage may be attached or detached.

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

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

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Shane E. Blaser, Mayor

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Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:





## Report of the Finance and Property Committee

Matt Zacher, Chairperson  
Dean Veneman, Secretary  
Jay Bemke

Date of Meeting: June 7, 2022  
Reported to Council: June 21, 2022

The Finance and Property Committee met at 5:03 p.m. on Tuesday, June 7, 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, 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 5:03 p.m.

### 2. Review and approve estimate to purchase a Pavi-Jet MG7, Skid steer asphalt paver attachment

It was moved by Bemke, seconded by Veneman to approve the purchase of a Pavi-Jet MG7, Skid steer asphalt paver attachment at a price not to exceed \$25,000. Motion carried, 3-0.

### 3. Discuss and take action on a procedure on fleet purchases

It was moved by Bemke, seconded by Zacher to approve the purchase of up to 4 pickup trucks as specified, and up to 2 multi-axle trucks as specified at a cost to be determined at the time of purchase. Motion carried, 3-0.

### 4. Consider for approval a Taxicab License Renewal Application from Randy Weyaus for Gotta Go Taxi LLC

It was moved by Veneman, seconded by Bemke to approve a Taxicab License Renewal Application from Randy Weyaus for Gotta Go Taxi LLC, contingent on submission of a vehicle inspection report and approval by the Police Department. Motion carried, 3-0.

### 5. Consider a Resolution to reimburse Wood County for the actual cost of purchasing two ES&S ExpressVotes at an estimated cost per unit as spelled out on the attached Intergovernmental Agreement

It was moved by Veneman, seconded by Zacher to approve a Resolution to reimburse Wood County for the actual cost of purchasing two ES&S ExpressVotes at an estimated cost per unit as spelled out on the attached Intergovernmental Agreement. Motion carried, 3-0.

### 6. Consider approval of the 2022-2023 "Class A" liquor, Class "A" beer, "Class B" liquor, Class "B" beer, and "Class C" wine alcohol licenses; consider sending notices of nonrenewal or denial for those licensees who are not qualified to hold a license because of delinquencies or other disqualifications and other reasons for non-renewal

It was moved by Zacher, seconded by Veneman to approve the 2022-2023 "Class A" liquor, Class "A" beer, "Class B" liquor, Class "B" beer, and "Class C" wine alcohol licenses, and send notices of nonrenewal or denial for those licensees who are not qualified to hold a license because of delinquencies or other disqualifications and other reasons for non-renewal. Motion carried, 3-0.

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

It was moved by Bemke, seconded by Zacher to approve a Temporary Retail Class “B” Fermented Malt Beverages License and Temporary Retail “Class B” Wine License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Live Music on the Patio event to be held on Friday, July 8, 2022 from 6:00 p.m. to 9:00 p.m. Motion carried, 3-0.

8. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Garden Art Exhibit event to be held on Thursday, July 14, 2022 from 5:30 p.m. to 7:30 p.m.

It was moved by Zacher, seconded by Bemke to approve a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for a Garden Art Exhibit event to be held on Thursday, July 14, 2022 from 5:30 p.m. to 7:30 p.m. Motion carried, 3-0.

9. Consider for approval a Temporary Retail Class “B” Fermented Malt Beverages License for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for an Open Mic event to be held on Friday, July 29, 2022 from 7:00 p.m. to 10:00 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, Inc., 2651 Eighth Street South, for an Open Mic event to be held on Friday, July 29, 2022 from 7:00 p.m. to 10:00 p.m. Motion carried, 3-0.

10. Consider for approval a special event application, street closure request, and Temporary Retail Class “B” Fermented Malt Beverages license application for Heart of Wisconsin Chamber of Commerce, Inc., 1120 Lincoln Street, for an outdoor Off the Clock event to be held on Wednesday, July 13, 2022 from 4:00 p.m. to 6:00 p.m. at ShopMaster, located at 850 Rosecrans Street

It was moved by Zacher, seconded by Bemke to approve a special event application, street closure request, and Temporary Retail Class “B” Fermented Malt Beverages license application for Heart of Wisconsin Chamber of Commerce, Inc., 1120 Lincoln Street, for an outdoor Off the Clock event to be held on Wednesday, July 13, 2022 from 4:00 p.m. to 6:00 p.m. at ShopMaster, located at 850 Rosecrans Street. Motion carried, 3-0.

11. Consider a request from Johnny’s, LLC d/b/a Johnny’s Bar, Josh Vetrone, agent, to temporarily extend the alcohol license premises located at 2610 8<sup>th</sup> Street South, to include an outdoor area as shown on the attached map, on Friday, July 22 and Saturday, July 23, 2022 from 6:00 p.m. to 2:00 a.m., and for a noise variance for an indoor DJ until 1:00 a.m. on both nights

It was moved by Bemke, seconded by Veneman to approve a request from Johnny’s, LLC d/b/a Johnny’s Bar, Josh Vetrone, agent, to temporarily extend the alcohol license premises located at 2610 8<sup>th</sup> Street South, to include an outdoor area as shown on the attached map, on Friday, July 22 and Saturday, July 23, 2022 from 6:00 p.m. to 2:00 a.m., and for a noise variance for an indoor DJ until 1:00 a.m. on both nights. Motion carried, 3-0.

12. Consider for approval the appointment of Gerald Jackie Velasquez as successor agent for the Retail Class “B” Fermented Malt Beverages and “Class B” Intoxicating Liquor licenses for Headquarters Bar of Wisconsin Rapids Inc., d/b/a Headquarters Bar for the premises located at 140 2<sup>nd</sup> Street North.

This item was considered with items 13 and 14.

13. Consider for approval the appointment of Rhonda Ann Urlaub as successor agent for the Retail Class “A” Fermented Malt Beverages and “Class A” Intoxicating Liquor licenses for GPM Southeast, LLC, d/b/a Bread & Butter Shop #4532 for the premises located at 2130 8<sup>th</sup> Street South

This item was considered with items 12 and 14.

14. Consider for approval the appointment of Rhonda Ann Urlaub as successor agent for the Retail Class “A” Fermented Malt Beverages and “Class A” Intoxicating Liquor licenses for GPM Southeast, LLC, d/b/a Bread & Butter Shop #4533 for the premises located at 1740 17<sup>th</sup> Avenue South

It was moved by Veneman, seconded by Zacher to approve items 12, 13, and 14 as presented. Motion carried, 3-0.

15. Consider closing the following streets and suspending the open container ordinance for these streets and adjoining sidewalks, for the City's 2022 4<sup>th</sup> of July Event from 3:00 p.m. to 11:59 p.m. on Monday, July 4, 2022 or the July 4<sup>th</sup> Fireworks rain date:

2<sup>nd</sup> Street from East Jackson Street to Mead Street;

Mead, Locust, Witter, Pine, Walnut, Maple, and Birch Streets from 2<sup>nd</sup> Street South to 3<sup>rd</sup> Street South;  
Oak Street from 2<sup>nd</sup> Street North to 3<sup>rd</sup> Street North;

1<sup>st</sup> Street North from East Jackson Street to 2<sup>nd</sup> Street North;

Grand Avenue from 3<sup>rd</sup> Street to 3<sup>rd</sup> Avenue;

1<sup>st</sup> Avenue South from West Grand Avenue to Chase Street;

Johnson and Goggin Streets from 1<sup>st</sup> Avenue South to 3<sup>rd</sup> Avenue South;

2<sup>nd</sup> Avenue South from West Grand Avenue to Johnson Street

It was moved by Bemke, seconded by Zacher to approve the street closings and suspension of the open container ordinance for the streets and adjoining sidewalks for the City's 2022 4<sup>th</sup> of July Event from 3:00 p.m. to 11:59 p.m. on Monday, July 4, 2022 or the July 4<sup>th</sup> Fireworks rain date as presented. Motion carried, 3-0.

16. Consider a recommendation from Statewide Services to deny a claim from Waste Management for alleged damages to their building by a City-owned truck on 09/08/2021

It was moved by Zacher, seconded by Veneman to deny a claim from Waste Management for alleged damages to their building by a City-owned truck on 09/08/2021. Motion carried, 3-0.

17. 2023 Budget Discussion

Finance Director Desorcy presented an update on the 2023 Budget projection. No action was taken.

18. Audit of the Bills

It was moved by Bemke, seconded by Zacher to approve check numbers 12768 to 13148. Motion carried, 3-0.

19. Set next meeting date

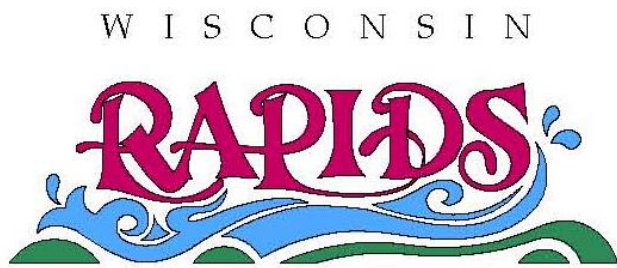
The next regular Committee meeting will be on Tuesday, July 5, 2022 at 5:00 p.m.

20. Adjourn.

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

Respectfully submitted,

Jennifer M. Gossick, City Clerk



**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 estimate to purchase a Pavi-Jet MG7, Skid steer asphalt paver attachment

**Background Information:**

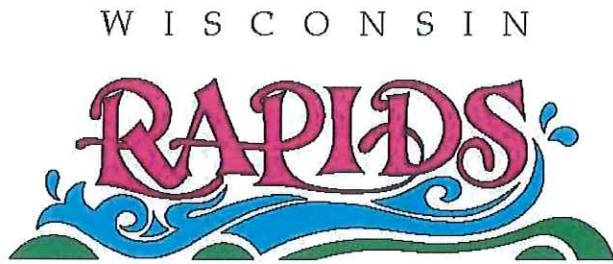
While updating our five-year equipment replacement plan back in April, I came across a unit that has been a demo for the last five years. According to the company the machine has been a demo and now the last two years part of their rental fleet and has had very limited use. Price for a brand new unit is around \$50,000, this unit would be advertised for \$25,000. Unit is in Waukegan, Illinois and would like to go and look at it, and at the same time take trailer to be able to bring it home if it is something that we are interested in to save on shipping. There is also a brand new one to be delivered to a municipality in south central Wisconsin that we would also go and look at prior to looking at the used one for comparison. This piece of equipment is currently scheduled to be in the 2023 equipment replacement/purchase plan.

**Recommendation:**

Give the Public Works Superintendent the authority to purchase a demo Pavi-Jet MG7 for a price not to exceed \$25,000.00.

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

Financing for this would come out of the equipment replacement fund.



**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:**

Discuss and take action on a procedure on fleet purchases.

**Background Information:**

Multiple vendors can give you a price today to purchase a piece of equipment or vehicle, if the purchase is sitting on the lot the price is good. If it needs to be ordered there is a possibility, the purchase price will need to be adjusted due to price increases on material at time of build. So the price at delivery is not the same as the price of order.

Looking for direction on how the Committee or Council would like to proceed.

**Recommendation:**

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

# Taxicab License Application

License Year July 1, 2022 to June 30, 2023

Name of Applicant Randy Weyans  
 Business Name Gotta Go Taxi  
 Business Address 1941 3rd St SO  
 City Wisconsin Rapids State WI Zip 54494  
 Phone # 715 459 7856  
 # of Taxis 1

Vehicle #1	Vehicle #2
Make <u>Chrysler</u>	Make _____
Model <u>Town &amp; Country</u>	Model _____
Year <u>2007</u>	Year _____
Passenger Capacity <u>6</u>	Passenger Capacity _____
State Certificate of Title # <u>68117193115</u>	State Certificate of Title # _____
License # <u>AGN9151</u>	License # _____
Dispatch System <u>Phone</u>	Dispatch System _____
Vehicle #3	Vehicle #4
Make _____	Make _____
Model _____	Model _____
Year _____	Year _____
Passenger Capacity _____	Passenger Capacity _____
State Certificate of Title # _____	State Certificate of Title # _____
License # _____	License # _____
Dispatch System _____	Dispatch System _____

Is your business located in a commercially-zoned area, as required by ordinance? yes

Do you have adequate off-street parking at your business address to accommodate all of the cars to be used as taxi-cabs? yes

Have you filed a Certificate of Insurance with the city clerk showing that you have bodily injury liability limits of \$250,000 per person and \$500,000 per accident and property damage liability in the amount of \$100,000 per accident? yes

Signature of Applicant [Signature]

Date 2-6-1-22

Chief of Police \_\_\_\_\_

Date \_\_\_\_\_

The taxicab business license fee is \$75.00 per year or a prorated amount for any fractional part thereof. The license year shall commence July 1 and end June 30.

Fee paid \$75.00 Receipt # 5701



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/21/2022

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

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

<b>PRODUCER</b> Spectrum Insurance Group Wisconsin Rapids 210 9th St S PO Box 9 Wisconsin Rapids WI 54494		<b>CONTACT NAME:</b> Tina Schmidt <b>PHONE (A/C, No, Ext):</b> 715-423-2000 <b>E-MAIL ADDRESS:</b> tina.schmidt@spectruminsgroup.com <b>FAX (A/C, No):</b> 715-423-4360	
		<b>INSURER(S) AFFORDING COVERAGE</b>	
		<b>INSURER A:</b> National Indemnity Company	
		<b>INSURER B:</b>	
		<b>INSURER C:</b>	
		<b>INSURER D:</b>	
		<b>INSURER E:</b>	
		<b>INSURER F:</b>	

**INSURED**  
Gotta Go Taxi LLC  
1941 3rd St S  
Wisconsin Rapids WI 54494

GOTTGOT-01

**COVERAGES****CERTIFICATE NUMBER:** 291134962**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			72LPS041900	1/14/2022	1/14/2023	EACH OCCURRENCE \$500,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$500,000 GENERAL AGGREGATE \$1,000,000 PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			73APR403083	1/14/2022	1/14/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

Lakeland Care Inc  
5474 US 10 #5  
Stevens Point WI 54481

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

AUTHORIZED REPRESENTATIVE

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# Wood County

## WISCONSIN

OFFICE OF THE  
COUNTY CLERK

*Trent Miner*

May 23, 2022

To: Town, Village, and City Clerks  
Re: ExpressVote Purchase

On February 8, 2022, I emailed you all on the upcoming changeover from the ES&S Automark to the ES&S ExpressVotes.

The Automarks were purchased back in 2006 and are no longer being updated or upgraded. If you stop and think, how many electronic devices in your home have lived for 16 years? Not too many.

This machine is a REQUIREMENT, as you all must have a handicap accessible piece of voting equipment in each of our polling locations. The Automark was this piece of equipment. The ExpressVote will be that piece of equipment.

In my original email, I had mentioned that you might be able to use ARPA funding for the purchase of this equipment. If you have questions on that, please consult your financial people or the Wisconsin Towns Association.

For the ease of ordering, ES&S wants just one contract for this purchase, which would come to the county. You would then be asked to reimburse the county for the purchase of your individual unit.

To that end, attached is an Intergovernmental Agreement that will need to be signed before I can place the order. My hopes is that the total will be less than is on the agreement, so the sooner you can sign and return this to me, the better chance I have at getting a better price.

This unit would not be delivered until 2023, so you can budget for it accordingly, however, I do want the agreements back as soon as possible in order to get the order going.

If you have any questions, please let me know.

Sincerely yours,

Trent Miner  
County Clerk

Cc: Town Chairs, Village Presidents, City Mayors



Intergovernmental Agreement  
Purchase of ES&S EXPRESSVOTE

WHEREAS the ES&S Automark have been in use in Wood County since 2006 and are nearing the end of life, and

WHEREAS, each municipality must have at least one handicap accessible piece of voting equipment, and

WHEREAS, the ES&S EXPRESSVOTE is replacing the ES&S Automark in 2023, and

WHEREAS, since most, if not all, municipalities in Wood County received ARPA funding, it was determined this would be a good time to upgrade to the EXPRESSVOTE, and

WHEREAS, since it makes sense to compile and order all EXPRESSVOTES in one order instead of 34 separate orders, it is proposed that Wood County place that order and bill the municipalities for their actual costs.

NOW, THEREFORE BE IT RESOLVED, that the \_\_\_\_\_ of \_\_\_\_\_ does hereby agree to reimburse Wood County for the actual cost of purchasing the ES&S EXPRESSVOTE, with the estimated cost, per unit spelled out below.

Express Vote Terminal	\$ 3,825.00
Soft Sided Case	\$ 225.00
Equipment Installation	\$ 105.00
Shipping & Handling	\$ 35.00
Trade In Allowance	\$ (200.00)
Total (Not to exceed)	\$ 3,990.00

Done this \_\_\_\_\_ day of \_\_\_\_\_, 2022

Signed:

For the Municipality

For the County

\_\_\_\_\_  
Mayor, President, Chairman

\_\_\_\_\_  
Trent Miner, County Clerk

\_\_\_\_\_  
Clerk



# ExpressVote®

## Universal Voting System

### Avoids Overvoting

The intuitive interface also alerts voters of ballot exceptions, like undervotes.

### Easier-to-Read Ballots

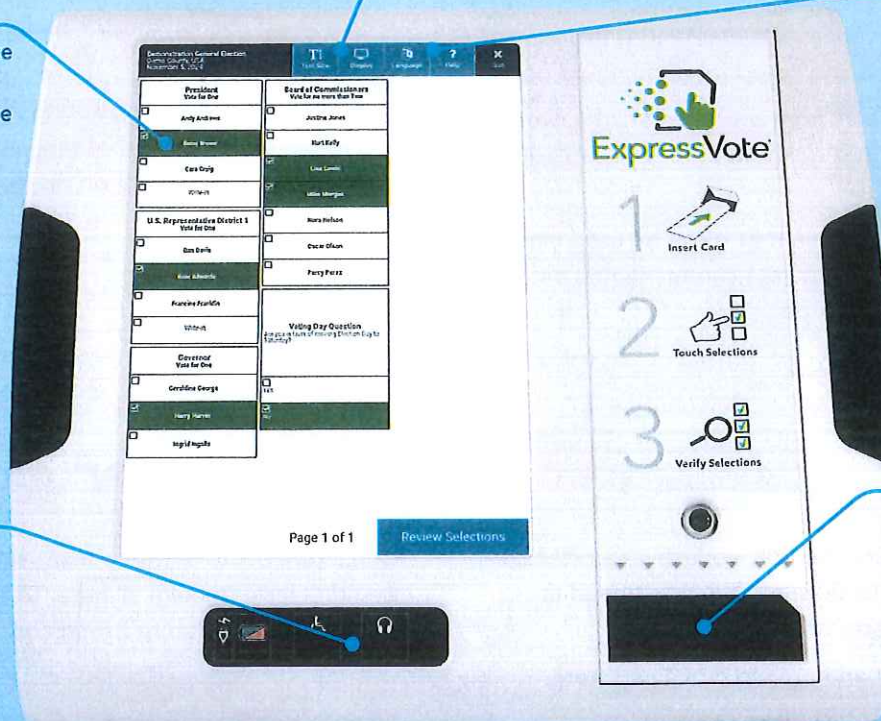
Visual aids include high contrast and zoom functionality.

### Multilingual

Supports any language in audio and 12+ in text.

### ADA-Friendly

The front access panel provides ports for headphones and accessibility devices.



### Simple Activation

The voter inserts a card to activate the voting session. After voting is complete, the vote summary card is dispensed for voter review.

## A Versatile Solution

- Vote Centers
- Precinct Poll Places
- Early Voting
- Election Day

Together with the ExpressPoll® electronic pollbook and ExpressVote® Printer, you can quickly check in voters and serve up to 15,000 different ballot styles. This means no more picking and pulling ballots or wasted pre-printed stock — voters get in and out faster.





## EASY ELECTION MANAGEMENT



- Reduces costs by eliminating the need for printing and storing traditional pre-printed paper ballots.
- Simplifies post-election management because there are no unclear marks to adjudicate. Voters are prompted in real-time to address over/undervotes.
- Produces a voter-verifiable paper record that is scanned, tabulated and saved for auditing purposes.
- Prevents poll workers from giving voters the wrong ballot style since they don't need to pick and pull ballots.
- Maximizes your investment as it can be used many ways — in precincts and vote centers during early voting and on Election Day.

## POLL WORKERS LOVE IT



- Shorter Election Day for poll workers — six steps to open and two to close so they don't need to arrive as early or stay as late.
- Small, lightweight and easy to move and store.
- No ink or to replace on Election Day.



**Switching to ExpressVote in 2016 and transitioning to vote centers in 2019 — it's been an easy transition for staff and poll workers."**

**"Marion County voters can vote faster, easier and anywhere."**

MYLA A. ELDRIDGE  
COUNTY CLERK, MARION COUNTY, INDIANA

## A GREAT EXPERIENCE FOR VOTERS



- Enables all eligible voters to make their selections privately and independently. It is a fully compliant Americans with Disabilities Act (ADA) voting solution.
- Improves voter confidence because the interface prompts them if they've under/overvoted a contest.
- Provides voters the opportunity to review their selections twice before tabulation — on the summary screen and on the printed card.

## SECURITY YOU CAN COUNT ON®



The ExpressVote offers so many security features, we couldn't include them all here. To learn more about the great lengths we go to protect our systems and data, visit [essvote.com/feature/security](http://essvote.com/feature/security).

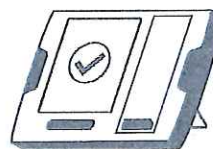
### SPECIFICATIONS

Ballot style capacity: Up to 15,000

Languages supported: Any language in audio and 12+ in text

Assistive devices supported: Headphones, audio-tactile keypad, rocker switch device, sip-and-puff device

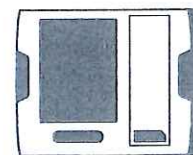
Dimensions (H x W x D):



Operational - 16" x 20" x 17"

Weight: 25 pounds

Battery backup: 2-4 hours



Stored - 17" x 20" x 5"

## 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 + 1500Application Date: 5/16/22☐ Town ☐ Village ☒ City of WISCONSIN RAPIDSCounty of WOOD

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

☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.at the premises described below during a special event beginning JULY 8 and ending JULY 8 6pm-9pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

☐ Bona fide Club☐ Church☐ Lodge/Society☐ Veteran's Organization☐ Fair Association☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.(a) Name CENTRAL WIS CULTURAL CENTER(b) Address 2651 8TH ST SOUTH 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 KIPFER 5213 BLACK DAN RD WYTER WI 54986Vice President JOE LUCAS 1930 1ST ST NORTH WIS RAPIDS WI 54494Secretary STEPHANIE HARTMAN 3130 45TH CT WIS RAPIDS WI 54494

Treasurer

(g) Name and address of manager or person in charge of affair: CONNIE TOMSKI-PAVILLE441 SECOND ST SOUTH RAPIDS WI 54494

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

(a) Street number SAME AS ABOVE

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

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

## 3. Name of Event

(a) List name of the event MUSIC ON THE PATIO OR OPEN MIC(b) Dates of event JULY 8, 2022

## 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 KIPFER 5/17/22 CWCC

(Signature / Date)

(Name of Organization)

Date Filed with Clerk 5/18/2022

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

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

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

5665 \$5.00 5/18/2022

## 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 \$ 50.00 Application Date: 5/16/22  
☐ Town ☐ Village ☒ City of WISCONSIN RAPIDS County of WOOD

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

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☐ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats. 5:30 pm - 7:30 pm  
at the premises described below during a special event beginning JULY 14 and ending JULY 14 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) → ☐ Bona fide Club ☐ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association  
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name CENTRAL WIS CULTURAL CENTER  
(b) Address 2651 8TH ST SOUTH 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 KIPFER 5213 BLACK OAK RD WYTER WI 54986  
Vice President Jim Lucas 1930 1ST ST NORTH WIS RAPIDS WI 54494  
Secretary STEPHAN HARTMAN 3130 45TH CT WIS RAPIDS WI 54494  
Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: CONNIE TOMSKI-PAVILLE  
441 SECOND ST SOUTH RAPIDS WI 54494

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

(a) Street number SAME AS ABOVE  
(b) Lot \_\_\_\_\_ Block \_\_\_\_\_  
(c) Do premises occupy all or part of building? \_\_\_\_\_  
(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

### 3. Name of Event

(a) List name of the event MUSIC ON THE PATIO OR OPEN MIC / ART OPENING  
(b) Dates of event JULY 14, 2022 Garden Exhibit

### 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 STEVEN KIPFER 5/17/22 CWCC  
(Signature / Date) (Name of Organization)

Date Filed with Clerk 5/18/2022 Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_ License No. \_\_\_\_\_

CK # 3179 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 July 29, 2022 at 7pm and ending at 10pm and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

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

→

Veteran's Organization                      Fair Association

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

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

(b) Address    **2651 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

**July 29, 2022 7-10pm**

DECLARATION

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

**Stephen Kipper** **2/22/2022**  
(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.



\$55<sup>00</sup>

Off the Clock  
Heart of WI  
July 13<sup>th</sup> 2022

## City of Wisconsin Rapids Events Policy and Procedures

It is the goal of the City of Wisconsin Rapids to encourage and coordinate special community events, while regulating these events in a positive manner to ensure the health and safety of participants in the event, efficient management of City services, and the protection of public lands and facilities.

"Event" means any planned extraordinary occurrence requiring City services on public right-of-way or public premises including, but not limited to, parades, processions, festivals, athletic events, and events requiring street closures. An event does not include a private gathering or function.

### Event Permits

Event permits are required in advance for all events. Permits do not include permission for vending, alcohol sales or consumption, or other activities for which separate permits may be required. There must be designated an event organizer who shall be responsible for obtaining all of the necessary approvals for activities taking place at the event.

### Vending

If sales of food or other items occur at the event, all event vendors must obtain permission to vend and complete a registration form for the event organizer to submit with their special events application. The vending registration form may be submitted prior to the event if the information is not available at the time of application. In addition, food vendors must pass inspection and obtain a valid permit, if needed, from the Wood County Health Department prior to serving at any event. The event organizer shall be responsible for insuring that all event vendors have completed the appropriate forms and are appropriately licensed/permitted.

### City Facilities, Park Land, and Open Spaces

The City establishes rental rates for city facilities, park land, and open spaces annually. Event organizers intending to use a rentable park facility or whose event precludes normal occupancy and use of a rentable park facility must reserve it separately. Submitting an event application doesn't reserve a rentable park facility and reserving a park facility does not give approval for the event. Contact the Parks Department at 421-8240 to reserve a park shelter or facility.

### Fees

The application fee for an event is \$25. Included in the \$25 event application fee is a street closure that does not exceed 6 barricades. The public works superintendent shall have discretion to determine how many barricades are required for a particular street closure.

#### Event Fees

Event Application Fee .....	\$25.00
Seasonal, Weekly Event - Annual Fee .....	\$300.00
Fee to Allow Vending at Event.....	\$25.00
Fee to Allow Vending at Seasonal, Weekly Event - Annual Fee .....	\$100.00
Snow Fence (50' roll including stakes and ties).....	\$10.00 per roll
Portable Stage.....	\$150.00 each

+\$5<sup>00</sup> class B.  
Temporary License



Additional Barricades 7-18 barricades..... \$50.00 total  
19 or more .....\$100.00 total

\* Picnic Tables, Benches, and Barrels

(See the attached fee schedule from the Park and Recreation department)

\* These items will need to be rented through the Park and Recreation Department at 421-2840.

There are times when the city must provide unanticipated service during or after an event, including, but not limited to, cleaning up after an event. Fees for these services will be billed to the event organizer following the event's conclusion and must be paid within 7 days of invoice. Additionally, charges for any damage to city property shall be invoiced and paid by the event organizer within 7 days of invoice.

#### Insurance

The Event Organizer must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, property damage, and product liability, with a minimum limit of liability of \$1,000,000 per occurrence and with a \$2,000,000 aggregate.

Applicant must sign an indemnity and hold harmless agreement and provide the City with a certificate of insurance showing insurance written by a company licensed by the State of Wisconsin and covering any and all liability or obligations which may result from the applicant's employees, agents, contractors, or subcontractors. The certificate shall name the City of Wisconsin Rapids as an additional insured. Proof of insurance, including coverage and exceptions, must be provided to the City at the time of application for the event.

#### Compliance with Laws

Sponsors, participants, and organizers of special events must comply with all applicable state, federal and municipal regulations and ordinances.

#### Public Safety

Event organizers are responsible for ensuring the safety of the participants in their event. Depending upon the size, location, and nature of the event, the City may require any or all of the following:

- 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 extinguishers and/or fire protection systems

#### Parking

Adequate parking must be available to support the event without causing undue disruption of normal commercial or residential activities. Off-site parking, combined with shuttle transportation, may augment on-site parking. If your event has parking issues, please include your proposal to address those issues in the application.

### Commercial Sales

Sales of food, beverages and merchandise are not allowed during events on public property except as follows:

- (a) Food, beverage, and merchandise sales must be secondary to the primary theme or activity of the event.
- (b) Vendors have written permission from the event organizer and proper permits from the Wood County Health Department, if applicable. Event organizers are responsible for obtaining registration information for all vendors participating in their event and forwarding that information to the City Clerk.
- (c) Merchandise sold by vendors during an event shall be reviewed by and have the approval of the event organizer.
- (d) Event vendors are responsible for obtaining and displaying all appropriate sales permits, health/sanitation licenses, and food, beverage, and vending permits, if required. All food and beverage vendors should complete the food and beverage worksheet.

### Wine and/or Beer Sales

Wine and beer concessions are allowed under the conditions of city ordinance. A Temporary Class "B" / Class "B" Retailers License (picnic license) must be obtained. These are only eligible to churches, foundations, or bona fide clubs in existence for at least six months. Licensed beverage operators (bartenders) are required. A retailer's license application is required by state law to be on file with the city clerk a minimum of 15 days prior to issuance and requires approval from the common council. If it is planned to serve beer or wine at the event, the application for a "Temporary Class B Retailers" license should be filed with the city clerk at least 30 days but no less than 15 days in advance of the event.

### Enclosure Required - Picnic License

- (a) The license holder of a special Temporary Class "B" Retailers License (picnic license) shall cause a fence to be installed around the main point of sales. The fence shall be at least four feet in height measured from ground level, in order to control ingress and egress of persons and consumption of fermented malt beverages. The herein described fence regulations shall not apply to a licensed area within an enclosed building.
- (b) All license holders issued a Temporary Class "B" Retailers License (picnic license) shall post in a conspicuous location at the main point of sale and at all entrances to the facility a sufficient number of signs disclosing that no fermented malt beverage shall be served to any underage person.
- (c) A licensed operator (bartender) shall be stationed at all points of sale at all times.

### Bands, Public Address Systems and Entertainment:

If the event includes the use of public address systems, amplified music, or live entertainment, this information must be detailed on the application when submitted. Event organizers should contact neighboring residential property owners located within 200 feet regarding the type of noise, the dates of the event, the expected times of when the noise will begin and conclude. Such notification shall be at least 15 days prior to the event. Please refer to the City's noise ordinance, and consider requesting a variance if noise levels are anticipated to exceed permitted levels.

If complaints are received, the Wisconsin Rapids Police Department shall require the event organizer to reduce the sound volume. If the organizer(s) fail to reduce the sound volume to an acceptable level, they shall be subject to a penalty as provided by city noise ordinance.

### Accessibility

Event organizers are responsible for ensuring their public event complies with the accessibility requirements

of the Americans with Disabilities Act (ADA). Many events change the normal use patterns or exceed the normal design capacity of public facilities.

Organizers are responsible for providing any additional facilities such as accessible parking, travel-ways, seating, restrooms, drinking water, etc., plus service and program access for individuals with physical, sight, speech, hearing and other impairments covered by the Act.

Organizers shall provide sufficient access for public safety vehicles.

#### Sanitation and Toilet Requirements

Depending on the nature of the special event, organizers may be required to provide additional restroom and refuse facilities such as portable toilets, hand-washing stations, garbage cans, dumpsters, etc., if determined appropriate by the County Health Department and/or the City.

#### Street Closures

If your event requires closure of a street, please detail the request on the application. The Finance and Property Committee will review your application and determine whether to permit the closure. Please note that arterial streets and major collector streets may not be acceptable for closure.

By submitting the application, the applicant shall be responsible for contacting all persons on the block; for verifying there are no objections to the street closing; for placing barricades and signs on the street as directed by City officials, removing them after the event; and for cleanup of all debris by 9:00 a.m. the morning after the event.

Fire and EMS response apparatus require a minimum of 20 foot width clearance for vehicle access. All access lanes/roads must be kept clear to that width for emergency vehicles. Cul-de-sacs should have a minimum turning diameter of 70 feet, and other type turnarounds such as L-types, T-types, and Y-types should allow for fire apparatus with a wheelbase of 25 feet to turn around with no more than one (1) backing maneuver. Access into and around individual display booths, tents, facilities, restrooms, etc. must be maintained to the extent that personnel with ambulance cots, EMS equipment, and/or fire equipment can maneuver freely and quickly when responding to an emergency. Street barricades should be easily removable to admit emergency/police vehicles as necessary with minimal time delay.

The street department shall supply necessary signs and barricades at specific locations on the boulevard on the day of the event and pick them up the next workday following the event.

#### Parades

Parade organizers must apply for an event permit from the city clerk. The application must include details as to the exact parade route, the location of staging and demobilization areas, the times of the parade start and finish, the size of the parade including number of floats and an itinerary or schedule of times for each detail, i.e., staging at location and time, parade on route at time, demobilization at location and time, etc.

Parade organizers must submit a map of the parade route with their event application. Streets are normally closed for parades. The City will determine the number, type and location of barricades and/or traffic cones required.

The city shall be responsible for delivery and pick up of the barricades or traffic cones. Organizers shall place the barricades or traffic cones at the appropriate time and shall remove them from the street when they are no longer needed.

Attachment B

## 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 \$~~1000~~ \$5<sup>00</sup>

Application Date: 04/19/2022

☐ Town ☐ Village ☒ City of Wisconsin Rapids

County of Wood

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

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

at the premises described below during a special event beginning \_\_\_\_\_ and ending \_\_\_\_\_ 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 or Agricultural Society  
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Heart of Wisconsin Chamber of Commerce

(b) Address 1120 Lincoln St. Wisconsin Rapids, WI 54494

(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 01/01/1948

(d) If corporation, give date of incorporation 01/01/1948

(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 Angel Whitehead - 1120 Lincoln St. Wisconsin Rapids, WI 54944

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

(g) Name and address of manager or person in charge of affair: Angel Whitehead - 1120 Lincoln St. 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 Rosecrans St

(b) Lot 850 Block 800

(c) Do premises occupy all or part of building? This is an outdoor event

(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 Off the Clock

(b) Dates of event 07/13/2022

### 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

Angelina Whitehead  
(Signature / Date)

(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 _____	Receipt # _____
Date _____	

FULL LEGAL NAME OF ORGANIZATION Heart of Wisconsin Chamber of Commerce

MAIN CONTACT Hannah Quick PHONE NUMBER 715-422-4859

ADDRESS 1120 Lincoln Street, Wisconsin Rapids, WI 54494

EVENT DAY CONTACT Hannah Quick CELL PHONE NUMBER 715-323-9174

DATE OF EVENT (WITH EXACT START & END TIMES) July 13th, 2022 --- 4PM-6PM

EVENT TITLE AND DESCRIPTION OF EVENT This community event serves as a networking opportunity and social. Guests can participate in a raffle, purchase food and enjoy music.

ACCURATE DESCRIPTION OF STREET(S) OR PUBLIC AREAS TO BE USED FOR EVENT The dead end road where ShopMaster is located -- 850 Rosecrans St. Wisconsin Rapids, WI 54495

DETAILED DESCRIPTION OF USE FOR WHICH STREET CLOSURE PERMIT IS REQUESTED Please see map (attachment A).  
900 block of 9th Ave. N. and 800 block of Rosecrans St.

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.

#### Cancellation

Cancellation of any event, for any reason, shall result in the forfeiture of permit fees.

#### Approval Process

Event applications are reviewed by staff consisting of representatives from the following entities: Parks Department, Police Department, Fire Department, Planning and Economic Development Department, Street Department, City Clerk, Mayor, City Attorney, and Wood County Health Department.

City staff will make recommendations to the Finance and Property Committee, who must approve the event prior to the issuance of a permit by the city clerk.

If the event is denied in whole or part by the Finance and Property Committee, applicants can appeal the decision in writing to the Wisconsin Rapids Common Council within seven days of the Committee's denial.

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

5-3-22

Date:



# 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.		X	Estimated attendance 80 - 100	
2.	Have you reserved or rented your event's location? (Parks Department @ 421-8240 for park facilities)			N/A	
3.	Do you charge an admission or entry fee?	X		This event is open to the public and free to attend.	
4.	Will there be wine or beer served?		X	Beer only	
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?		X	Please see attachment B	
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.	X			
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.	X			



9.	Will there be food or beverage vending? Have vendors passed inspection, received approval and been permitted by the Wood County Health Department? (421-8911)		X	Food will be served- details are forthcoming.  Proper insurance will be submitted 2 weeks prior to the event.	
10.	Will there be other types of vending? Describe what and how many. Have you completed registration information to submit with your events application?	X			
11.	Have you provided sufficient restroom facilities or portable toilets for your event, in accordance with Wood County Health Department (421-8911) requirements?		X	Guests can enter ShopMaster to use the restroom	
12.	Have you provided sufficient refuse collection bins and arranged for cleanup of the premise after the event? Contact Parks Department (421-8240)		X		
13.	Is there entertainment such as bands, amplifiers, performances, etc., Have you notified neighboring residences in writing of the noise expectations of your event?	X			
14.	Does your event occur at night or continue into evening (dark) hours? If so, what is your plan for lighting and security?	X			
15.	Will there be fireworks or pyrotechnics at your event? Have you obtained permission from the Mayor and Fire Department? (423-1150)	X			

16.	Do you have an emergency plan in place for accidents, injuries, fires, severe weather, etc.?		X	This event will be re-scheduled if there is inclement weather. Tentative rain date- July 19, 2022	
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?		X		
18.	Have you obtained orange safety vests and provided training for route guides on runs/walks?	X		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)?	X		N/A	
20.	Have you obtained and provided to the Clerk adequate liability insurance with the City of Wisconsin Rapids named as the additional insured?		X	Please see attachment C	
21.	Have you provided a complete time schedule and location itinerary of the parade staging & route?	X		N/A	





Attachment C: Heart of WI will submit updated insurance when available



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
2/18/2022

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

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

<b>PRODUCER</b> Spectrum Insurance Group Wisconsin Rapids 210 9th St S PO Box 9 Wisconsin Rapids WI 54494	<b>CONTACT NAME:</b> Elyn Charlyn Hoefs, CISR <b>PHONE (A/C, No, Ext):</b> 715-423-2000 <b>FAX (A/C, No):</b> 715-423-4360 <b>E-MAIL ADDRESS:</b> elyn.hoefs@spectruminsgroup.com														
<b>INSURED</b> HEAROFW-02 Heart of WI Chamber of Commerce 1120 Lincoln St Wisconsin Rapids WI 54494	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A: Cincinnati Insurance Company</td> <td>10677</td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Cincinnati Insurance Company	10677	INSURER B:		INSURER C:		INSURER D:		INSURER E:		INSURER F:	
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INSURER E:															
INSURER F:															

**COVERAGES** **CERTIFICATE NUMBER: 677824481** **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS														
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:	Y		ENP 0142451	7/2/2021	7/2/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr> <tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr> <tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr> <tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr> <tr><td>GENERAL AGGREGATE</td><td>\$ 2,000,000</td></tr> <tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr> <tr><td></td><td>\$</td></tr> </table>	EACH OCCURRENCE	\$ 1,000,000	DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	MED EXP (Any one person)	\$ 5,000	PERSONAL & ADV INJURY	\$ 1,000,000	GENERAL AGGREGATE	\$ 2,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000		\$
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A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	EWC 0333302	7/2/2021	7/2/2022	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td><input checked="" type="checkbox"/> PER STATUTE</td> <td><input type="checkbox"/> OTH-</td> <td></td> </tr> <tr><td>E.L. EACH ACCIDENT</td><td></td><td>\$ 100,000</td></tr> <tr><td>E.L. DISEASE - EA EMPLOYEE</td><td></td><td>\$ 100,000</td></tr> <tr><td>E.L. DISEASE - POLICY LIMIT</td><td></td><td>\$ 500,000</td></tr> </table>	<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-		E.L. EACH ACCIDENT		\$ 100,000	E.L. DISEASE - EA EMPLOYEE		\$ 100,000	E.L. DISEASE - POLICY LIMIT		\$ 500,000		
<input checked="" type="checkbox"/> PER STATUTE	<input type="checkbox"/> OTH-																				
E.L. EACH ACCIDENT		\$ 100,000																			
E.L. DISEASE - EA EMPLOYEE		\$ 100,000																			
E.L. DISEASE - POLICY LIMIT		\$ 500,000																			

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 City of Wisconsin Rapids is an additional insured in regard to general liability per CG2026 (04/13) Additional Insured - Designated Person or Organization (attached).

Lunch by the River: Weekly, 6/2/2022 - 8/25/2022  
 Cranberry Blossom Festival: 6/17/2022 - 6/19/2022  
 Downtown Grand Affair: 9/11/2022  
 Rekindle the Spirit: 11/23/2022

**CERTIFICATE HOLDER**

**CANCELLATION**

City of Wisconsin Rapids 444 Grand Ave Wisconsin Rapids WI 54494	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p><b>AUTHORIZED REPRESENTATIVE</b>  </p>
--	---

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THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

## ADDITIONAL INSURED - DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

### SCHEDULE

Name Of Additional Insured Person(s) Or Organization(s):

CITY OF WISCONSIN RAPIDS  
440 W GRAND AVE  
WISCONSIN RAPIDS, WI 54495

Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

A. **Section II - Who Is An Insured** is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

However:

1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than

that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to **Section III - Limits Of Insurance**:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

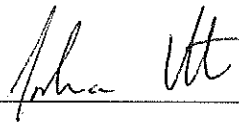
1. Required by the contract or agreement; or
2. Available under the applicable Limits of Insurance shown in the Declarations;

whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

Request for Temporary Extension of Alcohol Licensed Premises

I, Joshua Vetrone, being the agent listed on the Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses for Johnny's, LLC, for the premises located at 2610 8<sup>th</sup> Street South, Wisconsin Rapids, doing business as Johnny's Bar, hereby request to temporarily extend the premises description listed on the Class "B" Fermented Malt Beverages and "Class B" Intoxicating Liquor licenses to include an outdoor area as depicted on the attached map on Friday, July 22 and Saturday, July 23, 2022 from 6:00 p.m. to 2:00 a.m., and for a noise variance for a DJ until 1:00 a.m. on both nights. Beer and liquor on the extended premises must be in plastic or aluminum containers only during said dates and times. I will have people checking IDs at the door and will provide wristbands to show proof of ID. I will have a couple of bouncers walking the crowd, as well.



Joshua Vetrone

Agent and Member, Johnny's Bar, LLC

The request for a temporary extension of the licensed premises and noise variance for the dates and times indicated above was approved by the Common Council on \_\_\_\_\_.

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

\_\_\_\_\_  
Mike Potocki, Interim Police Chief

A copy of this Approval shall be posted on the premises.







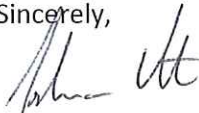
May 26, 2022

Dear Neighbor,

My name is Josh Vetrone, owner of Johnny's Bar, and I am requesting to have an indoor DJ at a special event I am having on Friday July 22 and Saturday, July 23, 2022 from 6:00 p.m. to 2:00 a.m., and thus I am requesting a noise variance for that time. The City requires that I contact all residential property owners within 200 feet of my property boundaries to make them aware of my request.

If you have any questions or concerns with the DJ, I would appreciate if you contact me directly so we can discuss it. Otherwise, you may contact the City Clerk at 715-421-8200 to express your concern, or you may contact Chairperson Zacher at [mzacher@wirapids.org](mailto:mzacher@wirapids.org) before the Finance and Property Committee meeting to be held at 5:00 p.m. on Tuesday, June 7 when my request will be considered.

Sincerely,

A handwritten signature in black ink, appearing to read 'Josh Vetrone', with a stylized flourish at the end.

Josh Vetrone

715-570-8538

Cash 3/22/2022 5499 \$10

Form  
**AT-200**

## Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee.

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required).

### Section 1: Licensee Information and Acknowledgement

Licensee Name

Reason for Cancellation of Appointed Agent

The undersigned appoints DERRICK DELASQUER as agent in accordance with sec. 125.04(6), Wis. Stats.

X [Signature]  
Signature of President / Member

5.5.22  
Date

### Section 2: Agent Information and Acknowledgement

Agent Name

DERRICK DELASQUER

Mailing Address

1805 Levent

City or Post Office

Stevens Point

State

WI

Zip Code

54481

#### Agent Questions

Yes No

1. Are you of legal drinking age? ☒ Yes ☐ No
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? ☒ Yes ☐ No
3. Have you ever been convicted of a federal law violation? ☐ Yes ☒ No
4. Have you ever been convicted of a state law violation? ☒ Yes ☐ No
5. Have you ever been convicted of a local ordinance violation? ☒ Yes ☐ No
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ☒ Yes ☐ No

**UNDER PENALTY OF LAW**, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for HEADQUARTER BAR LLC and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

[Signature]  
Signature of Agent

5-4-22  
Date

### Section 3: Licensing Authority Approval

Municipality Name

CITY OF WISCONSIN RAPIDS

[Signature]

Signature of Official

Date

5/20/2022

CHIEF OF POLICE

Title of Official

# Instructions for Renewal Alcohol Beverage License Application

## THIS RENEWAL FORM CANNOT BE USED IF:

1. There is a change in business entity (i.e., individual has changed to partnership or corporation/limited liability company; partnership changed to individual or corporation/limited liability company; corporation changed to individual, partnership or limited liability company) and if limited liability company has been dissolved.
2. Partners are added or dropped.
3. Application is made in a different municipality.

## PARTNERSHIPS:

Indicate full name and home address of each partner. One partner must sign application. **Reminder:** If partners have been added or dropped since your last application, you must use Form AT-106 (Original Beverage License Application).

## CORPORATIONS:

One officer must sign application. Be sure to answer Question No. 7 by indicating any change of officers, directors, and/or changes in home address. If there are any changes in officers and/or directors each must complete Form AT-103 (Auxiliary Questionnaire). If there has been a change in agent since your last approved agent, he/she must complete Forms AT-104 (Schedule for Appointment of Agent) **AND** AT-103 (Auxiliary Questionnaire) in addition to this (AT-115) form.

## LIMITED LIABILITY COMPANY:

One member/manager must sign application. Follow procedure under Corporations for any change of members or agent.

**NOTE:** Use ink or typewriter when filling in applications. Be sure to answer all questions fully and accurately. 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.

## DISCRIMINATION CLAUSE – (City of Milwaukee only)

The applicant shall not willfully refuse to provide those services offered under this license or refuse to employ or discharge any person otherwise qualified because of race, color, creed, sex, national origin or ancestry, the applicant shall not seek information as a condition of employment, or penalize any employee or discriminate in the selection of personnel for training or promotion solely on the basis of such information. The applicant also shall not discriminate against any member of the military service dressed in uniform by willfully refusing services offered under this license.

Complete, sign and return this form to the clerk.

If answer to Questions No. 6a and/or 6b on page 2 are "YES," outline details below:

## CONVICTIONS

- |                          |  |
|--------------------------|--|
| 1. NAME _____            | STATUTE NO./LOCAL ORDINANCE _____                                    |
| CHARGE _____             | WHERE CONVICTED _____  |
| DATE _____ PENALTY _____ | <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY |
| 2. NAME _____            | STATUTE NO./LOCAL ORDINANCE _____                                    |
| CHARGE _____             | WHERE CONVICTED _____  |
| DATE _____ PENALTY _____ | <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY |
| 3. NAME _____            | STATUTE NO./LOCAL ORDINANCE _____                                    |
| CHARGE _____             | WHERE CONVICTED _____  |
| DATE _____ PENALTY _____ | <input type="checkbox"/> MISDEMEANOR <input type="checkbox"/> FELONY |

## PENDING CHARGE

- |  |   |
|--|---|
| 1. NAME <u>Bernald Velasquez</u>       | STATUTE NO./LOCAL ORDINANCE <u>940.45</u> |
| PENDING CHARGE <u>DOMESTIC BATTERY</u> | DATE <u>9/20/2019</u>                     |

# Auxiliary Questionnaire Alcohol Beverage License Application

Submit to municipal clerk.

Individual's Full Name (please print) (last name)		(first name)		(middle name)	
Velasquez		berald		Jodie	
Home Address (street/route)		Post Office		City	State Zip Code
101 12th Ave S				WISCONSIN RAPIDS	WI 54495
Home Phone Number		Age	Date of Birth	Place of Birth	
715.897.0522		41	08.24.1980	Chicago, IL	

The above named individual provides the following information as a person who is (check one):

☐ Applying for an alcohol beverage license as an **individual**.

☐ A member of a **partnership** which is making application for an alcohol beverage license.

☒ Verald Velasquez of Headquarters Bar of Wisconsin Rapids, Inc  
(Officer / Director / Member / Manager / Agent) (Name of Corporation, Limited Liability Company or Nonprofit Organization)

which is making application for an alcohol beverage license.

The above named individual provides the following information to the licensing authority:

1. How long have you continuously resided in Wisconsin prior to this date? 5 years
2. Have you ever been convicted of any offenses (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of any other states or ordinances of any county or municipality? ☒ Yes ☐ No  
If yes, give law or ordinance violated, trial court, trial date and penalty imposed, and/or date, description and status of charges pending. (If more room is needed, continue on reverse side of this form.)  
Battery
3. Are charges for any offenses presently pending against you (other than traffic unrelated to alcohol beverages) for violation of any federal laws, any Wisconsin laws, any laws of other states or ordinances of any county or municipality? ☒ Yes ☐ No  
If yes, describe status of charges pending. DOMESTIC
4. Do you hold, are you making application for or are you an officer, director or agent of a corporation/nonprofit organization or member/manager/agent of a limited liability company holding or applying for any other alcohol beverage license or permit? ☒ Yes ☐ No  
If yes, identify. Headquarters Bar, Verald Velasquez, Liquor License  
(Name, Location and Type of License/Permit)
5. Do you hold and/or are you an officer, director, stockholder, agent or employee of any person or corporation or member/manager/agent of a limited liability company holding or applying for a wholesale beer permit, brewery/winery permit or wholesale liquor, manufacturer or rectifier permit in the State of Wisconsin? ☐ Yes ☒ No  
If yes, identify.


(Name of Wholesale Licensee or Permittee)

(Address By City and County)

6. Named individual must list in chronological order last two employers.

Employer's Name	Employer's Address	Employed From	To
Self-employed			
Employer's Name	Employer's Address	Employed From	To

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

  
(Signature of Named Individual)



## Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

City of Wisconsin Rapids  
(Municipality)

Wisconsin May 13 20 22  
(Date)

1. Name of agent Rhonda Ann Urlaub

- |    | Yes                                 | No                                  |  |
|----|-------------------------------------|-------------------------------------|--|
| 2. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Are you of legal drinking age?   |
| 3. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? |
| 4. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a federal law violation?   |
| 5. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a state law violation?   |
| 6. | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | Have you ever been convicted of a local ordinance violation?   |
| 7. | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?         |

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my 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.

Rhonda Ann Urlaub  
(Signature of Agent)

118927 Trailview Street, Stratford, WI 54484  
(Address)

### SUCCESSOR AGENT

The undersigned appoints Rhonda Ann Urlaub as agent  
in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee GPM Southeast, LLC dba Bread & Butter Shop #4532

Date May 09, 20 22

By Donald Bassell, CFO  
(Signature of Officer / Member)

I hereby accept appointment as agent for GPM Southeast, LLC dba Bread & Butter Shop #4532 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date May 10, 20 22

Rhonda Ann Urlaub  
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.  
(See sec. 125.04(6), Wis. Stats.)

WISCONSIN RAPIDS WI 5/16/ 20 22  
(Municipality) (Date)  
Michael S. Pata  
(Signature of Official)  
POLICE CHIEF  
(Title)

## Schedule for Successor of Agent

If there is a change in agent, each club, corporation, or limited liability company who holds a retail permit to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent pursuant to sec. 125.04(6), Wis. Stats. There is a \$10 change in agent processing fee due with this form. The following questions must be answered by the Agent. The appointment must be signed by an officer of the corporation/organization or one member of limited liability company. (Only one signature is required). The appointment must be approved by the licensing authority.

City of Wisconsin Rapids Wisconsin May.13 20 22  
(Municipality) (Date)

1. Name of agent Rhonda Ann Urlaub

Yes No

2. ☒ ☐ Are you of legal drinking age?
3. ☒ ☐ Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent?
4. ☐ ☒ Have you ever been convicted of a federal law violation?
5. ☐ ☒ Have you ever been convicted of a state law violation?
6. ☐ ☒ Have you ever been convicted of a local ordinance violation?
7. ☒ ☐ Have you completed the required responsible beverage server program per sec. 125.04(5)(a)5, Wis. Stats.?

UNDER PENALTY OF LAW, I declare that all of the above information is true and correct to the best of my 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.

Rhonda Ann Urlaub  
(Signature of Agent)

118927 Trailview Street, Stratford, WI 54484  
(Address)

### SUCCESSOR AGENT

The undersigned appoints Rhonda Ann Urlaub as agent  
in accordance with sec. 125.04(6), Wis. Stats.

Name of Permittee GPM Southeast, LLC dba Bread and Butter Shop #4533

Date May 09, 20 22

By Donald Bassell, CFO  
(Signature of Officer / Member)

I hereby accept appointment as agent for GPM Southeast, LLC dba Bread and Butter Shop #4533 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Date May 10, 20 22

Rhonda Ann Urlaub  
(Signature of Agent)

THE AGENT APPOINTED ABOVE MUST BE APPROVED BY THE LICENSING AUTHORITY TO BE EFFECTIVE.  
(See sec. 125.04(6), Wis. Stats.)

WISCONSIN RAPIDS WI 5/16 20 22  
(Municipality) (Date)  
[Signature]  
(Signature of Official)  
POLICE CHIEF  
(Title)



*Requestors Name:* Karen Timm

May 4, 2022

*Referral Language:* Consider a recommendation from Statewide Services to deny a claim from Waste Management for alleged damages to their building by a City owned truck on 09/08/2021.

*Background Information:* Investigations revealed no proof or indication of negligence on the behalf of the City.

*Recommendation:* Follow recommendation of insurance company to deny the claim to shorten the statute of limitations to six months.

*Action you are requesting the committee take:* Motion to deny the claim from Waste Management.

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



***Statewide Services, Inc.***

Claim Division

1241 John Q. Hammons Dr.  
P.O. Box 5555  
Madison, WI 53705-0555  
877-204-9712

May 3, 2022

City of Wisconsin Rapids  
Attn: Karen Timm  
444 W. Grand Ave.  
Wisconsin Rapids, WI 54495

Program: League of Wisconsin Municipalities Mutual Insurance  
Our Insured: City of Wisconsin Rapids  
Date of loss: 9/08/2021  
Our Claim # WM000712910323  
Claimant: Gallagher Bassett Services (as subrogee of Waste Management)  
C/O Data Dimensions  
Attention: Katie Draper  
Re: Claim # 003000-487946-RB-01  
1315 19th Ave NW 0720- R3  
Clinton, IA 52732

Dear Ms. Timm,

Statewide Services, Inc. administers the claims for the League of Wisconsin Municipalities Mutual Insurance, which insures the City of Wisconsin Rapids. We are in receipt of the Subrogation claim submitted by Gallagher Bassett Services for damage its insured building sustained due to alleged contact from a City-owned recycling truck on 9/8/21.

We have reviewed the matter and recommend that the City of Wisconsin Rapids deny this claim pursuant to the Wisconsin statute for disallowance of claim 893.80(lg). The disallowance will shorten the statute of limitations period to six (6) months.

Our denial is based on the fact that the investigation revealed no proof or indication of negligence on behalf of the City. The City maintains that the damage being claimed was not caused by a City-owned recycling truck.

Please submit the disallowance directly to the claimant at the above address. The disallowance should be sent certified or registered mail and must be received by the claimant within 120 days after you receive Notice of Claim. Please send a copy of the disallowance to Statewide Services Inc. Claims, for our records.

Thank you,

Sarah Bourgeois, AIC, AINS  
Claims Rep. II  
Statewide Services Inc.  
PO Box 5555  
Madison, WI 53705-0555  
608-828-5439 Phone  
800-854-1537 Fax  
[sbourgeois@statewidesvcs.com](mailto:sbourgeois@statewidesvcs.com)

CC: Darrel Zaleski

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 6/2/2022  
Reported to Council: 6/21/2022

The Public Works Committee met on Thursday, June 2nd, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin and Dennis Polach were in attendance. Others attending are listed below.

1. Call to order

The meeting was called to order at 5:13 PM.

2. Review Engineering & Street Department Monthly Activity Report.

Reports were reviewed.

3. Review the Recycling Cooperative Agreement between the City of Wisconsin Rapids and neighboring communities in regards to the operations of the City compost sites.

Recycling Cooperative Agreement was reviewed.

4. Review the 2021 Sidewalk Maintenance Summary.

The Safe Step 2021 Sidewalk Maintenance Summary and 2022 Sidewalk Repair Proposal reports were reviewed.

5. Review referral list.

No items to update.

6. Set next meeting date.

Next meeting date/time was set for Tuesday, June 21<sup>st</sup> at 4:30, assuming that Alderperson Sheri Evanson will be able to attend.

7. Adjourn

Motion by Polach, second by Austin to adjourn at 5:36 pm. Motion carried (2-0).

**Others in attendance:**

See sign-in sheet.

# Public Works Meeting

## Sign-in Sheet

Date: 6-2-22

	Name	Representing	Address
1	Dennis Polach		
2	Ryan Austin		
3	Paul Voller		
4	Nick Dums		
5	Bill Clendenning (remotely)	Town of Grand Rapids	
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**

May 2022

### Transportation Utility

- Resolution has been approved at the 5/17/22 Council Meeting revoking preliminary resolutions and special assessment actions.
- Over 400 letters were prepare and mailed to property owners affected by the Transportation Utility and special assessment payments. A copy of the letter was emailed to the Council members.
- RaSmith has completed their work on the trip generation and trip model

### Permits & Degradation

- 38 Permits/Applications (25 in April) for asphalt paving (1), driveway grades/concrete pour inspections (11), storm water (0), excavating (21), Street Privilege (0), storm connection (0), permit parking (0), banner (1), contractor licenses (4)
- 255 Diggers Locates for Storm Sewer & Sanitary Sewer (242 in April)
  - 6 Emergency locates during work hours
  - 2 Emergency locates after hours
- Degradation fees - this year = \$56,184.14
  - This month =\$13,093.23

### Traffic

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S – Engineering Dpt staff measured the height and location and have determined that the obstruction is in the vision triangle so a letter will be sent in June.
  - 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 – Traffic Counts are complete
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22
  - 11<sup>th</sup> & Apple St, 11<sup>th</sup> & Peach St, 10<sup>th</sup> St & Peach St – 5/24/22
- ITS Standalone Signal Grant
  - Advertisement for bids is being published on 5/26 or 5/27. Bid opening is set for June 17<sup>th</sup> at 9:00 AM. We would like to request a special Public Works Meeting prior to Council on June 21<sup>st</sup>.
  - 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.





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

- Monotube supplier has been contacted for quotes and provided a 6.5 month lead time.
- Signal complaints
  - 8<sup>th</sup> St & Pepper Ave – vehicle detection issue on left turn arrow. - 5/24/22
  - Lincoln St & Expressway – vehicle detection issue on left turn arrow. - 5/24/22
  - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16<sup>th</sup>. IT has performed additional work on configuring in April. This is ongoing to repair the remote cellular connection.
  - 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. The wires were replaced May 2<sup>nd</sup> and the signals are fully operational again.
  - 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – The new pole has been delivered. The base was poured at the end of May and the pole will be set on June 1<sup>st</sup>.
  - 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 performed final punch list items on May 5<sup>th</sup> and 6<sup>th</sup>. Reimbursement requests will be submitted to the DOT in June.

##### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – Safestep will be performing the sidewalk cutting this year in the area generally bounded by 8<sup>th</sup> St S, Plover Rd, E Riverview Expy and Chestnut St. \$40,000 is budgeted in 2022.
- 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 surrounding the DOA parking lot is nearly complete. The storm sewer is installed and the concrete components are complete. Lyon Park work is anticipated in late summer. 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



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DOA on March 22<sup>nd</sup> to review construction scheduling, staging, etc. Materials are being ordered.

- A preconstruction walk-thru letters were mailed in May meetings for:
  - Fremont St - 13<sup>th</sup> to 14<sup>th</sup> Ave on June 8<sup>th</sup>
  - 9<sup>th</sup> Ave N & Fremont St (7<sup>th</sup> Ave to 10<sup>th</sup> Ave) - June 15<sup>th</sup>
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – the majority of the work is complete; however, there are two items that they will come back for:
    - A spot liner on 19<sup>th</sup> St in August
    - A more recent lining need on Chestnut St in October.
  - 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>.

### 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) – 90%
  - 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.



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- 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.

### Other Highlights

- Mike Kukler has retired as of May 20<sup>th</sup> with over 31 years of service to the City.
- An interview was held on May 24<sup>th</sup> for the seasonal technician position.
- Nick Dums attended the American Public Works Association conference in May
- Joe Eichsteadt attended the American Public Works Association conference and the Tapco Signal & Cabinet training in May.
- W Jackson St is proposed to start between 6<sup>th</sup> Ave and the Jackson St bridge on June 6<sup>th</sup>.



## **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 the Recycling Cooperative Agreement between The City of Wisconsin Rapids and neighboring communities in regards to the operations of the City compost sites.

### **Background Information:**

Since 2012 the City of Wisconsin Rapids has been operating a Cooperative Agreement with neighboring communities in regards to our compost sites. Since it has been 10 years since it has been set up, I think it is time just to review the process and look to see if there is a need for change.

Current practice, City staff puts together nonresident tags, packets for the various municipalities. Municipalities then sell the tags to their residents based on the minimum fee that is set by the city. At the end of the season, municipalities return unused tags, money collected and list of tags sold. Some Non-Residents also come to City Garage to purchase tags instead of the various municipalities.

Attached are Cooperative agreements that are in place, or have been used in the past.

#### **Possible solutions:**

1. Continue to do business how it has been done.
2. Continue to business similar, and don't have City staff sell nonresident tags.
3. Since the Cooperative Agreement is directly with other municipalities, charge them a flat fee based off previous usage.
4. Not have a Cooperative Agreement. Provide a compost site for Local Businesses and Residents.

### **Recommendation:**

Staff recommends continuing to participate with neighboring municipalities in a Cooperative Agreement in usage of the city compost site. Rather than charge a fee to the end user of the

compost site, the city would charge a flat fee to the local municipality and they would be responsible for charging the fee to the member of their municipality and issuing the permit.



**YARD WASTE AGREEMENT WITH  
CITY OF WISCONSIN RAPIDS  
AND  
THE TOWN OF GRAND RAPIDS**

THIS AGREEMENT, Made and entered into this 8<sup>th</sup> day of February, 2012 by and between the City of Wisconsin Rapids and the Town of Grand Rapids.

WITNESSETH, That the City of Wisconsin Rapids and the Town of Grand Rapids for the consideration stated herein agree as follows;

**I. DEFINITION**

**Yard Wastes** – Shall include grass clippings, leaves, pine needles, garden wastes and brush 2" in diameter.

**Load** – Shall include each trip to compost site with any container, trailer, or pickup truck with maximum box size of 4 ft. by 8 ft.

**II. SERVICE, OPERATIONS & PERFORMANCE**

**Service Provided** – The City of Wisconsin Rapids will accept yard wastes from the Town of Grand Rapids residents with season permits at its compost sites during the days and hours available to city residents. The fee under this agreement will be \$35.00 per permit per season. The City will bill the Town annually based on the number of annual permits sold.

Town residents who bring a load of yard waste will be entitled to pick up a load of city compost if there is any available for private use.

**III. TOWN OF GRAND RAPIDS REQUIREMENTS**

**Season Pass Hanging Permits** – The City will provide the Town with compost site season permits yearly. The annual fee under this agreement from the City to the Town will be \$35.00 per permit per season. Town residents who purchase an annual permit are entitled to use the City's compost sites for the duration of the season in which it was purchased. The City will bill the Town based on the number of permits sold. The Town shall return all unused annual permits to the City annually to finalize City billing to the Town.

The Town shall be responsible for issuing permits to Town residents. The Town shall maintain a record of the permit number, name, resident address, and vehicle license number at the time the permit is issued. The Town shall enter the license number of the resident's vehicle to be used for admittance to the compost site on the permit in bold black. A summary listing of this data will be provided to the City yearly at the time of billing.

Town residents must display the season permit, hanging from the vehicle's rear view mirror, for admittance to the compost site. Vehicles without the permit will not be admitted to the site.

**IV. SCOPE OF AGREEMENT**

**Effective Date** – This agreement shall become effective on the day of execution. The City of Wisconsin Rapids will begin accepting yard waste as set out by notice or as soon thereafter as the City opens its compost sites.

**TERM** – The term of this agreement shall be on going from the date of execution until either party; City of Wisconsin Rapids or Town of Grand Rapids; wish to change the terms of the agreement. Season permit fee increases constitute a change to the terms of the agreement.

**IN WITNESS WHEREOF**, The City of Wisconsin Rapids and the Town of Grand Rapids have hereunto set their hands and seals the day and year first above written.

**TOWN OF GRAND RAPIDS**

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

Town Chairman

And \_\_\_\_\_

Town Clerk

**CITY OF WISCONSIN RAPIDS**

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

Mayor

And \_\_\_\_\_

City Clerk

**RECYCLING COOPERATIVE AGREEMENT  
BETWEEN THE CITY OF WISCONSIN RAPIDS,  
THE VILLAGE OF BIRON, THE TOWN OF GRAND RAPIDS  
AND THE TOWN OF SARATOGA**

This agreement is made by and between the City of Wisconsin Rapids, the Village of Biron, the Town of Grand Rapids and the Town of Saratoga, each of which is a municipal corporation, and each of which is a Responsible Unit as defined in Section 287.01(9) of the Wisconsin Statutes, for purposes of implementing efficiencies related to operating an effective recycling program in accordance with ss. 287.11 and 287.24, Wis. Stats., and ch. NR 542, Wis. Admin. Code. This agreement is intended to reaffirm the existing cooperative recycling program between the City of Wisconsin Rapids, the Village of Biron, the Town of Grand Rapids and the Town of Saratoga in order to establish eligibility for the 2020 Wisconsin Recycling Consolidation Grant for the period of January 1 to December 31, 2021.

WHEREAS the RU's believe that by working together in this cooperative agreement they can more effectively and efficiently provide for the recycling needs of their residents, and

WHEREAS the RU's desire to collaborate in an effort to provide a yard waste site to be utilized by their residents, and

WHEREAS the RU's desire to collaborate to provide recycling educational material, and

WHEREAS Section 66.0301(2) of the Wisconsin Statutes authorizes cooperation between municipalities and allows municipalities to contract with each other for the furnishing of services,

IT IS THEREFORE AGREED THAT the above listed RU's have, and will continue through 2021 to have, a Yard Waste Agreement which will enable the processing of yard waste in the most efficient and cost effective manner possible for the RU's.

\_\_\_\_\_  
Mayor Shane Blaser  
City of Wisconsin Rapids

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairman Arne Nystrom  
Town of Grand Rapids

Dated: \_\_\_\_\_

\_\_\_\_\_  
President Jon Evenson  
Village of Biron

Dated: \_\_\_\_\_

\_\_\_\_\_  
Chairman Terry Rickaby  
Town of Saratoga

Dated: \_\_\_\_\_



# 2021 Sidewalk Repair Summary



**Presented to: Joe Eichsteadt  
City of Wisconsin Rapids  
March 2022**

**Rob Strauss • Project Manager • (920) 540-7414 • [Rob@notripping.com](mailto:Rob@notripping.com) • [www.notripping.com](http://www.notripping.com)**

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# Objectives & Results

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## Your Objectives

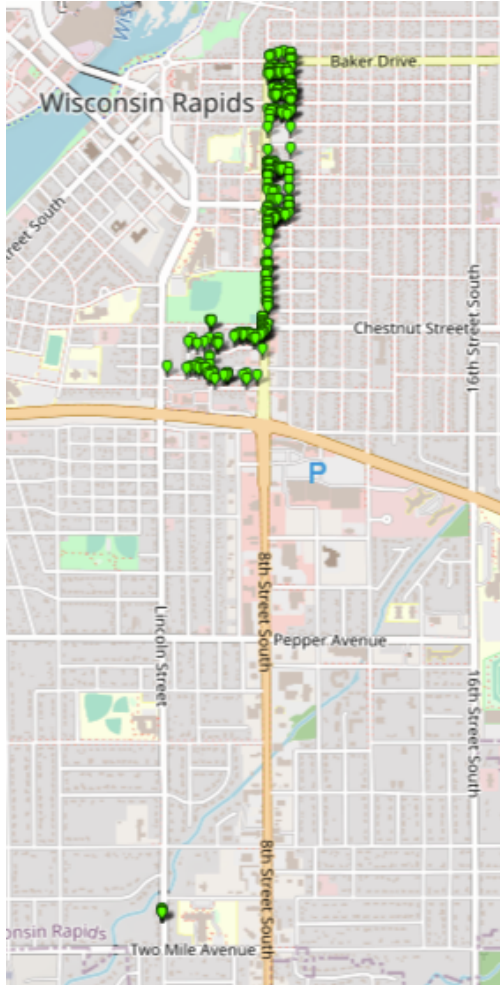
1. Utilize saw-cutting to achieve an increase in the number of panels repaired
  - **Result:** In 2021, the City repaired an extra **184** unsafe sidewalk panels using saw-cutting
  - Including all projects from 2017-2021, the City repaired an extra **713** unsafe sidewalk panels
2. Develop a strategic and proactive program to identify sidewalk defects until budget is reached
  - **Result:** Safe Step LLC consulted with Wisconsin Rapids to establish a 25 point criteria for defect identification and classification and confirmed the sidewalk areas/locations to be evaluated
  - Wisconsin Rapids provided **3** priority areas, totaling approximately **6.12** sidewalk miles to evaluate; **2.41** of those miles were able to be evaluated for saw-cutting until the saw cutting budget was reached
3. Obtain accurate documentation for decision-making and record-keeping
  - **Result:** Safe Step LLC provided defect data through their exclusive online portal
  - Wisconsin Rapids maintains full control to review and choose preferred repair types for each defect evaluated in the project area
  - The data included the nearest defect address, defect measurements and photos, a map view of all defects, and other relevant notes; Completed saw-cutting repairs also include a repair photo for quality control and timestamp for record-keeping
4. Decrease staff time and costs for sidewalk evaluations, documentation, and project management
  - **Result:** Wisconsin Rapids saved an estimated **15.25** engineering and management hours utilizing Safe Step LLC for the sidewalk consultation and reporting of 6,526 data points collected in 2.41 miles of the sidewalk evaluation (see p.5). These costs are included in the Safe Step saw-cutting program.

## Other Feedback

1. Wisconsin Rapids shared that the program has received positive comments and is beneficial to the residents
2. Wisconsin Rapids felt the up-to-date communication throughout the project was valuable



# Saw-Cutting Repair Locations 2021



Due to the limitations of GPS mobile app technology, the locations shown to the left should be relied upon as approximate to their actual locations. Map Data: Google

The green markers on the map to the left indicate the locations of sidewalk defects repaired in 2021.

## Wisconsin Rapids 2017-2021 Sidewalk Project Information

Project Year	Offset Criteria	Sidewalk Avg Width	Saw-cut Repairs	Total Cost of Saw-Cutting	Miles Repaired*	Cost Per Mile	Sq. Ft.	Repairs If Replaced	Additional Repairs Using Safe Step
2017	3/4" - 1 1/2"	5.0	180	\$14,626	5.13	\$2,851	5,621	62	118
2018	1/2" - 1 1/2"	5.1	334	\$29,169	7.3	\$3,996	9,974	130	204
2020	1/2" - 1 1/2"	5.7	258	\$19,136	2.24	\$8,543	12,976	51	207
2021	1/2" - 1 1/2"	5.1	251	\$19,926	2.41	\$8,268	10,004	67	184
		<b>5.2</b>	<b>1,023</b>	<b>\$82,857</b>	<b>17.08</b>	<b>\$4,851</b>	<b>38,575</b>	<b>310</b>	<b>713</b>

\*Sidewalk mile estimates are based on available satellite GPS measuring tools

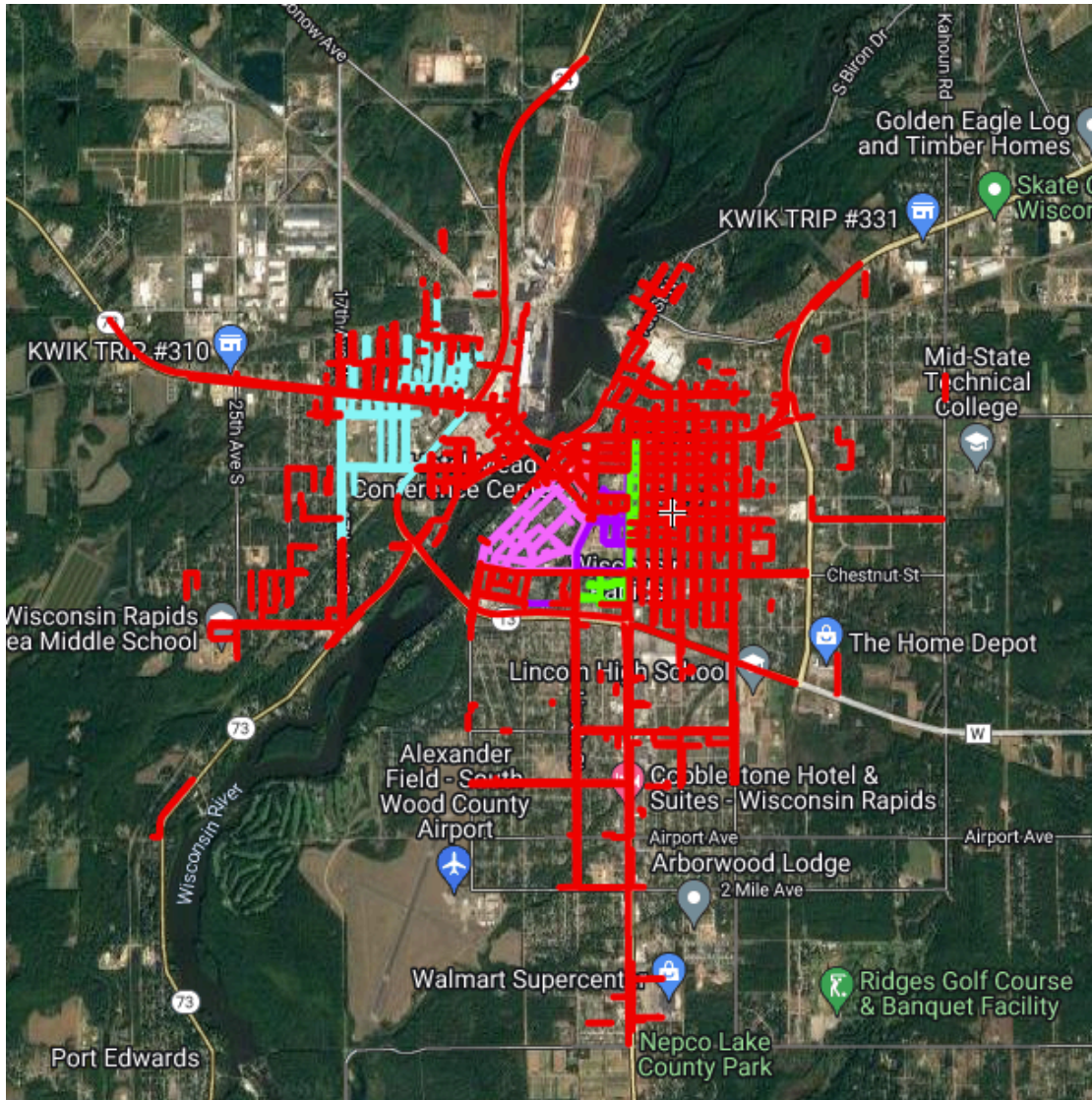
\*\*Square foot price used in calculations: \$7.50

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# Sidewalk Repair Program Progress 2017-2021



Map Data: Google

The map above shows the sidewalk areas that have been completed from 2018 onward.

Red highlighting indicates areas not yet evaluated or repaired. Various colored highlighting indicates the sidewalks that have been evaluated and repaired.

	2021	2.41 Miles
	2020	2.24 Miles
	2018	7.30 Miles
	2017	5.13 Miles
	Remaining	- 78.90 Miles
<b>Total Miles</b>		<b>95.98</b>

## Estimated Sidewalk Infrastructure Value

Estimated Sidewalk Miles	Avg Width	Estimated Sq. Ft Cost	Total Value of Sidewalk
96	5.2	\$7.50	\$19,768,320

## Life Cycle Progress

Current Budget	Avg Saw-Cut / Mile	Sidewalk Miles To Be Repaired	Years Remaining
\$20,000	\$11,011	79.0	43

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# Additional Benefits

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## Engineering Time Saved

1. Wisconsin Rapids saved approximately **15.25 engineering hours** utilizing Safe Step LLC
2. This engineering time can be broken into three major categories:
  1. **Evaluation time:** Mapping and verifying sidewalk areas, defining and confirming a 25 point defect evaluation criteria, mobilizing, assessing each sidewalk panel, accurately capturing 26 key data points, photographing and time-stamping each defect, and physically marking sidewalk panels as appropriate
  2. **Data validation time:** Processing and validating data for accuracy, preparing reports for project execution, archiving defect data for record-keeping, and preparing this yearly summary for review and future decision-making
  3. **Project management time:** Verifying contractor's work, communication with contractor, quality assurance checks, interacting with residents, and more. Safe Step LLC's exclusive online portal allows city personnel to maintain control of the project with an easy method to review defects and photos, select preferred repair types, observe project completion, and ensure quality with completed repair photos, minimizing visits to the sidewalks



**Sample Repair Photo:** Defect #277 repaired on 06/21/21 at 1011 6th St, S @ 3:33 pm

Completed repair photos and timestamps help ensure repair quality

## Public Support for Safe, Walkable Sidewalks

1. **85.9%** of adults think it important to find a walkable community with safe sidewalks when looking for a new place to live
2. **87%** of Americans feel that it is important for local governments to achieve ADA compliance and for sidewalks to be accessible for those with disabilities
3. **84.7** of adults believe it is important to use local tax dollars toward sidewalks

Results based on a nationwide survey conducted in April 2019 by Praecones Analytics

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## 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.~~
9. Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.
10. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.

The report of the Public Works Committee meeting held on June 21, 2022 will be distributed at the Common Council meeting on June 21, 2022.



## Public Works Committee

**Date of Request:** 6/10/22

**Requestor:** Joe Eichsteadt, City Engineer

**Request/Referral:** Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.

**Background information:**

January 2022 – MSA & CBS Squared firms were selected to design the signal improvements along the Expressway at Chase St, Grand Ave and High St.

The DOT Grant is funding ~\$535,000 at a 90/10 split for the upgrade of the traffic signals along the Expressway at Chase St, W Grand Ave and High St.

The engineering fees are \$71,355.

The project design is complete and has been out for bid for several weeks. Bid results are due June 17<sup>th</sup>.

Results will be reviewed ahead of the meeting and a staff recommendation will be provided at the meeting along with a summary of the bid results.

**Options available:** Award to the low, qualified bidder or deny bids.

**Action you are requesting the committee take:** Recommended action will be presented at the meeting.

**How will the item be financed?** The project is financed through the 2022 Traffic Control Budget and 90% of the costs will be reimbursed by the DOT.





## Public Works Committee

**Date of Request:** 6/14/22

**Requestor:** Joe Eichsteadt and Sue Schill on behalf of Mead Witter Foundation

**Request/Referral:** Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.

**Background information:**

The Mead Witter Foundation has continued to dispute the previously approved conditions and have cited some rational and complicating factors that both the City Attorney and City Engineer acknowledge. Due to the unique nature of this issue, conversations have continued in hopes of arriving at a point that is agreeable with staff and the Mead Witter Foundation. Also, at the time of the Public Works Meeting, the list of conditions and fees were not able to be reviewed completely by the Mead Witter Foundation and the Committee.

The Mead Witter Foundation agrees to the conditions as outlined below.

The proposed conditions are as follows:

- 1) Insurance is required per the Street Privilege requirements. Applicant must submit a Certificate of Insurance providing proof of a commercial general liability insurance policy, written on an occurrence basis for bodily injury, personal injury, and property damage, with a minimum limit of liability of \$1,000,000 per occurrence/general aggregate.
- 2) Compensation for the street privilege shall be \$500.00.
- 3) Degradation Fees need to be paid in the amount of \$2,350.16. This amount is considered a joint-and-several obligation of Van Ert and Togstad. We do not care who pays it; it needs to be paid. We cannot issue a permit for a property if outstanding permit fees are owing for work on the property. Those fees will need to be paid before the Street Privilege is issued.
- 4) Irrigation and Electric Conduits shall be properly abandoned to avoid further damage to other infrastructure in the following circumstances:
  - a. Line is damaged and cannot be repaired
  - b. Line needs to be relocated due to other public utility needs

Excavations for abandonment cannot occur within the ROW. All abandonment shall occur using water and soil tight plugs/caps.



- 5) Tracer wire is required.
- 6) The City will not be marking the conduit for Digger's Hotline purposes.
- 7) As-built records shall be provided on City drawings. This shall include sufficient vertical and horizontal information across the ROW for sharing with utilities that are planning for infrastructure improvements. A location and depth shall be recorded every 5 feet along the conduit length.
- 8) 240-volt power cannot be installed inside the conduit crossing West Grand Avenue.

Conditions that are either removed or reduced are as follows:

- Remove cost of potential future liabilities due to borehole. Amount was set at \$13,055.
- Mead Witter Foundation does not need to file with Diggers Hotline and mark their private utility.

**ATTACHMENTS:**

- 1) 8/17/2021 Public Works Minutes
- 2) Street Privilege Conditions provided to the Mead Witter Foundation post 8/17/2021.

**Options available:** Consider the modified conditions.

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

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

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: 8/17/21  
Reported to Council: 8/17/21

The Public Works Committee met on Tuesday, August 17, 2021 in the Common Council Chambers 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 5:00 pm

### 2. Review an administrative appeal requested from the Mead Witter Foundation resulting from a denial of street privilege. The Mead Witter Foundation wishes to install private conduits in the West Grand Ave public street right-of-way.

Motion by Zacher second by Austin to approve the appeal with the conditions presented by the engineering department wherein only low voltage power and water can exist. Said conditions include:

1. Insurance is required per the Street Privilege requirements. Insurance certificates must be updated on an annual basis. The city shall be a certificate holder so that the city is notified of any cancellation/nonpayment.
2. The bore occurred with a 6-inch borehole and two conduits within the same borehole leaving a significant amount of soil settlement that could damage pavement and other infrastructure. Payment in lieu of remediation of void space and settlement is required. Value to be determined.
3. Degradation Fees need to be paid and concrete panels replaced for three pothole locations per the deadline to contractors.
4. 10-day notice of termination is required per the Street Privilege Requirements
5. Applicant is liable and responsible for all damages and injury.
6. File with Diggers Hotline to be notified of locate requests in the vicinity of this line and promptly mark this facility to avoid damage / injury. Must have a long-term contract with the utility locator to make sure that this line gets marked.
7. Irrigation and Electric Conduits shall be properly abandoned to avoid further damage to other infrastructure in the following circumstances:
  - a. Line is damaged and requires repair
  - b. Line needs to be relocated due to other public utility needs
  - c. Line becomes unsafe to continue operations within the public right-of-way.
  - d. Excavations for abandonment cannot occur with the ROW. All abandonment shall occur using water and soil tight plugs/caps.
  - e. City requires abandonment / termination as determined to be in the best interests of the city.
8. Tracer wire is required.

9. As-built records shall be provided on City drawings. This shall include sufficient vertical and horizontal information across the ROW for sharing with utilities that are planning for infrastructure improvements. A location and depth shall be recorded every 5 feet along the conduit length.

Motion carried (3-0)

3. Adjourn

Motion by Delaney second by Zacher to adjourn. Motion carried

The meeting was adjourned at 5:48 pm

Respectfully submitted, Joseph M. Terry

**Others in attendance:**

Aldersperson Tom Rayome  
Aldersperson Dean Veneman  
Aldersperson Jay Bemke  
Mayor Shane Blaser  
Sue Schill  
Joe Terry  
Joe Eichsteadt  
Sean Johnston  
Susan Feith  
Jerry Feith  
Bill Clendenning





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

August 26, 2021

Shawn Johnston, President  
Mead Witter Foundation  
P.O. Box 39  
Wisconsin Rapids, WI 54495-0039

As you are likely aware, the City Council repealed the Street Privilege Denial as identified in the August 6<sup>th</sup>, 2021 letter at Public Works and Council on August 17<sup>th</sup>. This repeal came with a list of conditions that need to be met in order for a Street Privilege to be granted. Once these conditions are met a Right-of-Way Occupancy Permit for Street Privilege will be granted.

The Street Privilege Conditions are as follows:

1. Insurance is required per the Street Privilege requirements. Insurance certificates must be updated on an annual basis. The city shall be a certificate holder so that the city is notified of any cancellation/nonpayment.
2. The bore occurred with a 6-inch borehole and two conduits within the same borehole leaving a significant amount of soil settlement that could damage pavement and other infrastructure. **Payment in lieu of remediation of void space and settlement is \$13,055.** This is the cost to replace concrete panels directly above conduit line less the three panels that will be replaced due to core holes.
3. Degradation Fees need to be paid and concrete panels replaced for three pothole locations per the deadline to contractors. **Degradation Fees = \$2,350.16 \*\*\* payment is required prior to repair work which is required by September 17<sup>th</sup>, 2021 (see attached letter to Van Ert). All concrete repair requirements specified in the July 26<sup>th</sup> letter to Van Ert and Togstad shall be followed.**
4. 10-day notice of termination is required per the Street Privilege Requirements
5. Applicant is liable and responsible for all damages and injury.
6. File with Diggers Hotline to be notified of locate requests in the vicinity of this line and promptly mark this facility to avoid damage / injury. Must have a long-term contract with the utility locator to make sure that this line gets marked.
7. Irrigation and Electric Conduits shall be properly abandoned to avoid further damage to other infrastructure in the following circumstances:
  - a. Line is damaged and requires repair
  - b. Line needs to be relocated due to other public utility needs
  - c. Line becomes unsafe to continue operations within the public right-of-way.
  - d. Excavations for abandonment cannot occur with the ROW. All abandonment shall occur using water and soil tight plugs/caps.
  - e. City requires abandonment / termination as determined to be in the best interests of the city.
8. Tracer wire is required.
9. As-built records shall be provided on City drawings. This shall include sufficient vertical and horizontal information across the ROW for sharing with utilities that are planning for infrastructure improvements. A location and depth shall be recorded every 5 feet along the conduit length.

The Public Works Committee approved the appeal with the aforementioned conditions wherein only low voltage power and water can exist. **The 240 volt power line cannot be installed inside the conduit crossing W Grand Ave.**

To reiterate, the conditions listed must be satisfied prior to issuance of a Right-of-way Occupancy Permit for Street Privilege. Use of the conduits prior to satisfaction of these conditions **and** permit issuance constitute a violation of Ch. 6 Street and Sidewalks, 6.24 Right-of-way Management and subject to a citation. A citation amount would be a minimum of \$100 for the offense along with a \$213 administrative and court cost. Each day constitutes a separate offense.

Sincerely,

A handwritten signature in black ink, appearing to read "Joe Eichsteadt". The signature is fluid and cursive, with the first name "Joe" written in a larger, more prominent script than the last name "Eichsteadt".

Joe Eichsteadt, P.E.  
City Engineer

## REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Matt Zacher

Patrick Delaney

Date of Meeting: 8/17/21  
Reported to Council: 8/17/21

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### 1. Call to order

The meeting was called to order at 5:00 pm

### 2. Review an administrative appeal requested from the Mead Witter Foundation resulting from a denial of street privilege. The Mead Witter Foundation wishes to install private conduits in the West Grand Ave public street right-of-way.

Motion by Zacher second by Austin to approve the appeal with the conditions presented by the engineering department wherein only low voltage power and water can exist. Said conditions include:

1. Insurance is required per the Street Privilege requirements. Insurance certificates must be updated on an annual basis. The city shall be a certificate holder so that the city is notified of any cancellation/nonpayment.
2. The bore occurred with a 6-inch borehole and two conduits within the same borehole leaving a significant amount of soil settlement that could damage pavement and other infrastructure. Payment in lieu of remediation of void space and settlement is required. Value to be determined.
3. Degradation Fees need to be paid and concrete panels replaced for three pothole locations per the deadline to contractors.
4. 10-day notice of termination is required per the Street Privilege Requirements
5. Applicant is liable and responsible for all damages and injury.
6. File with Diggers Hotline to be notified of locate requests in the vicinity of this line and promptly mark this facility to avoid damage / injury. Must have a long-term contract with the utility locator to make sure that this line gets marked.
7. Irrigation and Electric Conduits shall be properly abandoned to avoid further damage to other infrastructure in the following circumstances:
  - a. Line is damaged and requires repair
  - b. Line needs to be relocated due to other public utility needs
  - c. Line becomes unsafe to continue operations within the public right-of-way.
  - d. Excavations for abandonment cannot occur with the ROW. All abandonment shall occur using water and soil tight plugs/caps.
  - e. City requires abandonment / termination as determined to be in the best interests of the city.
8. Tracer wire is required.

9. As-built records shall be provided on City drawings. This shall include sufficient vertical and horizontal information across the ROW for sharing with utilities that are planning for infrastructure improvements. A location and depth shall be recorded every 5 feet along the conduit length.

Motion carried (3-0)

3. Adjourn

Motion by Delaney second by Zacher to adjourn. Motion carried

The meeting was adjourned at 5:48 pm

Respectfully submitted, Joseph M. Terry

**Others in attendance:**

Aldersperson Tom Rayome  
Aldersperson Dean Veneman  
Aldersperson Jay Bemke  
Mayor Shane Blaser  
Sue Schill  
Joe Terry  
Joe Eichsteadt  
Sean Johnston  
Susan Feith  
Jerry Feith  
Bill Clendenning





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

July 26, 2021

Terry Sobczak  
Van Ert Electric Co. Inc.  
7019 Stewart Ave  
Wausau, WI 54401

Richard Togstad  
Togstad Construction  
N3221 Papp Rd  
Weyauwega, WI 54983

Subject: Work without a Permit and Remediation of Illegal Boring

This letter is a follow-up to an initial letter provided to you dated June 21<sup>st</sup>.

As previously mentioned, a permit is required prior (in accordance with 6.24 (8)) to performing work in the right-of-way. Unfortunately, private use of the right-of-way is not allowed by Chapter 6 – Streets & Sidewalks (Right-of-way Management) and no permit can be issued for the work.

As such, the contractor(s) will be subject to repair of the right-of-way and remediation of the damage (& future damage) that could be caused by the annular space of the bore. Based on review of the work there appears to be 2 acceptable options for remediation of the boring as follows:

#### Concrete repairs

6.24(11) requires the right-of-way to be repaired. This repair will require removal of full concrete panels at each of the three excavation locations and reinstalled to the specifications and conditions of approval as provided in this transmittal. The repair timeline previously provided was 45 days from June 21<sup>st</sup>. Given the nature of contractor schedules this summer we can allow additional time for the repair; however, a contractor needs to be scheduled by August 5<sup>th</sup> to perform these concrete repairs no later than September 17<sup>th</sup>, 2021.

- **Notification of a licensed and bonded concrete contractor and schedule of work shall come via concrete permit application to the Engineering Dpt by August 5<sup>th</sup> or sooner.**
- **All concrete repairs shall be complete by September 17<sup>th</sup>, 2021.**

All repairs shall be performed in accordance with the provisions of Ch. 6 and the following details  
<https://wisconsindot.gov/rdwy/sdd/sd-08d05.pdf> and <https://wisconsindot.gov/rdwy/sdd/sd-13c09.pdf>.

#### Remediation of the boring work

Option 1 – inject a cementitious grout in the annular space between the two conduits and the 6-inch bore hole. The two conduits shall be suitably capped / plugged to keep soil from moving into the conduit lines.

Option 2 – remove both conduits from the right-of-way and inject a cementitious grout to fill the bore hole.

In both options the cementitious grout shall be approved by the Engineering Dpt prior to use. The work shall be scheduled a minimum of 48 hours in advance of performing the work, with traffic control and and Engineering inspector onsite during the work.

**Remediation shall be complete by September 17<sup>th</sup>, 2021. Contractor shall notify the City Engineer which remediation option is being pursued prior to the work along with date that work is occurring.**

#### Fees

6.24(10) requires the contractor to pay fees for the administration and degradation costs. Additionally, 6.24(19) requires that work occurring without a permit is subject to double the fees.

Administrative Cost = \$50 permit fee x 2 = **\$100**

Degradation Cost = [(8'x7' conc. pvmt = \$393.62) + (11'x8.5' conc. pvmt = \$657.21) + (4.5'+6' Sidewalk = \$74.25)] x 2 = **\$2,250.16**

**Total Fees = \$2,350.16 \*\*\* payment is required prior to repair work.**

Citations will be issued for a violation of Ch. 6 Street and Sidewalks, 6.24 Right-of-way Management upon failure to comply with the dates and requirements set forth in this notice. A citation amount would be a minimum of \$100 for the offense along with a \$213 administrative and court cost. Each day constitutes a separate offense. The City will forego the issuance of a citation with cooperation and compliance with the requirements set forth in this letter.

In accordance with Ch. 6 (18) (c) Appeals. Any person aggrieved by a decision of the department revoking, suspending, refusing to issue or refusing to extend a permit may file a request for review with the Public Works Committee. A request for review shall be filed within ten (10) days of the decision being appealed. Following a hearing, the Common Council may affirm, reverse or modify the decision of the department.

Sincerely,



Joe Eichsteadt, P.E.  
City Engineer

*Encl: concrete & boring specifications and conditions*

*Cc: Mayor Blaser, Sue Schill, Joe Terry*

1. Contractor shall be responsible for cleaning up all material tracked onto public streets at the end of each work day. Streets shall be swept and/or scraped (not flushed) periodically to remove soil, dirt, and dust.
2. All pavement markings disturbed shall be restored by Contractor or by City at Contractor's cost.
3. Traffic control shall be in accordance with the latest edition of the Work Zone Safety Manual.
4. Only full panels of concrete sidewalk and concrete pavement panels should be removed/replaced. Use full-depth sawcuts at concrete joints. **Contractor shall submit concrete mix design a minimum of 5 working days prior to pouring any concrete for sidewalk or pavement.** Curb ramps, if applicable, shall be replaced per WisDOT standard detail drawings and shall include detectable warning fields (truncated domes). New sidewalk sections shall consist of 6" concrete sidewalk over 6" CABC in driveway areas and 4" concrete over 6" CABC in all other areas. Concrete pavement shall be 9" concrete over 6" CABC. Concrete pavement shall be installed according to WisDOT standard details.
5. All work shall occur in the presence of an inspector from the Engineering Dpt. **Contractor shall notify City in advance (2 working days minimum) of start of repair and remediation work. Call 715-421-8205 for scheduling.**
6. **Contractor shall provide the City with an approximate work schedule and shall provide updates or revisions to schedule as needed.**
7. **See attached DOT Details and bore hole abandonment specification.**

## 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.~~
9. Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.
10. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.



## Human Resources Committee Meeting Minutes June 14, 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, June 14, 2022, at 1:30 p.m. All Committee members were present. Also present were City Attorney Sue Schill, Shawn Lockman, Steve Rinzel, Steve Ross, Joe Bachman, Ryan Hartman, and Tyler Mickelson.

### Agenda

#### 1. Call to order

Chairperson Bemke called the meeting to order at 1:32 p.m.

#### 2. HR Updates

- a. Seasonal Personnel
- b. Leadership Training with Best Workforce Solutions completed, May 2022.
- c. CSS Police Chief update
- d. Current Recruiting
- e. Wage Study

Updates provided- no action taken.

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

In closed session, the Committee may discuss a proposal for a successor collective bargaining agreement between the City and the Wisconsin Rapids Professional Police Association.

Motion by Delaney, seconded by Rayome to move to closed session pursuant to the above statute. Roll call vote taken. All members voted in the affirmative. Motion carried 3-0.

In closed session, motion by Bemke, seconded by Delaney to recommend approval of an offer for a successor collective bargaining agreement provided the agreement is ratified by WRPPA no later than July 19, 2022.

#### 4. The Committee may adjourn in closed session, or may go into open session.

The Committee did not return to open session.



5. If the Committee does not go into closed session, or does not adjourn in closed session, the Committee may in open session consider ratification of a successor labor agreement between the City and the Wisconsin Rapids Professional Police Association.

The Committee did not return to open session.

6. Adjournment.

Motion by Rayome, seconded by Delaney to adjourn in closed session. Motion carried 3-0. The meeting adjourned at 2:00 p.m.

## **MINUTES OF THE MONTHLY MEETING HOUSING AUTHORITY OF THE CITY OF WISCONSIN RAPIDS**

The Housing Authority of the City of Wisconsin Rapids held its regular monthly meeting at 1:30 p.m. on Wednesday, March 30, 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, Cheryl Reith-Kincaid, Evan Smith, David Henke, and Mary Vang

Excused: Jean Helmer

Also Present: Carol Voss, Linda Lucht, and Sandra Crook

### **2. MINUTES REVIEWED:**

- A. Commissioners reviewed minutes from the February 23, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the February 23, 2022 meeting, seconded by Commissioner Smith. All aye votes.

### **3. COMMUNICATIONS**

- A. Approval of minutes of the March 1, 2022 Resident Advisory Board meeting: Commissioners reviewed minutes from the March 1, 2022 Resident Advisory Board meeting. Commissioner Smith moved to approve minutes from the March 1, 2022 RAD meeting, seconded by Reith-Kincaid. All aye votes.
- B. Letter from HUD regarding Housing Choice Voucher (HCV) Program renewal awards: Mary reported that HUD announced that for calendar year (CY) 2022 the HCV program would see funding prorations of 90% for Administrative Fees and 100% for Housing Assistance Payments (HAP). Historically Public Housing Authority's (PHA's) have been funded at around 80% of funding needs. She stated that it will be very important for the Housing Authority to focus on utilization of these funds.
- C. Letter to scattered site tenants regarding spring yard clean up and city brush pick up dates: Mary reported that a memo was sent to all scattered site tenants in Public Housing to remind tenants of their obligations in maintaining yards, in addition to the brush pick up collection dates.
- D. Update on March 22, 2022 stock boxes program: Mary reported that the March stock box program was a success. She thanked Commissioner Grode for donating her time to help pick up and deliver food boxes to all

three apartment buildings. There were a total of 28 boxes distributed. She hopes to continue promoting the program that is geared towards low-income elderly individuals.

#### **4. CONSIDERATION OF BILLS**

- A. Approve February 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the February 2022 bills. Commissioner Reith-Kincaid moved to approve the February 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Smith. No discussion. All aye votes.

#### **5. EXECUTIVE DIRECTOR'S REPORT**

- A. Public Housing Occupancy: Mary reported that there are six vacancies at Parkview. Four vacancies were due to lease violations, one tenant moving to the Project Based Voucher Program at Huntington House, and one moving to live closer to family due to health reasons. Three of the vacancies have been filled off the waiting list with move in dates scheduled for April 5, 8 & 22, 2022. There are no vacancies at the Tenth Avenue apartments and scattered sites.
- B. Huntington House Redevelopment, LLC Occupancy: There are three vacancies at the Huntington House RAD PBV project: two deceased, one moving out of area. The vacancies have been filled off the waiting list with move-in dates of April 1 and May 1, 2022.
- C. Section 8 program status: Mary reported that as of March 22, 2022 there are 171 families under contract with the current waiting list running approximately around 6 months. There are currently 122 families on the waiting list. The Section 8 voucher activity for the month of March consisted of the following: zero new admissions, five VASH voucher holders, zero new issued vouchers for a cumulative of nine vouchers on the street, zero portability move-outs and move-ins, one voucher expiring and zero end of participation due to program violations. Mary stated that she is still awaiting a response from HUD regarding her request for the expedited HCV waivers that are part of the CARES Act.
- D. Capital Funds Program grant status: Mary reported that the 2018 grant has a zero balance in operations & RAD activities and \$29,293.49 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 \$1,322.22 was made from the 2018 general capital activities for exterior and interior doors for Piltz and Washington, and \$1,328.10 for the purchase of two refrigerators from HD Supply. The 2019 grant has a balance of \$70,600.17 in operations for insurances and miscellaneous operating expenses, \$18,607.91 in general capital activity for appliances and zero in RAD activities. She stated that an allocation and drawdown of \$7,469.28 was made for water heater repairs and spare parts for the Parkview water heater and \$239 from operations for the

annual Nan McKay ACOP revision subscription. 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 and \$23,085 in general capital activities. Mary stated that facilities coordinator, Josh Freeman, will be working on sealing and striping quotes for Parkview and Tenth Avenue parking lots.

- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$2,253.29 were received in March 2022 from three former public housing tenants and one former Section 8 participant.
- F. Purchase Card rebate program: Mary reported that a rebate of \$402.01 was received in March as part of the US Bank purchase card program.
- G. 2022 Capital Funds draft grant: Mary reviewed drafted form HUD 50075.1 2022 capital funds grant with Commissioners. 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 by HUD. 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 .
- H. Revision to PHA 5-Year Action Plan (5YAP)(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): Mary stated the revision of items being added to the Five YAP are considered a significant amendment to the Housing Authority plan and require 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.

- 6. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about getting a security camera in the garbage room to reduce non-compliance with recycling and refuse. She also asked about additional shopping carts due to availability when carts are in high use. She also inquired about reseeding a patch of lawn that has eroded over time due to weathering and pet urination, the grass is dead and in bad shape. Mary stated that she will further investigate the requests.
- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 27, 2022, in the community room of the Huntington House Apartments.

8. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:37 p.m., seconded by Commissioner Smith. All aye votes.

Submitted for approval by:

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

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

Approved by:

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

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



Special Meeting of the Water Works and Lighting Commission  
Thursday, April 7, 2022

**There were present:**

Commissioner Tom Nowak  
Commissioner John Bergin  
Commissioner Jay Bemke  
Commissioner Rick Merdan  
Commissioner John Harper

Also in attendance: Jem Brown, Jeff Kuhn, Todd Weiler, and Shawn Reimer.

**1. Call to Order**

Chairman Tom Nowak called the meeting to order at 8:30 AM.

**2. 2021 Electric Reliability Report**

Director of Engineering and Operations Todd Weiler covered the 2021 reliability statistics. Todd stated that the second tree trimming crew is having a positive result with outages from trees dropping from 65% down to 43%.

**3. Key Performance Indicators**

Director of Finance Jeff Kuhn covered the 2020 Key Performance Indicators. Jeff stated that COVID had a big affect on revenue and income due to numerous shutdowns. Overall ratios that are comparable are reasonable.

**4. GLU Update**

General Manager Jem Brown discussed GLU developments and future direction.

**5. Adjourn**

There was a motion made by Jay Bemke, seconded by Rick Merdan, and carried to adjourn at 10:30 AM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary

## Regular Meeting of the Water Works and Lighting Commission Tuesday, May 10, 2022

### **There were present:**

Commissioner John Bergin  
Commissioner John Harper  
Commissioner Rick Merdan  
Commissioner Tom Nowak  
Commissioner Jay Bemke

Also in attendance: Jem Brown, Todd Weiler, Jeff Kuhn, Josh Elliott, Dale Scheunemann, Matt Stormoen, Shawn Reimer, Lynn Schroer and Amber Danielski of CliftonLarsonAllen.

### **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 April 13, 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 April 13, 2022, and to place them on file. There were no nay votes recorded.

### **3. Action items**

#### **3.1 Review and approve 2021 audit**

Director of Finance, Jeff Kuhn introduced Amber Danielski from CliftonLarsonAllen LLP (CLA), to present the 2021 audit report. CLA provided an unqualified opinion (a clean audit report) again relating to the accuracy of WWLC's financial reports. After a lengthy discussion and all questions answered, there was a motion made by John Bergin, seconded by John Harper, and carried to accept the 2021 Audit Report as presented by CliftonLarsonAllen LLP. No nay votes were recorded.

#### **4.0 Department updates**

##### **4.1 Safety Committee Report**

The commissioners reviewed the safety committee minutes and safety

coordinator's monthly report. Dale Scheunemann answered questions regarding annual training.

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

This report was reviewed. Josh Elliott and Jem Brown answered questions regarding non-urgent construction and the necessity to make sure we have enough transformers available if needed.

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

This report was reviewed and April water projects were discussed. Dale Scheunemann answered questions regarding the auto flushing device on a dead-end water main. Dale also gave an update on the raw water project.

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

This report was reviewed and current electric disconnections were discussed.

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

This report was reviewed and discussed. Jeff Kuhn answered questions regarding cash flow, investments, and operation expenses.

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

This report was reviewed, and Matt Stormoen answered questions regarding the new responsibilities of the storeroom clerk.

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

This report was reviewed and Shawn Reimer answered questions regarding the Nekoosa Coated Papers customer, and the new WRPS athletic field complex.

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

There was no report this month.

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

This report was reviewed and Todd Weiler and Josh Elliott answered questions regarding the Wood County Courthouse addition.

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

This report was reviewed and was discussed. Jem Brown answered questions regarding energy generated through solar, wind, and coal and the capacity of a forced rolling blackout.

#### **5. Review of accounts payables**

A listing of all invoices and checks covering April 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 1:57 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
April 13, 2022  
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:30 a.m.

2. Roll call.

Present by videoconferencing was Commissioner Albrecht. Present in person at City Hall were Commissioner Bender, King and Yonkovich; and Interim Police Chief Mike Potocki, Interim Fire Chief Todd Eckes, Police Lieutenant Scott Dewitt, Dennis Polach and Ryan Hartman.

3. Approve the March 30, 2022 meeting minutes.

A motion was made by Commissioner King, seconded by Commissioner Bender, to approve the March 30, 2022 meeting minutes with an additional comment to agenda item #6. Motion carried.

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

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

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

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

6. Consider approval of invoice in the amount of \$14 from Awards 'n More for a Handbook for a name plate for Commissioner Bender.

A motion was made by Commissioner King, seconded by Commissioner Yonkovich, to approve invoice in the amount of \$14 from Awards 'n More for a Handbook for a name plate for Commissioner Bender.

7. Consider for confirmation Interim Police Chief Potocki's promotional appointment of an Interim Deputy Police Chief.

A motion was made by Commissioner Bender, seconded by Commissioner Yonkovich, to approve Interim Police Chief Potocki's promotional appointment of Lieutenant Dewitt to Interim Deputy Police Chief.

8. Consider for approval year-round recruitment for Entry-Level Police Officer and Firefighter eligibility lists.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to approve year-round recruitment for Entry-Level Police Officer and Firefighter eligibility lists.





9. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."  
In closed session, the Commission will:
- a. Prepare for interviews; Review interview questions.
  - b. Interview Entry-Level Firefighter/Paramedic candidate.
  - c. Establish Entry-Level Firefighter/Paramedic eligibility list.

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

Present in the closed session were Commissioners Bender, King and Yonkovich; and Ryan Hartman, Interim Police Chief Mike Potocki and Interim Fire Chief Todd Eckes.

In closed session, the Commission interviewed one (1) Entry-Level Firefighter/Paramedic candidate.

10. The Commission will return to open session.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to go into open session. Motion carried.

Re Item 9c: A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to place one (1) candidate who were interviewed on the Entry-Level Firefighter/Paramedic eligibility list. Motion carried.

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

The next monthly meeting will be held on May 11<sup>th</sup> at 7:30 a.m.

12. Adjourn.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to adjourn. Motion carried.

Respectfully Submitted,  
Lee Albrecht, Secretary  
David Yonkovich, Acting Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
April 27, 2022  
7:30 A.M.

1. Call the meeting to order.

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

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Bender, Grode, King and Yonkovich; and Mayor Shane Blaser, Alderperson Dennis Polach, Sue Schill and Ryan Hartman.

3. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Commission will:

- a. Review McGrath Consulting recommendations regarding the Fire Chief assessment center
- b. Interview Fire Chief candidates
- c. Discuss and consider Fire Chief candidates; consider making an offer to a Fire Chief candidate

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

Present in the closed session were Commissioners Albrecht, Bender, Grode, King, and Yonkovich; and Mayor Shane Blaser, Sue Schill and Ryan Hartman.

In closed session, the Commission interviewed three (3) Fire Chief candidates and tabled item 3c until a future meeting, to be held on May 2, 2022 at 7:30 a.m.

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

The next special meeting will be held on May 2, 2022 at 7:30 a.m.

5. Adjourn.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Grode, to adjourn in



**CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION**  
**MEETING MINUTES**  
**April 27, 2022**  
**7:30 A.M.**

closed session. Motion carried.

Respectfully Submitted,  
Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
May 2, 2022  
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:40 a.m.

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Bender, Grode, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Ryan Hartman.

3. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Commission will discuss and consider Fire Chief candidates; consider making an offer to a Fire Chief candidate.

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

Present in the closed session were Commissioners Albrecht, Bender, Grode, King and Yonkovich; and Mayor Shane Blaser, Sue Schill and Ryan Hartman.

In closed session, the Commission discussed and considered Fire Chief candidates.

4. The Commission may adjourn in closed session or may return to open session.

A motion was made by Commissioner Bender, seconded by Commissioner Grode, to go into open session. Motion carried.

5. If the Commission returns to open session, the Commission may consider the appointment of a Fire Chief, pending post-offer testing.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to appoint Todd Eckes, pending post-offer testing. Motion carried.



**CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION**  
**MEETING MINUTES**  
**May 2, 2022**  
**7:30 A.M.**

6. Adjourn.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to adjourn. Motion carried.

Respectfully Submitted,  
Lee Albrecht, Secretary





CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
May 11, 2022  
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:34 a.m.

2. Roll call.

Present by videoconferencing was Commission Albrecht. Present in person at City Hall were Commissioners Bender, Grode, King and Yonkovich; and Interim Police Chief Mike Potocki, Fire Chief Todd Eckes and Alderperson Dennis Polach.

3. Election of Officers, due to resignation of Vice President.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, that Commissioner Yonkovich be nominated as Vice President; that nominations be closed; and a that unanimous ballot be cast for theis one (1) officer. Motion carried.

4. Approve the April 13, 2022 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve the April 13, 2022 meeting minutes. Motion carried.

5. Approve the April 27, 2022 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Yonkovich, to approve the April 27, 2022 meeting minutes. Motion carried.

6. Approve the May 2, 2022 meeting minutes.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve the May 2, 2022 meeting minutes. Motion carried.

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

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

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

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



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
May 11, 2022  
7:30 A.M.

9. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Commission will:

- a. Discuss placement of one (1) Police Officer on permanent status.
- b. Discuss progress of one (1) probationary Firefighter.

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

Present in the closed session were Interim Police Chief Mike Potocki and Fire Chief Todd Eckes.

In closed session, the Commission discussed placement of one (1) Police Officer on permanent status and the progress of one (1) probationary Firefighter.

10. The Commission will return to open session.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to go into open session. Motion carried.

Re Item 9a: A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to place Robert Krummel on permanent status. Motion carried.

Re Item 9b: This item was informational. No action was taken on Item 9b.

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

The next monthly meeting will be held on June 15<sup>th</sup> at 7:30 a.m.

12. Adjourn.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Bender, to adjourn. Motion carried.

Respectfully Submitted,  
Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION  
MEETING MINUTES  
May 20, 2022  
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:30 a.m.

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Bender, Grode, King and Yonkovich; and Fire Chief Todd Eckes.

3. The Commission will vote to go into closed session pursuant to Section 19.85(1)(c) of the Wisconsin Statutes, which reads: "Considering employment, promotion, compensation, or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."

In closed session, the Commission may consider Fire Chief Eckes' proposed promotional appointments.

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

Present in the closed session were Commissioners Albrecht, Bender, Grode, King and Yonkovich; and Fire Chief Todd Eckes.

In closed session, the Commission may consider Fire Chief Eckes' proposed promotional appointments.

4. The Commission will return to open session.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Grode, to go into open session. Motion carried.

5. Consider for confirmation Fire Chief Eckes' promotional appointment of a Deputy Fire Chief.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve Fire Chief Eckes' promotional appointment of Jason Joling to Deputy Fire Chief.

6. Consider for confirmation Fire Chief Eckes' promotional appointment of a Division Chief of Fire.

A motion was made by Commissioner Bender, seconded by Commissioner Albrecht, to approve Fire Chief Eckes' promotional appointment of Justin Pluess to Division Chief of Fire.



**CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION**  
**MEETING MINUTES**  
**May 20, 2022**  
**7:30 A.M.**

7. Consider for confirmation Fire Chief Eckes' promotional appointment of a 2nd Lieutenant.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve Fire Chief Eckes' promotional appointment of Adam Yerke to 2nd Lieutenant.

8. Consider for confirmation Fire Chief Eckes' promotional appointment of a Motor Pump Operator.

A motion was made by Commissioner Albrecht, seconded by Commissioner Bender, to approve Fire Chief Eckes' promotional appointment of Aaron Mancl to Motor Pump Operator.

9. Adjourn.

A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to adjourn. Motion carried.

Respectfully Submitted,  
Lee Albrecht, Secretary

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

**MEETING MINUTES**

**AIRPORT COMMISSIONERS:**

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

**MUNICIPALITIES:**

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

5/5/22

The South Wood County Airport Commission met on Thursday May 5, 2022 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichstad, Brad Hamilton and Joe Zurfluh. Also in attendance were Arne Nystrom, Dennis Polach, Merry Mackenzie, Bill Clendenning, Carl Hasdahl, Tom Davis, Kurt Gross, Stephen Brown, Paul Tranel, and Tom Becker.

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

**2. Election of Officers**

Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to nominate Mayor Blaser as Chairman by unanimous consent. Motion carried.

Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to nominate Commissioner Eichorn as Vice-Chairman by unanimous consent. Motion carried.

**3. Approval of previous month's minutes (4-7-22):**

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

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

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The fuel system project is halted while waiting for pump cabinets to arrive. Homeowners affected by the tree removal project will be contacted shortly by MSA to start discussions regarding easement purchases. Sickler reported that the activity in April was below historical averages. Equipment, staffing, and planning preparations have been made in anticipation of an increase in traffic soon. Motion by Commissioner Hamilton, 2nd by Commissioner Blaser to approve the Airport Managers Report. Motion carried.

**5. Old Business**

a. Discuss and consider action regarding Off The Clock: Sickler presented the application for the event to the Commissioners and asked their input. Commissioner Hamilton suggested we proceed as we had in the past which tended to be successful events. No action taken.

b. Discuss and consider action regarding creation of an Airport survey: Sickler provided an update on the online availability of the survey and will distribute the link after the meeting. The commission suggested taking the link down at the end of may. No action taken.

## 6. New Business

- a. Discuss and consider action regarding an Airport perimeter trail: Sickler and Commissioners discussed the potential positives and negatives of such a trail. Sickler presented the opinion of the WI BOA compliance manager. Commissioners agreed it would be inappropriate to invest Airport budget money for the trail. No action taken.
- b. Discuss and consider action regarding Gabrys' leases: Sickler brought the leases and addenda drafted with the provisions requested by the lessee. The commission suggested all of the documents undergo a thorough legal review prior to commencing them. No action taken.
- c. Discuss and consider action regarding purchase of bollard covers: Sickler proposed purchase of eight bollard covers to cover painted bollards as a maintenance upgrade. These had been unbudgeted and funds would come from reserves. The hangar and new fuel system have matching bollard covers and the new ones would be the same. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to purchase bollard covers not to exceed \$1100. Motion carried.
- d. Discuss and consider action regarding purchase and installation of hangar identification signs: Commissioner Eichorn spoke with GRFD and urged completion of this item. Discussion ensued regarding size and price options and installation recommendations. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to follow through on this initiative. Motion carried.

## 7. Review of Financial Statements

Financial statements were presented and reviewed. Per the discussion an invoice for annual municipal support will be sent to the City of Wisconsin Rapids. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the financial statements as presented. Motion carried.

## 8. Future agenda items:

Suggestion box, Ron Gabrys' leases.

## 9. Public Comment

EAA Chapter 706 will host a hamburger social on June 8.

EAA Chapter 706 will host a pancake breakfast on June 25.

Stephen Brown commented on the potential pros and cons of annexing the entire airport into one municipal entity. Also offered to help any way he can on projects and PR issues.

## 10. Correspondence received: None

## 11. Set next meeting date:

Thursday **JUNE 9** at 8:00 AM.

## 12. Adjourn: Motion made by Commissioner Hamilton, 2<sup>nd</sup> by Commissioner Blaser to adjourn at 0901. Motion carried.

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





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

**May 2022**

**Airport Development:**

Fuel System Construction: Pump cabinets have been delivered and installation has commenced. Tentatively the completion will be during the week of June 20.

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>	414.11	999.98	1697.52	3699.98	4697.50	79%
<b>Jet A</b>	1419.5	8886.00	2155.93	14917.34	8101.99	184%
<b>TOTAL</b>	1833.61	9885.98	3853.45	18617.32	12799.49	149%

**Airport Monthly Revenues:**

**Sales**

Fuel:	\$53318.12
Ramp Fee:	\$1728.57
Lav Fee:	\$150.00
GPU:	\$146.48
Call Out Fee:	\$525.00
Transient Hangar:	\$932.34
Catering:	\$0

Year over year total fuel gallon sales comparison through May:

2020 - 10451.45 gallons

2019 - 9334.12 gallons

## **Airport Maintenance Issues**

The entry gate at Two Mile and Third street is still out of service. Several repair attempts have been made and a solution is still being sought. American Fence is well aware of the situation and is involved in troubleshooting and diagnostic.

Roof damage to the old hangar resulting from the windstorm in December was more significant than originally observed. An insurance claim is being submitted.



## **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 1:32 p.m. on May 11, 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. Dennis Polach was present as a private citizen.

1. **Minutes of the April 9, 2022 meeting:** A motion was made by David Yonkovich and seconded by Tammy Steward to approve the minutes of the April 9, 2022 Commission meeting with the addition of Dennis Polach in attendance as a private citizen. **Motion Carried.**
2. **Discuss power factor issue at the WWTP:** Four of six capacitors were found to be not working properly, causing a lagging power factor on the utility. Commission members discussed approving replacement of the capacitors without a cost estimate or a special meeting to approve the cost.
3. **Black and Veatch 3<sup>rd</sup> amendment approval:** A motion was made by Tammy Steward and seconded by Ryan Austin to approve the amendment to the Black and Veatch Engineering Services Agreement. **Motion carried.**
4. **Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing 8000 feet of sewer flushed, 12 catch basins cleaned, and 2 sewer calls for April 2022. Staff also responded to a force main crack at the Pepper Ave lift station and reported a sanitary sewer overflow to the DNR. Plant operations included UV disinfection system maintenance and air handling unit repairs.
  - b. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges.
5. **Bills and Revenues:** A motion was made by Ryan Austin and seconded by David Yonkovich to accept the bills and revenues for April 2022. **Motion Carried.**
6. **Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, Develop Job Description for Additional 2022 Summer Intern, Discuss Biron Contract Negotiations
7. **Adjourn:** A motion was made by David Yonkovich and seconded by David Laspa to adjourn at 2:20 p.m. **Motion Carried.**



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

The Wastewater Treatment Commission met at 1:32 p.m. on June 8, 2022 at the Wastewater Treatment Plant, 2540 1<sup>st</sup> Street South. The following members were present: David Laspa, David Yonkovich, Joe Eichsteadt, Tammy Steward, and Jim Neitzel. Finance Director Tim Desorcy and Alderman Dennis Pollach were also present.

1. **Minutes of the May 11, 2022 meeting:** A motion was made by David Yonkovich and seconded by Tammy Steward to approve the minutes of the May 11, 2022 Commission meeting. **Motion Carried.**
2. **Capacitor bank replacement quote approval:** A motion was made by Jim Neitzel and seconded by David Yonkovich to approve the quoted \$9650 for replacement of 12 capacitors. **Motion Carried.**
3. **Clarifier baffle quote approval:** A motion was made by Tammy Steward and seconded by David Yonkovich to approve the quoted \$28,000 for baffle replacement. **Motion carried.**
4. **Discuss Ehlers sewer rate study:** A motion was made by Jim Neitzel and seconded by David Laspa to approve the sewer study contract with Ehlers for \$11,500. **Motion carried.**
5. **Supervisory Report:**
  - a. Administrative report: Derek Budsberg provided a report summarizing 5260 feet of sewer televised, 3905 feet of sewer flushed, 36 catch basins cleaned, and 2 sewer calls for May 2022. Plant operations included biogas chiller and generator troubleshooting and septage receiving station cleaning.
  - b. Monthly Plant Report: All plant operations were within the WDNR Discharge Permit ranges. The proposed new limit of 0.36 mg/l was not met.
6. **Bills and Revenues:** A motion was made by David Yonkovich and seconded by Tammy Steward to accept the bills and revenues for May 2022. **Motion Carried.**
7. **Referrals:** Inflow & Infiltration Study Relating to Sump Pumps, City Attorney to Provide Update on Biron Contract
8. **Adjourn:** A motion was made by David Yonkovich and seconded by Jim Neitzel to adjourn at 2:02 p.m. **Motion Carried.**

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

Report:

Collections

- The collections crew televised 5,260 ft of sanitary and storm sewers.
- The crew flushed 3,905 ft of sewer and cleaned out 36 catch basins for the streets department.
- Collections responded to 2 sewer calls this month.
- The crew also finished up lateral launch training with Enviro-site and is beginning to use the new camera for pre and post construction projects.

Operations/Maintenance

- All effluent parameters were in complete permit compliance in May. Phosphorus fluctuated this month due to taking a higher amount of hauled waste, and lower BOD loading from industry. We were unable to meet the 0.36mg/l proposed new limit. Improved metering and lab testing adjustments can be made to monitor this better.
- Maintenance staff spent time replacing the pumps at the Pepper lift Station and the side stream lift station.
- Maintenance spent a large amount of time troubleshooting biogas chiller and generator issues. Clark energy has been involved assisting in trying to solve engine vibration issues.
- Staff assisted cleaning the septage receiving station to prevent the plugging of the septage receiving pump. This is done approximately 3 times per year to insure adequate operation of this equipment.
- Wastewater staff was able to coordinate a small haul and distributed 600 tons to local farmers. There is still plenty of biosolids from winter that need to be distributed.

**CITY OF WISCONSIN RAPIDS**  
**2022 BOARD OF REVIEW**  
**First Floor Conference Room – City Hall, 444 West Grand Avenue**

**Minutes**

The City of Wisconsin Rapids Board of Review met at 9:09 a.m. on Friday, May 27, 2022 in the First Floor Conference Room of City Hall. Members present were Len Strigel, Don Walloch, Peter Kastenholz, Alex Hewett, and Lee Gossick. Also present were City Clerk Jennifer Gossick, Deputy City Clerk Sue Bravick, City Assessors Steve Shepro, Beth Polacek and Dalton Probyn, and City Attorney Sue Schill.

1. Call to order

Clerk Gossick called the meeting to order at 9:09 a.m.

2. Roll Call

All Board of Review Members were present except Keith Wilkes, who was excused, and Alternate Board Member Alan Panek.

3. Confirmation of appropriate Board of Review (BOR) and Open Meetings notices

Clerk Gossick confirmed that the Board of Review official notice was published on April 29, 2022 in the Daily Tribune, official newspaper of the City of Wisconsin Rapids, and provided an affidavit of publication from the paper. The notice was also posted on April 27, 2022 on the City's website and online calendar, the bulletin boards at City Hall, McMillan Memorial Library, and the Lowell Senior Center, the main door of City Hall, and emailed to those news media and persons who have filed a written request for such notice.

Clerk Gossick confirmed the Open Meetings law notice with agenda was posted on May 25, 2022 on the City's website and online calendar, the bulletin boards at City Hall, McMillan Memorial Library, and the Lowell Senior Center, and emailed to the Daily Tribune, and to those news media and persons who have filed a written request for such notice.

4. Elect a Chairperson

Len Strigel nominated Peter Kastenholz for Chairperson, and Mr. Kastenholz accepted the nomination. No further nominations were received, and nominations were closed. A voice vote was taken and Mr. Kastenholz was elected Chairperson, 5 ayes and 0 nays.

5. Elect a Vice Chairperson

Len Strigel nominated Alex Hewett for Vice Chairperson, and Mr. Hewett accepted the nomination. No further nominations were received, and nominations were closed. Chairperson Kastenholz called for a voice vote, and Mr. Hewett was elected Vice Chairperson, 5 ayes and 0 nays.

6. Verify that at least one BOR member has met the mandatory training requirements

Clerk Gossick verified that Len Strigel and Lee Gossick met the mandatory training requirements and provided copies of their exams and affidavits of Training Participation. Clerk Gossick also verified that the training affidavits were submitted to the Department of Revenue on May 25, 2022.

7. Verify that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af))



Clerk Gossick verified that the City has an ordinance for the confidentiality of income and expense information provided to the Assessor under state law (Wis. Stat. § 70.47(7)(af)): This is contained in the Municipal Code, Section 2.15(6)(a)(5). (Ordinance No. MC 868, adopted on June 13, 2000.)

8. Consider policy regarding the procedure for sworn telephone testimony and sworn written testimony

It was moved by Kastenholz, seconded by Strigel to consider accepting sworn telephone testimony and sworn written testimony on a case-by-case basis. Motion carried, 5 ayes and 0 nays.

9. Consider policy regarding the procedure for waiver of BOR hearing requests

It was moved by Kastenholz, seconded by Strigel to consider accepting waiver of BOR hearing requests on a case-by-case basis. Motion carried, 5 ayes and 0 nays.

10. Filing and summary of Annual Assessment Report by Assessor's Office  
Assessor Shepro gave a report for 2022.

11. Receipt of the Assessment Roll and signed affidavit by the Clerk from the Assessor  
Clerk Gossick received the electronic Assessment Roll and signed affidavit from Assessor Shepro. An electronic copy of the Assessment Roll and signed affidavit are on file in the Clerk's Office.

12. Receive the Assessment Roll and signed affidavit from the Clerk  
The Board received the electronic Assessment Roll and signed affidavit from the Clerk.

13. Review the Assessment Roll and perform statutory duties:

- a. Examine the roll,
- b. Correct description or calculation errors,
- c. Add omitted property, and
- d. Eliminate double assessed property

The Assessment Roll was reviewed.

14. Discussion/Action - Certify all corrections of error under state law (Wis. Stat. § 70.43)  
No action was taken, as no description or calculation errors, omitted property or double assessed properties were found.

15. Discussion/Action - Verify with the Assessor that open book changes are included in the assessment roll

Assessor Shepro verified that open book changes were included in the assessment roll.

16. Allow taxpayers to examine assessment data  
No taxpayers were present.

17. During the first two hours, consideration of:

- a. Waivers of the required 48-hour notice of intent to file an objection when there is good cause,
- b. Requests for waiver of the BOR hearing allowing the property owner an appeal directly to the circuit court,
- c. Requests to testify by telephone or submit a sworn written statement,
- d. Subpoena requests, and

e. Act on any other legally allowed or required BOR matters

No action was taken, as no waivers of the required 48-hour notice of intent to file an objection, requests for waiver of the BOR hearing, requests to testify by telephone or to submit a sworn written statement, subpoena requests or other legally allowed or required BOR matters were received.

18. Review Notices of Intent to File Objection

No Notices of Intent to File Objection were received.

19. Proceed to hear objections, if any and if proper notice/waivers given, unless scheduled for another date

No objections were received.

20. Consider/act on scheduling additional BOR Date(s)

No action was taken, as no additional BOR Dates were needed.

21. Adjourn to next meeting if necessary.

There being no further action or business required of the Board, and the Board having been in session for at least 2 hours, it was moved by Strigel, seconded by Hewett to adjourn. Motion carried, 5 ayes and 0 nays. The meeting adjourned at 11:11 a.m.

Respectfully Submitted,

Jennifer M. Gossick, City Clerk



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

## **ENGINEERING DEPARTMENT Monthly Activity Report**

May 2022

### **Transportation Utility**

- Resolution has been approved at the 5/17/22 Council Meeting revoking preliminary resolutions and special assessment actions.
- Over 400 letters were prepare and mailed to property owners affected by the Transportation Utility and special assessment payments. A copy of the letter was emailed to the Council members.
- RaSmith has completed their work on the trip generation and trip model

### **Permits & Degradation**

- 38 Permits/Applications (25 in April) for asphalt paving (1), driveway grades/concrete pour inspections (11), storm water (0), excavating (21), Street Privilege (0), storm connection (0), permit parking (0), banner (1), contractor licenses (4)
- 255 Diggers Locates for Storm Sewer & Sanitary Sewer (242 in April)
  - 6 Emergency locates during work hours
  - 2 Emergency locates after hours
- Degradation fees - this year = \$56,184.14
  - This month =\$13,093.23

### **Traffic**

- Vision Triangle Complaints
  - E Grand Ave and 16<sup>th</sup> St S – Engineering Dpt staff measured the height and location and have determined that the obstruction is in the vision triangle so a letter will be sent in June.
  - 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 – Traffic Counts are complete
  - 2<sup>nd</sup> St S and Davis Ave – 4/28/22
  - 11<sup>th</sup> & Apple St, 11<sup>th</sup> & Peach St, 10<sup>th</sup> St & Peach St – 5/24/22
- ITS Standalone Signal Grant
  - Advertisement for bids is being published on 5/26 or 5/27. Bid opening is set for June 17<sup>th</sup> at 9:00 AM. We would like to request a special Public Works Meeting prior to Council on June 21<sup>st</sup>.
  - 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.



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

- Monotube supplier has been contacted for quotes and provided a 6.5 month lead time.
- Signal complaints
  - 8<sup>th</sup> St & Pepper Ave – vehicle detection issue on left turn arrow. - 5/24/22
  - Lincoln St & Expressway – vehicle detection issue on left turn arrow. - 5/24/22
  - Gridsmart and Tapco were in Rapids configuring traffic cameras on March 16<sup>th</sup>. IT has performed additional work on configuring in April. This is ongoing to repair the remote cellular connection.
  - 2/8/2022 - 8<sup>th</sup> St S and Chestnut St – Detector malfunction due to broken wire in pavement. The wires were replaced May 2<sup>nd</sup> and the signals are fully operational again.
  - 8<sup>th</sup> St sign bridge at Chestnut St fell and needs replacing – The new pole has been delivered. The base was poured at the end of May and the pole will be set on June 1<sup>st</sup>.
  - 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 performed final punch list items on May 5<sup>th</sup> and 6<sup>th</sup>. Reimbursement requests will be submitted to the DOT in June.

##### Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – Safestep will be performing the sidewalk cutting this year in the area generally bounded by 8<sup>th</sup> St S, Plover Rd, E Riverview Expy and Chestnut St. \$40,000 is budgeted in 2022.
- 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 surrounding the DOA parking lot is nearly complete. The storm sewer is installed and the concrete components are complete. Lyon Park work is anticipated in late summer. 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



## ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

DOA on March 22<sup>nd</sup> to review construction scheduling, staging, etc. Materials are being ordered.

- A preconstruction walk-thru letters were mailed in May meetings for:
  - Fremont St - 13<sup>th</sup> to 14<sup>th</sup> Ave on June 8<sup>th</sup>
  - 9<sup>th</sup> Ave N & Fremont St (7<sup>th</sup> Ave to 10<sup>th</sup> Ave) - June 15<sup>th</sup>
- 2022 Contracts
  - Sewer Lining Contract (contract awarded to Visu Sewer) – the majority of the work is complete; however, there are two items that they will come back for:
    - A spot liner on 19<sup>th</sup> St in August
    - A more recent lining need on Chestnut St in October.
  - 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>.

### 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) – 90%
  - 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.



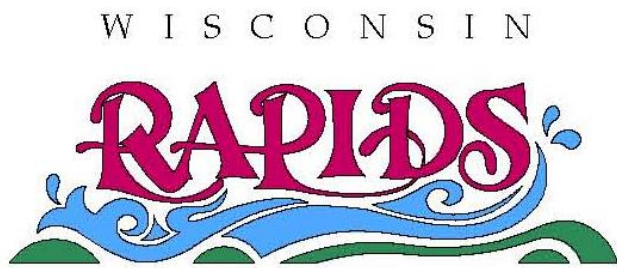
**ENGINEERING DEPARTMENT**  
**444 West Grand Avenue**  
**Wisconsin Rapids, WI 54495-2780**  
Engineering (715) 421-8205 FAX (715) 421-8291

- 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.

### Other Highlights

- Mike Kukler has retired as of May 20<sup>th</sup> with over 31 years of service to the City.
- An interview was held on May 24<sup>th</sup> for the seasonal technician position.
- Nick Dums attended the American Public Works Association conference in May
- Joe Eichsteadt attended the American Public Works Association conference and the Tapco Signal & Cabinet training in May.
- W Jackson St is proposed to start between 6<sup>th</sup> Ave and the Jackson St bridge on June 6<sup>th</sup>.





## **PUBLIC WORKS DEPARTMENT**

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

### **May 2022**

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

- Garbage Collection estimated 440 tons (2021 429.00 tons)
- Recycling Collection estimated 110 tons (2021 90.59 tons)

#### ***Construction***

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

- Removed Asphalt Pavement, Curb and Gutter and Topsoil on Smith from Cherry to Riverview Drive
- Installed 674' of 6" Sanitary, 14 - 4" Sanitary Services, 3-Sanitary Manholes
- Installed 516' of 12" HDPE Storm, 4-Storm Manholes, 13 Catch basins and storm lead piping
- Installed 723' of 6" Ductile Water main, 14 - Water Services, 2- Hydrants

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

- Backfilled new curb and gutter
- Finish graded for pavement
- Added gravel shoulder
- Shaped, seeded and e-mated existing in slope of ditch

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

- Removed existing asphalt from Parking lot
- Excavated for new wall construction
- Backfilled new walls and prepared for asphalt
- Installed 2- Storm Sewer inlets and outfall pipe
- Constructed Earth Berm, Seeded and Emat

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

- Completed Restoration of black dirt south of High Street, touched up some properties that were seeded in the fall of 2021 that hadn't started to grow

#### ***Public works Maintenance***

- Mowing the Street Right of Way
- Work on pouring concrete and restoration around the Wayfinding Signs
- Assisted WWLC with shaping asphalt patches from Water main breaks and repairs
- Assisted WRPS on restoration around the Quad Plex
- Poured Curb and Gutter at Catch Basin Repairs and Sanitary Repairs
- Hauled landscaping mulch from vendor to various location within the City Parks
- Completed catch basin repairs
- Provided monthly brush pickup and spring yard waste collection

- Installed river dock on 1<sup>st</sup> Ave south and Goggins
- Saw Cut asphalt
- Seasonal employees are starting in the last few weeks of May, started string trimming weeds around poles and signs
- Worked with Wood County Highway to install Mastic on STH 34 and started on 8<sup>th</sup> Street south (Kuhn Ave to north of Whitrock Ave)
- Pushed up Compost sites daily
- Attended DOT Work Zone safety Training
- Cold Patch highways and asphalt streets from winter damage
- Performed emergency sanitary repair on 19<sup>th</sup> Street South and East G street
- Prepared patches for mill and overlay
- Dug out patches at City Garage
- 

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

- Replaced seasonal banners in downtown area
- Installed the Hanging flower baskets in the downtown area
- Replaced 36-Street Markers throughout the City
- Assisted in setting up traffic control for contractor
- Replaced 20-24" stop signs with 30" throughout the City. 30" Stop Signs are now required by the MUTCD
- Created multiple informational signs for various maintenance projects
- Fixed Multiple Stop signs to do either wind damage or hit
- Installed Foundation for Sign holder at 8<sup>th</sup> and Chestnut
- Took partial delivery of traffic paint
- Installed Unit number stickers on Grader and brush chipper
- Cemented in new poles in various locations
- Maintained lawn and building around the Sign Shop and lift station
- Installed Flags for Memorial Day
- Installed and moved banner brackets to meet size requirement for new Memorial Banners. Thirty banners placed from Lincoln Street to 4<sup>th</sup> Ave. on Grand Ave recognizing those that served in the Military
- Made final repairs on paint machines prior to use
- Started to paint 8" channelizing lines on 8<sup>th</sup> Street South and Expressway
- Painted parking stalls in City parking lots and downtown on street Parking

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

- Sand blasted and painted pull behind brush chipper
- Diagnosed injector issue on recycling truck
- Fixed snow plow for Wastewater Sludge
- Hard Surfaced loader buckets
- Various Fire Department vehicle maintenance
- Various Police Department vehicle maintenance



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



To: Mayor Shane Blaser, Wisconsin Rapids Police and Fire Commission, Wisconsin Rapids Common Council  
From: Todd Eckes, WRFD Fire Chief  
Date: June 2, 2022  
RE: Monthly Summary for May 2022

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

- Police and Fire Commission meeting
- Common Council meeting
- Fireworks Planning Meeting
- Fire Vision committee meeting
- Attended an MCI Drill Training meeting in Port Edwards
- Attended Supervisor training
- Officers Meeting
- EMS Committee Meeting
- Held an All Crew Drill on June 5
- MRI Training through Marshfield Clinic
- Crews spent the first three weeks cleaning the Firefighters Memorial
- Attended a training on CRG mapping
- Attended Assumption High School for a Recruitment effort
- Cadet Training (Forcible entry/SCBA confidence course)
- North Central Fire Chiefs meeting
- Attended both Bi-weekly Building addition meetings
- Began the planning for the Open House/Ribbon cutting ceremony for the Station Addition

May Anniversaries: Mike Lisitza 21 years, Justin Pluess 18 years, Aaron Palbrach 15 Years, Brennan Agen 14 Years

Notable Responses:

5/5/22 Cooking Fire  
5/6/22 Structure Fire  
5/27/22 Cooking Fire  
5/11/22 Fan overheated and started burning Assisted Living facility  
5/15/22 Grass Fire 48<sup>th</sup> & Commerce drive  
5/20/22 Mutual Aid Structure fire Grand Rapids  
5/26/22 Structure Fire in the city



# Wisconsin Rapids Fire Department

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*"Commitment to Excellence"*



## WRFD Notes:

The first day of the month, probationary Firefighter Cole Varsho started his journey here at WRFD. Cole will spend a month going through an orientation period that focuses on the basic skills he will need to operate on emergency scenes safely. Some of the items probationary Firefighters focus on are SCBA familiarization, Equipment familiarization, Personal Protective Equipment, Standard Operating Guidelines, Field Operating Guidelines, Fire Ground Operations, just to name a few. Once his three-week orientation period is complete, he will begin to ride on staff as an observer for his first two 24 hour shifts. At that point, he will count towards staff. That does not mean the learning is over, he was issued a Task Book that outlines every skill he must show proficiency in, and be signed off by a department Instructor before the end of his Probationary period of one year. Throughout that year, he will take regularly scheduled exams that monitor his progress, as well as a performance evaluation every three months until recommendation to PFC for permanent status. There is a lot of time, money, and effort put into new Firefighters, by both the City and the Instructors that train them. Welcome aboard Cole!!

May 11- 12 Red Power Diesel was in house completing all of our Department of Transportation (DOT) Inspections of all our department front line fleet excluding the staff vehicles and ambulances. Both the State of Wisconsin and the National Fire Protection Association (NFPA) mandate this. While in house, each vehicle goes through a top to bottom inspection looking for areas that are either not in compliance with those standards or nearing that level. A report is then given to the Chief and decisions are made to what level of degradation exists, what items need to be addressed immediately, and which items can wait or may need to be added to the next year's budget due to the cost to complete. This process also allows us to monitor the cost of maintenance for each apparatus to gauge the time for replacement. We are constantly looking for preventative maintenance items that can reduce or remove unnecessary maintenance costs from these inspections. A great example is an identified premature corrosion issue under Truck 5 identified 5 years ago, money was allocated in the next year's budget to have that corrosion addressed, and preventative measures were taken to reduce future issues with corrosion with a coating that was applied. This may be one of the reasons this vehicle was pushed back for replacement in recent years.

On Friday May 20, the Police and Fire Commission met and approved the following recommendations for the open positions made by the appointment of Fire Chief. Division Chief of EMS, Jason Joling, promoted to the Deputy Chief of department. Second Lieutenant Justin Pluess promoted to the Division Chief of Fire. Motor Pump Operator/Relief Officer Adam Yerke, promoted to the position of second Lieutenant, and Firefighter/Medic Aaron Mancl promoted to Motor Pump Operator. These promotions will be effective May 30, 2022 to coincide with the next pay period easing the burden on the Finance department. Congratulations!



# Wisconsin Rapids Fire Department

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

*"Commitment to Excellence"*



## WRFD MAY 2022 MONTHLY RESPONSE REPORT

Type of Emergency	May 2022 Responses	Total # of 2022 Responses	May 2021 Responses	Total # of 2021 Responses
EMS 911	376	1,767	265	1434
EMS IFT	9	29	22	188
COMMUNITY PARAMEDICINE	1	9	0	7
FIRE	5	14	7	26
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	4	11	1	24
SERVICE CALLS	4	21	9	46
GOOD INTENT	13	34	0	0
FALSE ALARMS/WEATHER	5	29	8	34
TOTAL CALLS FOR SERVICE	417	1,914	312	1659

### 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	May 2022	2022 Totals	May 2021	2021 Totals
Wisconsin Rapids	306	1394	277	1450
Saratoga	25	138	18	97
Village Port Edwards	7	62	7	45
Village Biron	9	47	3	37
Town of Port Edwards	10	29	0	NA
Nekoosa	30	128	0	NA
Cranmoor	1	6	0	NA
Mutual Aid Given	5	35	19	11
Mutual Aid Received	24	75	11	2
<b>TOTALS</b>	417	1914	312	1659

Confined Space Stand-by	May 2022	Total # 2022	May 2021	Total # 2021
TOTALS	25	177	72	273



## Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: June 15, 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 May 2022

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

Sergeant Fleisner and K9 Lex completed a 4 day recertification training.

Officer Killian attend Community Leadership training through the Heart of Wisconsin Chamber of Commerce.

Officer Guse completed a 2 day peer support training at Mid-State Technical College.

Officers Borchardt, Andrys, and Plowman attended the Wisconsin Crisis Negotiators Association Conference.

Officer Plowman completed a 5 day Honor Guard training.

Officer Paltz and K9 Kubo completed a 3 day recertification training.

Officers Brockman and Jaye completed a 5 day basic SWAT training.

Chaplin Dan DeRoche completed 150 hours of continuing education and 5 years of service to the police department to reach Senior Chaplin statue through the International Conference of Police Chaplins.

Interim Chief Potocki and Interim Deputy Chief Dewitt attended the Northcentral Chiefs of Police Association meeting.

Interim Chief Potocki, Lt. LaBarre, Lt. Burris, and Lt. Lubeck completed 16 hours of Best Workplace Solutions, Model Leader Program training.

Conducted Department Staff meeting.



SRO Pelot and Olivares attended LHS Prom, LHS Graduation and River Cities Graduation.

SRO Pelot gave a bullying presentation at WRAMS

SRO Pelot and Olivares will be transitioning to patrol for the summer months to help with overtime issues.

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

WRPD responded to **1619** incidents and calls for service in May 2022.

May 2021: **1719**

Total incidents and calls for service to date in 2022: **6856**

Total for 2021: **7130**

**For month of May 2022:**

- OWI - 2022: **4** 2021: **13**
- Traffic Crash Investigations - 2022: **31** 2021: **57**
- Traffic / Municipal Citations – 2022: **237** 2021: **275**
- Written Warnings – 2022: **325** 2021: **269**
- Restricted Parking Tickets – 2022: **188** 2021: **76**

**Controlled Substance Arrests**

Wisconsin Rapids Police Officers and Detectives made **17 arrests** for Controlled Substance offenses in May 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:****05-23-22 Complaint #22-7930**

Officer Killian was dispatched to a burglary complaint at a business on Commerce Drive. The business was able to provide surveillance video of a vehicle and a male suspect on the property but the video did not show the suspect entering the business or inside. Officer Killian sent out an email and was able to positively identify the suspect and suspect vehicle. The next day, officers located the suspect vehicle. Officer Killian contacted the suspect's Probation Agent and the PO put a warrant out for the suspect. After the suspect left the residence, Officer Killian conducted a traffic stop. Officers searched the vehicle and located marijuana, drug paraphernalia, burglarious tools, and items specific to the burglary. Officers also located items from a burglary in Grand Rapids that led to the suspect being charged in their burglary. Officer Killian conducted an interview with the suspect at the jail in which he admitted to the burglary in Wisconsin Rapids and Grand Rapids.

**Special Operations: May 2022****INTERDICTION DATA**

VEHICLES STOPPED	18
WARNINGS	19
CITATIONS	11
CRIMINAL TRAFFIC	1
OWI	0
CRIMINAL DRUG ARREST	1
WARRANT ARRESTS	2
DRUG PARAPHERNALIA	1
K9 SNIFFS	3
K9 ALERTS	3
VEHICLES SEARCHED	3
OTHER ARREST	0

Drugs Seized: 1.128 grams of amphetamine  
6 grams of fentanyl