



PUBLIC MEETING NOTICE
WISCONSIN RAPIDS COMMON COUNCIL
TUESDAY, AUGUST 16, 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, August 16, 2022, at 6:00 p.m. **The public may listen to the meeting by calling 1-312-626-6799, Access Code: 830 8544 2292.** The meeting will also be streamed LIVE on the City of Wisconsin Rapids Facebook page. This meeting is also available after its conclusion on the City's Facebook page and Community Media's YouTube page, which can be accessed at www.wr-cm.org.

Agenda

1. Call to Order
2. Roll Call
3. Pledge of Allegiance and Silent Prayer in Lieu of Invocation
4. Reading of the Minutes of the Previous Meeting held on July 19, 2022 (See Attachment #1)
5. Consider for confirmation Mayor Blaser's Appointment to various Commissions and Boards (See Attachment #2)
6. Consider for Adoption the Actions of the Planning Commission at its meeting held on August 1, 2022:
 1. Approval of the report from the July 7, 2022, Plan Commission meeting.
 2. Vandewalle & Associates – Wisconsin Rapids Recovery & Redevelopment Plan Update
 3. Wisconsin Rapids Public Schools District – 22-000749: request for site plan review to perform improvements at 1801 16th Street South (Parcel ID 3414751)
 4. Debra Pritchett – 22-000685: Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693)
 5. Kim Kinsey – 22-000686: Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659)
6. Adjourn
7. Consider for adoption the Actions of the Standing Committees of the Common Council, as Follows:
 - A. Finance and Property Committee meeting held on August 2, 2022:
 1. Call to Order
 2. Consider for approval the appointment of Elizabeth Meddaugh as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for Drop In Again LLC, for the premises located at 2963 State Hwy 73 South, to begin October 20, 2022
 3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for a Feast of the Assumption Event on Sunday, August 14 from 1:00 p.m. to 8:00 p.m., and for a Royal Event to be held on Sunday, October 9, 2022 from 9:00 a.m. to 3:00 p.m.
 4. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Friends of Rapids Music, 441 Second Street South, for the premises as outlined on the map provided within Robinson Park for a Friends of Rapids Music Annual Music Festival to be held on Saturday, September 10, 2022 from 1:00 p.m. to 9:00 p.m.
 5. Consider a request from the Fire Department to apply for a SAFER grant
 6. Fire Department Presentation called Reducing Liability
 7. Audit of the Bills
 8. Set next meeting date
 9. Adjournment.
 - B. Public Works Committee meeting held on August 4, 2022:
 1. Call to order
 2. Review Engineering & Street Department Monthly Activity Report.

3. Review proposals for a Feasibility Study - Alternatives addressing Vehicle Delays and Rail Usage.
4. Review a change order request to the 2021 Sewer Lining Contract to include lining for a 15-inch sanitary sewer pipe along Chestnut St between Lincoln St and Cliff St.
5. Review referral list
6. Set Next Meeting Date
7. Adjourn

C. Human Resources Committee meeting held on August 9, 2022:

1. Call to order
2. HR Updates
 - a. Current Recruiting
 - i. HR
 - ii. Police Chief
 - iii. Crossing Guards
 - iv. Engineering Technician
3. Wage Study Update
4. Discuss and consider for approval revisions to the Remote Work Policy.
5. Adjournment.

D. Legislative Committee meeting held on August 11, 2022:

1. Call to Order
2. Consider for adoption an ordinance revising the role and responsibilities of the Park and Recreation Commission, as recommended by the Park and Recreation Ad Hoc Committee and the Park and Recreation Commission (See attached Ordinance)
3. Consider for adoption an ordinance which would change standing committee Secretary positions to Vice Chairperson positions (See attached Ordinance)
4. Consider for adoption an ordinance which provides for a revocation of a retail alcohol license if the license is not used for a period of four (4) months (See attached Ordinance)
5. Discuss rules of the Common Council, specifically relating to the use of videoconferencing for standing committee, common council, and other committee meetings
6. Discuss temporary alcohol licenses and their requirements under state law, as it relates to recent requests for temporary alcohol licenses
7. Discuss a referral from Alderperson Evanson regarding department heads providing reports to the Common Council, and department heads reporting to a committee
8. Discuss a referral from Alderperson Evanson to create an Aquatics Ad Hoc Committee to focus on all aspects relating to the Aquatics Center

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

- A. Wisconsin Rapids Housing Authority held April 27, 2022 and May 25, 2022
- B. South Wood County Airport Commission held July 7, 2022 and Monthly Summary for July 2022
- C. Water Works and Lighting Commission held July 13, 2022
- D. Police and Fire Commission held July 13, 2022 and July 26, 2022
- E. Engineering Department Monthly Summary for July 2022
- F. Department of Public Works Monthly Summary for July 2022
- G. Wastewater Treatment Commission Monthly Summary for July 2022
- H. Wisconsin Rapids Fire Department Monthly Summary for July 2022
- I. Wisconsin Rapids Police Department Monthly Summary for July 2022
- J. Park and Recreation Commission held August 8, 2022

9. Referrals to Committees

10. 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, JULY 19, 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, July 19, 2022, at 6:15 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

1. Call to Order

Mayor Blaser called the meeting to order at 6:15 p.m.

2. Roll Call

Roll call indicated that all alderpersons were present:

<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. Reading of the Minutes of the Previous Meeting held on June 21, 2022

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

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

5. Consider a Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement

It was moved by Evanson, seconded by Veneman to approve a Resolution Acknowledging Filing of Annual Reports and Compliance with Annual Meeting Requirement. Motion carried, 8 ayes and 0 nays. Resolution No. 20 (2022):

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

Sheri Evanson	5	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"/>

6. Consider for confirmation Mayor Blaser's Appointment to the Planning Commission

Mayor Blaser made the following appointment:

Thaddeus Kubisiak, 1961 6th Street South, is appointed as a regular member of the Planning Commission to replace Shane Burkart for a term expiring 05/01/2025.

It was moved by Austin, seconded by Bemke to approve Mayor Blaser's appointment of Thaddeus Kubisiak, 1961 6th Street South, as a regular member of the Planning Commission to replace Shane Burkart for a term expiring 05/01/2025. 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"/>

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

Date of Meeting: July 7, 2022

Reported to Council: July 19, 2022

The Plan Commission met at 4:00 p.m. on July 7, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Lee Thao, Eric Daven, Susan Feith (via Zoom), and Ben Goodreau. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Jason Grueneberg, David Weiler, Rita Weiler, Jim Lucas, Chad Wirl, and Reuben Tassel. Others attending via Zoom included City Engineer Joe Eichsteadt and Tracey Traut.

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

1. Approval of the reports from the June 6th 2022, Plan Commission meeting and June 1st Public Meeting. Motion by Daven to approve the reports from the June 6th, 2022 Plan Commission meeting and the June 1st Public Meeting; second by Goodreau. Motion carried (6 – 0)

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

Kyle Kearns stated that the consultant is planning a symposium on July 21. The event will be virtual and there is no need to register. Links to the event will come out via email. There was minimal turn out for both the joint session and public meeting. Therefore, the consultant will be developing a survey to be available on the City's website to garner more feedback. The consultant is expecting to have a draft document ready by late summer/early fall.

3. **Dan Inc; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D)

Mr. Kearns noted the item was being considered because we have extraterritorial plat review within a three-mile radius of the city. They are requesting creation of three lots and staff feels this is an appropriate plat division and is recommending approval.

Motion by Goodreau to approve the request for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D); second by Austin. Motion carried (6 – 0)

4. **RC West, LLC CSM – 22-000531:** request for a Certified Survey Map approval to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South

Mr. Kearns explained that this is being considered because of a five-foot street dedication associated with the lot combination. Staff is recommending approval.

Attachment #1

Motion by Daven to approve 22-000531, a request for a Certified Survey Map to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South; second by Goodreau. Motion carried (6 – 0)

5. Review of Tourist Rooming House definition, supplemental standards, and conditional use permit process within the City of Wisconsin Rapids Zoning Code

Mr. Kearns provided a summary of the staff memo that outlines the description and supplemental standards for tourist rooming houses. He also reviewed the process for conditional use permit applications including the City's procedure for tourist rooming houses. He noted that the Common Council asked at their last meeting for the Plan Commission to review the standards and process in place for tourist rooming houses. He also reviewed staff analysis of surrounding communities and explained similarities and differences with the City's processes. He explained that a conditional use permit could be revoked as needed. He recommended that we retain our standards and process. However, he did note that if the Plan Commission would like to direct staff to undergo a Code Amendment, staff would do so.

Commissioner Goodreau asked for clarification about the six-month review procedure and about the ability to customize conditions of approval based upon the project. Mr. Kearns noted that properties could be reviewed as specified and would be required to come back to Commission only if there were documented issues. He also noted that conditions could be applied to each specific conditional use permit. Conditions should be site specific.

Commissioner Feith asked for clarification about if conditional use permits can be required to be reviewed if there is an ownership transfer, rather than run with the land. Commissioner Daven asked if a conditional use permit can be brought back to Plan Commission for reasons outside of conditions of approval. Mr. Kearns answered yes to both.

Commissioner Austin reiterated the importance of conditional use permits being reconsidered in case of ownership transfer. Mayor Blaser and Commissioner Feith agreed that conditional use permit be reaffirmed when property ownership changes. Discussion ensued about the best way to incorporate this requirement into future applications. No action was taken.

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

Mr. Kearns reiterated that this item was postponed by Common Council and sent back to Plan Commission, however he emphasized the importance of taking action to adhere to due process. Carrie Edmondson provided a synopsis of 22-000298. Staff recommended approval with the conditions outlined in the staff report.

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

- a. No more than six guests total shall be permitted at any given time.
- b. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
- c. The applicable permit must be displayed in a conspicuous location.
- d. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
- e. An accurate register of guest names shall be maintained for a guest history of no less than one year.
- f. An agent who resides within 5 miles of the city must be named as a primary point of contact.
- g. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
- h. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- i. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- j. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Austin. Motion carried (6 – 0)

This item will be presented to Common Council for the final determination. **Resolution No. 21 (2022)**

7. **Rita Weiler – 22-000541:** public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9)

Ms. Edmondson provided a summary of the request. She noted that the owner is proposing to be on-site and has a separate area with a separate exterior entrance for the use. She also noted that a condition requiring a six-month review had been suggested by staff and that the Plan Commission may want to add the same two conditions that were added to the previous item.

Attachment #1

Commissioner Austin inquired about the necessity of having a conditional use permit required for an owner-occupied property. Mr. Kearns stated that based on the previous conversation retaining the conditional use permit application seemed to be a good option.

Public hearing opened at 4:41 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:41 p.m.

Motion by Goodreau to approve 22-000541, a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9), subject to the following conditions:

- a. No more than two guests total shall be permitted at any given time.
- b. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
- c. The applicable permit must be displayed in a conspicuous location.
- d. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
- e. An accurate register of guest names shall be maintained for a guest history of no less than one year.
- f. An agent who resides within 5 miles of the city must be named as a primary point of contact.
- g. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
- h. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- i. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- j. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Daven. Motion carried (5-0), Commissioner Feith abstained.

This item will be presented to Common Council for their final determination. **Resolution No. 22 (2022)**

8. Marshfield Clinic Health System (MCHS) – 22-000600: request for a sign exception to increase the maximum number and the maximum height of ground signs at 440 24th Street South (Parcel ID 3410784)

Ms. Edmondson summarized the request for the sign exception at the Marshfield Clinic Health System site. The exception included increasing the maximum number of ground signs to three total and increasing the height beyond the maximum allowed for ground signs. Staff is recommended approval due to site difficulties associated with size and scale of the site.

Motion by Blaser to approve 22-000600, a request for a sign exception to increase the maximum number and maximum height of ground signs at 440 24th Street South (Parcel ID 3410784); second by Goodreau. Motion carried (6 – 0)

9. Chad Wirl – 22-000643: Request for a site plan review to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550)

Ms. Edmondson provided a synopsis of 22-000643. Approval was recommended with the conditions outlined in the staff report.

Motion by Blaser to approve 22-000643, a site plan review request to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550), subject to the following conditions:

- a. The exterior materials of the addition shall match the design and color of the existing building.
- b. Light from the business shall not exceed 0.1 foot-candles at neighboring property lines to the north and west and 0.2 foot-candles at properties to the south.
- c. Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
- d. A landscape plan shall be submitted to the Community Development Department for review and approval, identifying building foundation landscaping.
- e. A required ADA accessible parking space shall be installed on the property.
- f. No residential occupancy shall be permitted.
- g. This approval is associated with Zoning Board of Appeals variance(s) approval for setbacks.
- h. Community development staff shall have the authority to approve minor modifications to the plans.

Second by Daven. Motion carried (6 -0)

10. City of Wisconsin Rapids – 22-000573: Public hearing and action on a request to Amend the Official Street Map of the City of Wisconsin Rapids

Attachment #1

Mr. Kearns provided a summary of 22-000573. He noted that the last official street map had been adopted in 2009 and suggested some updates including the reduction of street right-of-way width along East Jackson Street. Approval of three main changes in the staff memo were recommended.

Public hearing opened at 4:54 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:54 p.m.

Commissioner Feith inquired about the bike trail proposed to be incorporated along East Jackson Street. Joe Eichstaedt clarified that the path is within the right-of-way and is like the West Jackson Street cross-section and connects with other bike mapping routes. Commissioner Goodreau asked for further clarification about safety and Mr. Eichstaedt elaborated. Commissioner Feith asked for clarification about the redesignation of some of the street classifications and Mr. Eichstaedt explained it would not impact state funding but would provide a more accurate designation.

Motion by Austin to approve 22-000573 to Amend the Official Street Map of the City of Wisconsin Rapids; second by Thao. Motion carried (6 – 0)

11. City of Wisconsin Rapids – 22-000398: Public Hearing and action to amend Chapter 11 – Zoning

Ordinance, specifically regarding maximum building coverage for principal and accessory structures on lots in residential districts.

Ms. Edmondson provided a summary of 22-000398. Staff recommended a total maximum building coverage for each zoning district in lieu of separate coverage requirements for principal and accessory structures.

Commissioner Goodreau asked what spurred this amendment and Mr. Kearns clarified that it was largely the result of difficulty with consistent implementation. Commissioner Austin asked why the Rural Residential district was remaining at 30% coverage, to which Mr. Kearns noted that the district still allows for significant development at a 5-acre minimum lot size and typically borders agricultural.

Public hearing opened at 5:13 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:13 p.m.

Motion by Daven to approve 22-000398, to amend Chapter 11 – Zoning Ordinance, specifically regarding maximum building coverage of principal and accessory structures on lots in residential districts.

Second by Goodreau. Motion carried (6 – 0) **Ordinance No. MC 1320**

12. City of Wisconsin Rapids – 22-000648: Public hearing and action on a request to amend Chapter 11-

Zoning Ordinance, specifically to allow Temporary Residential Shelters as a permitted or conditional use within other residential or commercial districts.

Mr. Kearns provided a summary of 22-000648: approval recommended.

Public hearing opened at 5:18 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:19 p.m.

Commissioner Feith asked for clarification about the permitted or conditional use wording and noted she would prefer conditional use versus permitted use. Mayor Blaser and Commissioner Goodreau concurred.

Motion by Goodreau approving the request to amend Chapter 11-Zoning Ordinance, specifically to allow Temporary Residential Shelters as conditional uses within B-1 Downtown Commercial, B-2 General Commercial and R-3 Multi-Family Medium Density districts; second by Blaser. Motion carried (6 – 0)

Ordinance No. MC 1321

13. Adjourn

Motion by Daven to adjourn the meeting; second by Goodreau. Motion carried (6 – 0).

Meeting adjourned at 5:53 p.m.

Delaney requested that items #5, #6 and #7 be held out for separate vote. It was moved by Austin, seconded by Veneman to approve and adopt the balance of the report, holding out items #5, #6 and #7. 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	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

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Items #5, #6 and #7 were considered together. No action was taken on item #5. Delaney requested that item #5 be sent back to the Planning Commission to consider an Ordinance amendment.

Regarding items #6 and #7, it was moved by Delaney, seconded by Veneman to approve both requests as permitted use instead of conditional use permits. As this would require an Ordinance change, it was moved by Delaney, seconded by Veneman to amend the motion to approve both requests as conditional use permits with no additional conditions by the City. Motion to amend carried, 7 ayes and 1 nay, and the motion was so amended:

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

It was moved by Rayome, seconded by Evanson to cease debate and vote on the pending motion to approve items #6 and #7 as conditional use permits with no additional conditions by the City. Motion carried, 6 ayes and 2 nays:

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

The vote to approve items #6 and #7 as conditional use permits with no additional conditions by the City resulted in a tie, 4 ayes and 4 nays. Mayor Blaser voted in the affirmative to break the tie and the motion carried, 5 ayes and 4 nays:

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

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

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

Matt Zacher, Chairperson

Dean Veneman, Secretary

Jay Bemke

Date of Meeting: July 5, 2022

Reported to Council: July 19, 2022

The Finance and Property Committee met at 5:01 p.m. on Tuesday, July 5, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on

Attachment #1

the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present. Also in attendance were Alderperson Polach, Alderperson Delaney, Mayor Blaser, Fire Chief Eckes, Jake Klingforth, Kyle Kearns, and Jennifer Gossick. Alderperson Austin attended via teleconference. 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 5:01 p.m.

2. Consider a request from the Fire Department to order the Chassis for their next Ambulance

It was moved by Veneman, seconded by Bemke to approve the purchase of the Chassis for their next Ambulance at a price to be determined. Motion carried, 3-0.

3. Consider a request from the Fire Department to apply for the Wisconsin Flex Grant

It was moved by Bemke, seconded by Veneman to approve a request from the Fire Department to apply for the Wisconsin Flex Grant in the amount of \$41,000 pending approval of the Finance Director. Motion carried, 3-0.

4. Consider approval of proposals from the Park and Building Supervisor to provide and install (6) HVAC packaged rooftop units to replace the existing units on the Centralia Center rooftop

It was moved by Bemke, seconded by Zacher to approve a proposal from Complete Control Inc. to provide and install (6) HVAC packaged rooftop units to replace the existing units on the Centralia Center rooftop, pending funding. Motion carried, 3-0.

5. Consider a request from Drop In Again LLC, Tami Kasten, agent, for Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for the premises located at 2963 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 Drop In Again LLC, Tami Kasten, agent, for the premises located at 2963 State Hwy 73 South. Motion carried, 3-0.

6. Consider for approval the appointment of Geneva J. Rapp as successor agent for the Retail Class "A" Fermented Malt Beverages and Retail "Class A" Intoxicating Liquor licenses for Westside Express Mart, LLC, d/b/a Westside Express Mart for the premises located at 1040 West Grand Avenue

It was moved by Veneman, seconded by Zacher to approve the appointment of Geneva J. Rapp as successor agent for the Retail Class "A" Fermented Malt Beverages and Retail "Class A" Intoxicating Liquor licenses for Westside Express Mart, LLC, d/b/a Westside Express Mart for the premises located at 1040 West Grand Avenue. Motion carried 3-0.

7. Consider for approval Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:

- a. Open Mic events to be held from 7:00 p.m. to 10:00 p.m. on the following Fridays: August 26, September 30, October 28, November 25, and December 30, 2022;
- b. "The Scratchboard Art of Alex Hewitt and Pat Ruesch" Exhibit Opening Reception to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 22, 2022;
- c. Holiday Gifts & Art Fair event to be held from 5:30 p.m. to 7:30 p.m. on Thursday, November 10, 2022;

and a Temporary Retail Class "B" Fermented Malt Beverages License and Temporary Retail "Class B" Wine License for an Art on Tap event to be held from 6:00 p.m. to 9:00 p.m. on Saturday, October 1, 2022

It was moved by Bemke, seconded by Veneman to approve Temporary Retail Class "B" Fermented Malt Beverages Licenses for Central Wisconsin Cultural Center, Inc., 2651 Eighth Street South, for the following events:

- a. Open Mic events to be held from 7:00 p.m. to 10:00 p.m. on the following Fridays: August 26, September 30, October 28, November 25, and December 30, 2022;
- b. "The Scratchboard Art of Alex Hewitt and Pat Ruesch" Exhibit Opening Reception to be held from 5:30 p.m. to 7:30 p.m. on Thursday, September 22, 2022;
- c. Holiday Gifts & Art Fair event to be held from 5:30 p.m. to 7:30 p.m. on Thursday, November 10, 2022;

and a Temporary Retail Class "B" Fermented Malt Beverages License and Temporary Retail "Class B" Wine License for an Art on Tap event to be held from 6:00 p.m. to 9:00 p.m. on Saturday, October 1, 2022. Motion carried, 3-0.

8. 2023 Budget Discussion

No action was taken on this item.

9. Audit of the Bills

Attachment #1

It was moved by Bemke, seconded by Zacher to approve check numbers 13149 to 13490. Motion carried, 3-0.

10. Set next meeting date

The next regular Committee meeting will be on Tuesday, August 2, 2022 at 5:00 p.m.

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

It was moved by Zacher, seconded by Bemke to go into closed session pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session". Roll call vote taken. All members voted in the affirmative. Motion carried 3-0, and the committee went into closed session.

In closed session, the committee may discuss negotiations and strategy regarding redevelopment and possible purchase of the former Northern Steel Castings, Inc. foundry located at 330 9th Avenue South, Parcel ID: 3402599.

In closed session the committee discussed negotiations and strategy regarding redevelopment and possible purchase of the former Northern Steel Castings, Inc. foundry located at 330 9th Avenue South, Parcel ID: 3402599.

The Committee will adjourn in closed session.

It was moved by Zacher, seconded by Veneman to adjourn in closed session. Motion carried 3-0. The meeting adjourned at 6:40 p.m.

Evanson requested that item #4 be held out for separate vote. It was moved by Zacher, seconded by Veneman to approve and adopt the balance of the report, holding out item #4. 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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dennis Polach	6		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Patrick J. Delaney	7		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

B. REPORT OF THE PUBLIC WORKS COMMITTEE MEETING HELD ON JULY 14, 2022:

Ryan Austin, Chairperson

Sheri Evanson, Secretary

Dennis Polach

Date of Meeting: July 14, 2022

Reported to Council: July 19, 2022

The Public Works Committee met on Thursday, July 14th, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Sheri Evanson, Dennis Polach and Mayor Blaser were in attendance. Others attending are on file in the Clerk's office.

1. Call to order

Attachment #1

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

2. Review Engineering & Street Department Monthly Activity Report.

The report was reviewed.

3. Review request from WRPS to add a mid-block crosswalk to 32nd St N at a point 475' north of Franklin St for Washington School.

Motion by Austin, second by Evanston to install a crosswalk with curb ramp and flashing LED school crossing signs and pedestrian push buttons with WRPS participating with funding at a 50% level. Add the crosswalk to the list of mid-block crosswalks in municipal code 340 and parking restrictions to municipal code chapter 27. Motion carried (3-0).

4. Review request from Town of Grand Rapids to participate in the repaving of Chestnut St from 23rd St S to 32nd St S.

Motion by Evanston, second by Austin to participate in the repaving of Chestnut St by providing road base and crushed blacktop. Motion carried (3-0).

5. Review the artwork proposal for the W Jackson St roundabout.

Safety and material types were discussed. The WI DOT's Facility Development Manual (FDM) was reviewed. There is a general interest to continue working with the art designer to modify the material type to meet the requirement of the FDM. No action taken.

6. Review proposals for the Rail Feasibility Study.

All proposals were reviewed. The Committee requested that staff have further discussions with two of three firms on pricing and scope revisions and bring back to the next Public Works Committee meeting. No action taken.

7. Review and consider adding parking on the north side of Baker St between 5th St and 8th St.

Motion by Evanston, second by Austin to allow for parking on both sides of Baker St between 5th St and 8th St. Motion carried (3-0).

8. Review referral list.

The referral list was reviewed. Item #9 to be removed. Austin referred an item: discuss the Biron wastewater agreement and wastewater ordinance at a special Public Works Meeting.

9. Set next meeting date.

Next meeting date/time was set for Thursday, August 4th, 2022 at 5pm.

10. Adjourn

Motion by Austin, second by Evanston to adjourn at 6:13 pm. Motion carried (3-0).

Rayome requested that item #7 be held out for separate vote. It was moved by Austin, seconded by Veneman to approve and adopt the balance of the report, holding out item #7. Motion carried, 8 ayes and 0 nays:

<u>Alderpersion</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	Veneman	<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 Evanston	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"/>

Regarding item #7, it was moved by Delaney, seconded by Veneman to approve this item as presented.

Motion carried, 7 ayes and 1 nay:

<u>Alderpersion</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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Sheri Evanston	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	Motion	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Jay Bemke	8		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Attachment #1

C. REPORT OF THE HUMAN RESOURCES COMMITTEE MEETING HELD ON JULY 12, 2022:

Jay Bemke, Chairperson

Patrick J. Delaney, Secretary

Tom Rayome

Date of Meeting: July 12, 2022

Reported to Council: July 19, 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, July 12, 2022, at 1:30 p.m. All Committee members were present. Also present were Tim Desorcy, Sarah Anderson, Ben Goodreau, Todd Eckes, Derek Matykowski, Ryan Hartman, and Kelly Warrington.

1. Call to order

The meeting was called to order by Chairperson Bemke at 1:32 p.m.

2. HR Updates

a. CSS Police Chief update

b. Current Recruiting

Updates provided- no action taken.

3. Fire Department Presentation called Reducing Liability.

Presentation was given by Chief Eckes, Battalion Chief Goodreau, and Lt. Matykowski. Questions were asked and answered. No action taken.

4. Adjournment.

Motion by Rayome, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 2:48 p.m.

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

<u>Alderpersion</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		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tom Rayome	4	Second	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	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"/>

D. REPORT OF THE COMMITTEE OF THE WHOLE OF THE COMMON COUNCIL MEETING HELD ON JULY 14, 2022:

Date of Meeting: July 14, 2022

Reported to Council: July 19, 2022

A meeting of the Committee of the Whole of the Wisconsin Rapids Common Council was held in the Council Chambers at City Hall, 444 West Grand Avenue, and via remote videoconferencing on Thursday, July 14, 2022, at 6:00 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City's Facebook page.

All Alderpersion were present. Also present were Mayor Blaser, Jennifer Gossick, Tim Desorcy, and Tyler Mickelson. Sue Schill appeared via videoconference.

1. Call to Order

Common Council President Veneman called the meeting to order at 6:00 p.m.

2. Preliminary Discussion Regarding the 2023 Budget

The 2023 Budget was discussed. No action was taken on this item.

3. Adjournment.

There being no further business before the Committee, the Committee of the Whole adjourned at 6:45 p.m.

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

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

Tom Rayome	4		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sheri Evanson	5	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"/>

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

- A. Water Works and Lighting Commission held June 8, 2022
- B. South Wood County Airport Commission held June 9, 2022 and Monthly Summary for June 2022
- C. Park and Recreation Commission held June 13, 2022
- D. Police and Fire Commission held June 15, 2022
- E. Department of Public Works Monthly Summary for June 2022
- F. Engineering Department Monthly Summary for June 2022
- G. Wastewater Treatment Commission Monthly Summary for June 2022
- H. Wisconsin Rapids Fire Department Monthly Summary for June 2022
- I. Wisconsin Rapids Police Department Monthly Summary for June 2022
- J. Joint Review Boards held July 14, 2022

It was moved by Bemke, seconded by Veneman to place the reports on file. 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"/>

10. Referrals to Committee

Rayome made a referral to the Public Works Committee to consider a quiet zone for trains on the east side of the city.

11. Adjournment

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

The meeting adjourned at 8:42 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk



OFFICE
OF THE
MAYOR

August 16, 2022

Dear Alderpersons,

The following appointments are submitted for your approval:

Police and Fire Commission

Steve Tenpas, 3020 21st Place South, is appointed as a regular member, to replace Rick Bender, for a term expiring 07/01/2023.

Zoning Board of Appeals

Jake Cattanach, 541 11th Street South, is appointed as a 2nd alternate member for a term expiring 11/01/2022.

Respectfully submitted,

A handwritten signature in black ink that reads "Shane E. Blaser".

Shane E. Blaser, Mayor

Shane E. Blaser, Mayor

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

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

REPORT OF THE PLANNING COMMISSION

Date of Meeting: August 1, 2022

Report #1

The Planning Commission met at 4:00 p.m. on August 1, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Eric Daven, Ben Goodreau, and Thaddeus Kubisiak. Susan Feith was excused; Lee Thao was absent. Also, in attendance were, Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderperson Dennis Polach, Bob Kolrud, Len Erickson, Craig Broeren, Geno Carlson, Debra Pritchett, Mary Schill, Meredith Kleker, and Kim Kinsey. Attending via Zoom were Alderperson Dean Veneman and Aaron Nelson.

The meeting was called to order at 4:01 p.m.

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

Motion by Goodreau to approve the report from the July 7, 2022 Plan Commission meeting including the attendee correction; second by Austin.

Motion carried (5 – 0)

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

Kyle Kearns provided a review of the Forest Industries of the Future symposium which was held on July 21st, 2022. The webinar was recorded and available on the Community Development web page under Planning and Zoning. The on-line survey for this project will remain for another week or two.

3. **Wisconsin Rapids Public Schools District – 22-000749:** request for site plan review to perform site improvements at 1801 16th Street South (Parcel ID 3414751)

Mr. Kearns provided a synopsis of project 22-000749. Staff recommended approval with the 8 listed conditions from the staff report as well as an additional condition that an updated site plan showing proper dimensions of parking stalls and aisles be submitted to the Community Development for review.

Conversations ensued between Commissioners and Staff regarding the additional footage to the east, the distance to the road to the back of the lot, ingress and egress, the traffic flow at the northern entrance, and sidewalk requirements. Craig Broeren added his comments about the location of the sidewalks and addressed Mr. Daven's questions about the drop-off area.

Motion by Blaser to approve the request for site plan review to perform site improvements at 1801 16th Street South (Parcel ID 3414751), subject to the following conditions:

1. Proper signage shall be installed identifying vehicle directions.
2. 3,413 square feet of landscaping plantings must be integrated within the parking lot perimeter.
3. A lighting plan shall be submitted for review by the Community Development Department.
4. Light from the parking area shall not exceed 0.2 foot-candles at a neighboring commercial property line and 0.1 foot-candles at the neighboring residential property line.
5. All applicable right-of-way and stormwater permits must be obtained through the Engineering Department.

6. Stormwater management must comply with Chapters 32 and Chapter 35 of the Municipal Code during and after construction.
7. An updated site plan shall be submitted showing dimensional standards, to be reviewed and approved by the Community Development Department.
8. All applicable permits through the City shall be obtained.
9. Community Development Department staff shall have the authority to approve minor modifications to the plans.

second by Austin.

Motion carried (5 – 0)

4. **Debra Pritchett – 22-000685:** Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693)

Carrie Edmondson provided a synopsis for the conditional use permit request at 541 Baker Street. Staff recommended approval with the conditions listed in the staff report.

Public hearing opened at 4:16 p.m.

No one spoke against or in favor of the request

Public hearing closed at 4:17 p.m.

Motion by Austin to approve the request for a conditional use permit to operate a tourist rooming house at 541 Baker Street (Parcel ID 3407693), subject to the following conditions:

1. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
8. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
9. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

second by Goodreau.

Staff and Commissioners had a short discussion regarding the means for regulating tourist rooming houses and Mr. Kearns mentioned that an ordinance amendment proposal and public hearing would be on the agenda for the September Plan Commission meeting.

Motion carried (5 – 0)

5. Kim Kinsey – 22-000686: Public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659)

Carrie Edmondson gave a review of conditional use permit request and Staff recommended approval with the conditions outlined in the staff report.

Public hearing opened at 4:23 p.m.

No one spoke against or in favor of the request

Public hearing closed at 4:24 p.m.

Motion by Goodreau to approve the request for a conditional use permit to operate a tourist rooming house at 1651 Riverwood Lane (Parcel ID 3408659), subject to the following conditions:

1. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
8. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
9. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

second by Austin.

Motion carried (5 – 0)

6. Adjourn

Motion by Goodreau to adjourn the meeting; second by Blaser.

Motion carried (5 – 0)

Meeting adjourned at 4:25 p.m.

Respectfully submitted by Erika Esser, Secretary

REPORT OF THE PLANNING COMMISSION

Date of Meeting: July 7, 2022

Report #1

The Plan Commission met at 4:00 p.m. on July 7, 2022 in the City of Wisconsin Rapids Council Chambers, 444 West Grand Avenue, and via remote audioconferencing. Members present included Chairperson Shane Blaser, Ryan Austin, Lee Thao, Eric Daven, Susan Feith (via Zoom), and Ben Goodreau. Also in attendance were Community Development Director Kyle Kearns, Associate Planner Carrie Edmondson, Alderman Dennis Polach, Jason Grueneberg, David Weiler, Rita Weiler, Jim Lucas, Chad Wirl, and Reuben Tassel. Others attending via Zoom included City Engineer Joe Eichsteadt and Tracey Traut.

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

1. Approval of the reports from the June 6th 2022, Plan Commission meeting and June 1st Public Meeting.

Motion by Daven to approve the reports from the June 6th, 2022 Plan Commission meeting and the June 1st Public Meeting; second by Goodreau.

Motion carried (6 – 0)

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

Kyle Kearns stated that the consultant is planning a symposium on July 21. The event will be virtual and there is no need to register. Links to the event will come out via email. There was minimal turn out for both the joint session and public meeting. Therefore, the consultant will be developing a survey to be available on the City's website to garner more feedback. The consultant is expecting to have a draft document ready by late summer/early fall.

3. **Dan Inc; Extraterritorial CSM:** request for Certified Survey Map approval for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D)

Mr. Kearns noted the item was being considered because we have extraterritorial plat review within a three-mile radius of the city. They are requesting creation of three lots and staff feels this is an appropriate plat division and is recommending approval.

Motion by Goodreau to approve the request for the creation of 3 lots, of which are under 5 acres, within the Town of Saratoga. The subject property is northwest of the intersection of State Highway 73 and Bainbridge Trail (County Parcel ID's 1800135, 1800135C, & 1800135D); second by Austin.

Motion carried (6 – 0)

4. **RC West, LLC CSM – 22-000531:** request for a Certified Survey Map approval to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South

Mr. Kearns explained that this is being considered because of a five-foot street dedication associated with the lot combination. Staff is recommending approval.

Motion by Daven to approve 22-000531, a request for a Certified Survey Map to combine 2 lots at 1810 Spencer Street (Parcel ID's 3404578 & 3404579) and dedicate right-of-way on 18th Avenue South; second by Goodreau.

Motion carried (6 – 0)

5. Review of Tourist Rooming House definition, supplemental standards, and conditional use permit process within the City of Wisconsin Rapids Zoning Code

Mr. Kearns provided a summary of the staff memo that outlines the description and supplemental standards for tourist rooming houses. He also reviewed the process for conditional use permit applications including the City's procedure for tourist rooming houses. He noted that the Common Council asked at their last meeting for the Plan Commission to review the standards and process in place for tourist rooming houses. He also reviewed staff analysis of surrounding communities and explained similarities and differences with the City's processes. He explained that a conditional use permit could be revoked as needed. He recommended that we retain our standards and process. However, he did note that if the Plan Commission would like to direct staff to undergo a Code Amendment, staff would do so.

Commissioner Goodreau asked for clarification about the six-month review procedure and about the ability to customize conditions of approval based upon the project. Mr. Kearns noted that properties could be reviewed as specified and would be required to come back to Commission only if there were documented issues. He also noted that conditions could be applied to each specific conditional use permit. Conditions should be site specific.

Commissioner Feith asked for clarification about if conditional use permits can be required to be reviewed if there is an ownership transfer, rather than run with the land. Commissioner Daven asked if a conditional use permit can be brought back to Plan Commission for reasons outside of conditions of approval. Mr. Kearns answered yes to both.

Commissioner Austin reiterated the importance of conditional use permits being reconsidered in case of ownership transfer. Mayor Blaser and Commissioner Feith agreed that conditional use permit be reaffirmed when property ownership changes. Discussion ensued about the best way to incorporate this requirement into future applications. No action was taken.

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

Mr. Kearns reiterated that this item was postponed by Common Council and sent back to Plan Commission, however he emphasized the importance of taking action to adhere to due process. Carrie Edmondson provided a synopsis of 22-000298. Staff recommended approval with the conditions outlined in the staff report.

Motion by Goodreau to approve 22-000298, a 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.
- 8) The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- 9) The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- 10) The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Austin.

Motion carried (6 – 0)

This item will be presented to Common Council for the final determination.

7. Rita Weiler – 22-000541: public hearing and action on a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9)

Ms. Edmondson provided a summary of the request. She noted that the owner is proposing to be on-site and has a separate area with a separate exterior entrance for the use. She also noted that a condition requiring a six-month review had been suggested by staff and that the Plan Commission may want to add the same two conditions that were added to the previous item.

Commissioner Austin inquired about the necessity of having a conditional use permit required for an owner-occupied property. Mr. Kearns stated that based on the previous conversation retaining the conditional use permit application seemed to be a good option.

Public hearing opened at 4:41 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:41 p.m.

Motion by Goodreau to approve 22-000541, a request for a conditional use permit to operate a tourist rooming house at 351 Madison Street (Parcel ID 3408122-9), subject to the following conditions:

- 1) No more than two 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.

- 8) The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
- 9) The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
- 10) The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

Second by Daven

Motion carried (5-0), Commissioner Feith abstained.

This item will be presented to Common Council for their final determination.

- 8. Marshfield Clinic Health System (MCHS) – 22-000600:** request for a sign exception to increase the maximum number and the maximum height of ground signs at 440 24th Street South (Parcel ID 3410784)

Ms. Edmondson summarized the request for the sign exception at the Marshfield Clinic Health System site. The exception included increasing the maximum number of ground signs to three total and increasing the height beyond the maximum allowed for ground signs. Staff is recommended approval due to site difficulties associated with size and scale of the site.

Motion by Blaser to approve 22-000600, a request for a sign exception to increase the maximum number and maximum height of ground signs at 440 24th Street South (Parcel ID 3410784); second by Goodreau.

Motion carried (6 – 0)

- 9. Chad Wirl – 22-000643:** Request for a site plan review to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550)

Ms. Edmondson provided a synopsis of 22-000643. Approval was recommended with the conditions outlined in the staff report.

- 10. Motion by Blaser to approve 22-000643, a site plan review request to construct a building addition at 850 Rosecrans Street (Parcel ID 3401550), subject to the following conditions:**

- a) The exterior materials of the addition shall match the design and color of the existing building.
- b) Light from the business shall not exceed 0.1 foot-candles at neighboring property lines to the north and west and 0.2 foot-candles at properties to the south.
- c) Applicable permits through the City shall be obtained, including those applicable for fences and asphalt.
- d) A landscape plan shall be submitted to the Community Development Department for review and approval, identifying building foundation landscaping.
- e) A required ADA accessible parking space shall be installed on the property.
- f) No residential occupancy shall be permitted.
- g) This approval is associated with Zoning Board of Appeals variance(s) approval for setbacks.
- h) Community development staff shall have the authority to approve minor modifications to the plans.

second by Daven.

Motion carried (6 -0)

11. City of Wisconsin Rapids – 22-000573: Public hearing and action on a request to Amend the Official Street Map of the City of Wisconsin Rapids

Mr. Kearns provided a summary of 22-000573. He noted that the last official street map had been adopted in 2009 and suggested some updates including the reduction of street right-of-way width along East Jackson Street. Approval of three main changes in the staff memo were recommended.

Public hearing opened at 4:54 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 4:54 p.m.

Commissioner Feith inquired about the bike trail proposed to be incorporated along East Jackson Street. Joe Eichstaedt clarified that the path is within the right-of-way and is like the West Jackson Street cross-section and connects with other bike mapping routes. Commission Goodreau asked for further clarification about safety and Mr. Eichstaedt elaborated. Commissioner Feith asked for clarification about the redesignation of some of the street classifications and Mr. Eichstaedt explained it would not impact state funding but would provide a more accurate designation.

Motion by Austin to approve 22-000573 to Amend the Official Street Map of the City of Wisconsin Rapids; second by Thao.

Motion carried (6 – 0)

12. City of Wisconsin Rapids – 22-000398: Public Hearing and action to amend Chapter 11 – Zoning Ordinance, specifically regarding maximum building coverage for principal and accessory structures on lots in residential districts.

Ms. Edmondson provided a summary of 22-000398. Staff recommended a total maximum building coverage for each zoning district in lieu of separate coverage requirements for principal and accessory structures.

Commissioner Goodreau asked what spurred this amendment and Mr. Kearns clarified that it was largely the result of difficulty with consistent implementation. Commissioner Austin asked why the Rural Residential district was remaining at 30% coverage, to which Mr. Kearns noted that the district still allows for significant development at a 5-acre minimum lot size and typically borders agricultural.

Public hearing opened at 5:13 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:13 p.m.

Motion by Daven to approve 22-000398, to amend Chapter 11 – Zoning Ordinance, specifically regarding maximum building coverage of principal and accessory structures on lots in residential districts.

Second by Goodreau

Motion carried (6 – 0)

13. City of Wisconsin Rapids – 22-000648: Public hearing and action on a request to amend Chapter 11-Zoning Ordinance, specifically to allow Temporary Residential Shelters as a permitted or conditional use within other residential of commercial districts.

Mr. Kearns provided a summary of 22-000648: approval recommended.

Public hearing opened at 5:18 p.m.

No one spoke in favor of or against the request.

Public hearing closed at 5:19 p.m.

Commissioner Feith asked for clarification about the permitted or conditional use wording and noted she would prefer conditional use versus permitted use. Mayor Blaser and Commissioner Goodreau concurred.

Motion by Goodreau approving the request to amend Chapter 11-Zoning Ordinance, specifically to allow Temporary Residential Shelters as conditional uses within B-1 Downtown Commercial, B-2 General Commercial and R-3 Multi-Family Medium Density districts; second by Blaser.

Motion carried (6 – 0)

14. Adjourn

Motion by Daven to adjourn the meeting; second by Goodreau

Motion carried (6 – 0)

Meeting adjourned at 5:53 p.m.

Respectfully submitted by Carrie Edmondson, Associate Planner

Resolution # _____
CITY OF WISCONSIN RAPIDS

[CONDITIONAL USE PERMIT – 541 BAKER STREET (PARCEL ID 3407693) – 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 541 Baker Street (Parcel ID 3407693), and described as C-WIS RAPIDS ES ASR PLT #36 LOT 43, 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. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
8. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
9. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

ADOPTED:

APPROVED:

PUBLISHED:

Resolution # _____
CITY OF WISCONSIN RAPIDS

[CONDITIONAL USE PERMIT – 1651 RIVERWOOD LANE (PARCEL ID 3408659) – 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 1651 Riverwood Lane (Parcel ID 3408659), and described as C-WIS RAPIDS RIVERWOOD LOT 10, 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. The establishment shall have a current license, as required by the Wisconsin Department of Health Services, Wisconsin Administrative Code Chapter 195.
2. The applicable permit must be displayed in a conspicuous location.
3. The owner shall register with the Clerk's and/or Treasurer's office and shall pay room tax as required.
4. An accurate register of guest names shall be maintained for a guest history of no less than one year.
5. An agent who resides within 5 miles of the City must be named as a primary point of contact.
6. Prior to establishment, the City Inspector shall confirm that the dwelling meets all building code requirements.
7. The conditional use permit shall be reviewed by the Community Development Department 6 months after approval, upon which it can be scheduled for review by the Plan Commission and Common Council if necessary due to failure to comply with conditions and standards of review.
8. The transfer of property ownership shall require a review of the conditional use permit by the Plan Commission and Common Council, prior to the operation of the use under new ownership.
9. The current owner and operator of the use shall notify the City in writing prior to the transfer of ownership.

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

Shane E. Blaser, Mayor

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: August 2, 2022
Reported to Council: August 16, 2022

The Finance and Property Committee met at 5:00 p.m. on Tuesday, August 2, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page.

All members of the Finance and Property Committee were present, except Chairperson Zacher, who was excused. Alderperson Rayome attended in place of Zacher; Secretary Veneman chaired the meeting. Also in attendance were Alderperson Polach, Mayor Blaser, Fire Chief Eckes, Justin Pluess, Ben Goodreau, Derek Matykowski, Tim Desorcy, Tyler Mickelson, and Jennifer Gossick.

1. Call to Order

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

2. Consider for approval the appointment of Elizabeth Meddaugh as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for Drop In Again LLC, for the premises located at 2963 State Hwy 73 South, to begin October 20, 2022

It was moved by Bemke, seconded by Rayome to approve the appointment of Elizabeth Meddaugh as successor agent for the Retail Class "B" Fermented Malt Beverages and Retail "Class B" Intoxicating Liquor licenses for Drop In Again LLC, for the premises located at 2963 State Hwy 73 South, to begin October 20, 2022. Motion carried 3-0.

3. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for a Feast of the Assumption Event on Sunday, August 14 from 1:00 p.m. to 8:00 p.m., and for a Royal Event to be held on Sunday, October 9, 2022 from 9:00 a.m. to 3:00 p.m.

It was moved by Veneman, seconded by Bemke to approve a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Assumption Catholic Schools, Inc., for the premises located at 445 Chestnut Street, for a Feast of the Assumption Event on Sunday, August 14 from 1:00 p.m. to 8:00 p.m., and for a Royal Event to be held on Sunday, October 9, 2022 from 9:00 a.m. to 3:00 p.m. Motion carried, 3-0.

4. Consider for approval a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Friends of Rapids Music, 441 Second Street South, for the premises as outlined on the map provided within Robinson Park for a Friends of Rapids Music Annual Music Festival to be held on Saturday, September 10, 2022 from 1:00 p.m. to 9:00 p.m.

It was moved by Bemke, seconded by Veneman to approve a Temporary Retail Class "B" Fermented Malt Beverages License and a Temporary Retail "Class B" Wine License for Friends of Rapids Music, 441 Second Street South, for the premises as outlined on the map provided within Robinson Park for a Friends of Rapids Music Annual Music Festival to be held on Saturday, September 10, 2022 from 1:00 p.m. to 9:00 p.m. Motion carried, 3-0.

5. Consider a request from the Fire Department to apply for a SAFER grant

It was moved by Bemke, seconded by Rayome to approve an application for a SAFER grant. Motion carried, 3-0.

6. Fire Department Presentation called Reducing Liability

A presentation called Reducing Liability was given by the Fire Department. No action was taken on this item.

7. Audit of the Bills

It was moved by Veneman, seconded by Bemke to approve check numbers 13491 to 13880. Motion carried, 3-0.

8. Set next meeting date

The next regular Committee meeting is tentatively set for Tuesday, September 6, 2022 at 5:00 p.m., pending approval by Chairperson Zacher.

9. Adjournment.

It was moved by Veneman, seconded by Bemke to adjourn. Motion carried, 3-0, and the meeting adjourned at 6:07 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

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

Drop in Again LLC

Reason for Cancellation of Appointed Agent

3 month WI Rapids Resident TO Berlin 10-20-22

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

Elizabeth Meddaugh
Signature of President / Member

7-20-22
Date

Section 2: Agent Information and Acknowledgement

Agent Name

Elizabeth Meddaugh

Mailing Address

2963 State Hwy 73

City or Post Office

WI Rapids

State

WI

Zip Code

54495

Agent Questions

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

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 Drop in Again LLC and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors.

Elizabeth Meddaugh
Signature of Agent

7-20-22
Date

Section 3: Licensing Authority Approval

Municipality Name

CITY OF WISCONSIN RAPIDS

Michael S. Paturel
Signature of Official

7/21/2022
Date

Police Chief.
Title of Official

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 \$10.00

Application Date: 07/26/2022

☐ 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 08/14/2022 1:00 pm and ending 08/14/2022 8:00 pm 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 Assumption Catholic Schools

(b) Address 445 Chestnut Street, Wisconsin Rapids, WI 54494

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 01/01/1951

(d) If corporation, give date of incorporation 04/21/2010

(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 Daniel Minter, 330 Huntinton Ct, Nekoosa, WI 54457

Vice President Michele Haas, 3557 Town Hall Rd, Wisconsin Rapids, WI 54494

Secretary Principal, James Lynch, 8941 Bainbridge Trail, Wisconsin Rapids, WI 54494

Treasurer

(g) Name and address of manager or person in charge of affair: James Lynch, Principal

Assumption Catholic Schools, 445 Chestnut Schools, 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 445 Chestnut Street, Wisconsin Rapids, WI. 54494

(b) Lot Block

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

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

3. Name of Event

(a) List name of the event Feast of the Assumption

(b) Dates of event 08/14/2022

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 James Lynch

(Signature / Date)

Assumption Catholic Schools

(Name of Organization)

Date Filed with Clerk

Date Reported to Council or Board

Date Granted by Council

License No.

Additional Information

May be Granted and Issued only to (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) Bona fide clubs.
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) The local licensing authority may act on application or authorize an official or body of the municipality to issue the license. (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) The written application shall be filed with the clerk of the municipality in which premises are located:

Class "B" (Beer):

- a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
- b. At least 15 days prior to the granting of the license for events lasting 4 or more days.

"Class B" (Wine):

The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.

- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

Fee: Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

Duration: The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time. (sec. 125.51(10)(b), Wis. Stats.)

Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)

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 \$ ~~10.00~~ 5.00 *ja*

Application Date: 07/13/2022

☐ 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 10/07/2022 and ending 10/09/2022 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 Assumption Catholic Schools

(b) Address 445 Chestnut Street, Wisconsin Rapids, WI 54494

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 01/01/1951

(d) If corporation, give date of incorporation 04/21/2010

(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 Daniel Minter, 330 Huntington Ct, Nekoosa, WI 54457

Vice President Michele Haas, 3557 Town Hall Rd, Wisconsin Rapids, WI 54495

Secretary Director of Advancement, Linda Schill, 811 Witter St, Wisconsin Rapids, WI 54494

Treasurer N/A

(g) Name and address of manager or person in charge of affair: Linda Schill, Director of Advancement

Assumption Catholic Schools, 445 Chestnut Street, 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 445 Chestnut Street, Wisconsin Rapids, WI 54494

(b) Lot _____ Block _____

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

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

3. Name of Event

(a) List name of the event Assumption's Royal Event

(b) Dates of event 10/09/2022

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 Linda Schill 07/13/2022

(Signature / Date)

Assumption Catholic Schools

(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

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 \$ 10-5 jq

Application Date: July 25, 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 1pm 9/10/22 and ending 9pm 9/10/22 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 Friends of Rapids Music (FRM)

(b) Address 441 Second St South Wisconsin Rapids, WI 54494

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 2014

(d) If corporation, give date of incorporation 10/9/2016

(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 Connie Tomski-Faville, 441 Second St South, Wisconsin Rapids, WI 54494,

Vice President Becki Nightingale, 350 18th Ave South, Wisconsin Rapids, WI 54495

Secretary Kasey Romanski, 2010 Sherri Court #101, Wisconsin Rapids, WI 54494

Treasurer Rhonda La Chapelle, PO Box 752, Wisconsin Rapids, WI 54495-0752

(g) Name and address of manager or person in charge of affair: Connie Tomski-Faville, Same address as above.

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 Robinson Park to include picnic shelter.

(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 FRM's 6th Annual Music Festival

(b) Dates of event Sept 10, 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 Connie Tomski-Faville 7/25/22
(Signature / Date)

Friends of Rapids Music (FRM)
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____



REPORT OF THE PUBLIC WORKS COMMITTEE

Ryan Austin

Sheri Evanson

Dennis Polach

Date of Meeting: 8/4/2022
Reported to Council: 8/16/2022

The Public Works Committee met on Thursday, August 4th, 2022 in the Council Chambers at City Hall and via remote videoconference. Ryan Austin, Dennis Polach and Tom Rayome were in attendance. Sheri Evanson was excused. Others attending are listed below.

1. Call to order

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

2. Review Engineering & Street Department Monthly Activity Report.

The reports were reviewed.

3. Review proposals for a Feasibility Study - Alternatives addressing Vehicle Delays and Rail Usage.

Motion by Austin, second by Polach to approve the combined proposal from Patrick Engineering and LinqThingz for a fee of \$32,000. Motion carried (2-0).

4. Review a change order request to the 2021 Sewer Lining Contract to include lining for a 15-inch sanitary sewer pipe along Chestnut St between Lincoln St and Cliff St.

Motion by Austin, second by Polach to approve the change order at a rate of \$95/lf for distance of 270 LF. Motion carried (2-0).

5. Review referral list.

The referral list was reviewed.

6. Set next meeting date.

Next meeting date/time was set for Thursday, September 8th, 2022 at 5pm.

7. Adjourn

Motion by Austin, second by Polach to adjourn at 5:31 pm. Motion carried (2-0).

Others in attendance:

See sign-in sheet.



PUBLIC WORKS DEPARTMENT

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

July 2022

Refuse and Recycling

- Garbage Collection estimated 462.14 tons (2021 455.91 tons)
- Recycling Collection estimated 105.15 tons (2021 102.56 tons)

Construction

Cherry Street (Riverview Drive – 1st St North, Smith St (Railroad St – Riverview Drive)

- Finished preparation of roadways for Asphalt pavement
- Backfilled curb and gutter on Smith Street from Cherry to Riverview Drive
- Asphalt pavement completed week of July 25th

Rosecrans Street (9th Ave – Dead End)

- Project completed

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

- Asphalt paving completed
- DOT phase of project completed

18th Ave South (Russel Street – West Grand Ave)

- Project completed

West Jackson Street (West Riverview Expressway – Wisconsin River)

- City portion of phase I completed, phase II estimated to start September 6th

Freemont Street (14th Street – 13th Street)

- Underground Utilities complete, waiting for curb and gutter installation after Utility Companies move to new poles and pole removal

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

- Removed pavement, curb and gutter and black dirt from West Grand Ave – Harrison Street
- Installed 300' of Sanitary, one service and one manhole
- Installed 280' of Storm, one manhole and two catch basins
- Installed 150' of Water main and a fire hydrant

17th Ave North (Rosecrans Ave – Jefferson Street)

- Emergency installation of 400' of 12" C900 water main
- Shape for pavement

Street Maintenance

- City wide brush pickup
- Prepare Eastside Compost site for National BMX race
- Installed asphalt driveways on construction projects
- Completed site restoration at Fire Station 1 remodel/addition
- Assisted WWLC on paver patches
- Removed asphalt and finish graded for Asphalt patches
- Replaced manhole castings on 14th Ave South
- Cut grass in city maintained properties and street Right of Way
- Saw cut asphalt patches
- Work with Kafka Construction with brush and stump grinding
- Worked with Wood County Highway doing paver patches throughout the city
- Did curb and gutter removals for Curb and Gutter maintenance contractor
- Completed preparation of streets for sealcoating
- Swept area to be seal coated
- Setup barricades and snow fence for July 4th Celebration

Paint and Signs

- Set out “No Blanket” signs for July 4th Celebration
- Replaced Pedestrian crossing sign on 8th and Peterson
- Removed signs from West Jackson Street Construction Project and WWLC Pole maintenance
- Painted Yellow center line, 3rd St S, Lincoln St, Chestnut St, 24th St S, 16th Street, Baker St., 1st St North,
- Installed new poles and signs on Smith and Cherry Street
- Installed Highway banners for Waterski weekend, and National BMX Event
- Changed seasonal banners in downtown area
- Completed walk behind painter maintenance
- Painted Crosswalks and intersections of 3rd and East Riverview Expressway, Dewey St, 3rd St S, Chestnut, Mead St, Lincoln St and East Riverview Expressway
- Painted white lane divider dashes on Expressway, 2nd Ave S, West Grand
- Fixed signs that were damaged due to accidents
- Removed signs from Construction project on Freemont St 9th Ave N
- Repaired signs damaged due to wind
- Completed Sign update of six railroad crossings

Shop and Repairs

- Replacement of Hydraulic cylinder of quad axle dump truck
- Movement of hitch on quad axle dump truck
- Multiple vehicle services on Public Works fleet
- Transmission shift solenoid replacement on garbage truck
- Chase down wire harness issues on garbage truck
- Replace wheel bearings on rubber tire roller
- Replace bushings on garbage truck arm
- Multiple fire department vehicle service or repairs
- Service Excavator on Construction project
- Tire repairs on lawn movers
- Replace Hydraulic hose and exhaust on single axle
- Replace cab mounts on Dozer

- Repair brakes on #39 Loader



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

ENGINEERING DEPARTMENT Monthly Activity Report

July 2022

Transportation Utility

- WWLC began billing July 27th for customers on billing cycle 2 and will bill again August 15th for customers on billing cycle 1.
- Account data is continually being worked on.

Capital Improvement Planning

- A staff meeting was held on July 21st (Paul V, Joe E, Tyler M and Justin C were in attendance) to review Janesville's database application.
- An additional meeting is scheduled August 2nd with the Mayor to ascertain CIP direction with the new database.

Permits & Degradation

- 36 Permits/Applications (35 in June) for asphalt paving (4), driveway grades/concrete pour inspections (8), storm water (0), excavating (19), Street Privilege (0), storm connection (0), permit parking (0), banner (2), environmental testing well (0), contractor licenses (3)
- 220 Diggers Locates for Storm Sewer & Sanitary Sewer (276 in May)
 - 2 Emergency locates during work hours
 - 2 Emergency locates after hours
- Degradation fees - this year = \$63,500.04
 - This month = \$3,254.40 (4,061.50 in June)

Traffic

- Vision Triangle Complaints
 - E Grand Ave and 16th St S – A letter was sent and obstruction was removed.
 - Engineering Dpt staff measured the height and location and have determined that the obstruction is in the vision triangle.
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign / Yield Sign Requests
 - 13th St & Peach St – 4/22 – Traffic Counts are complete. Reports should be complete by August 4th.
 - 2nd St S and Davis Ave – 4/28/22
 - 11th & Apple St, 11th & Peach St, 10th St & Peach St – 5/24/22
 - All counts are complete. Reports should be complete by August 4th.
 - 14th Ave N and McKinley St – review is being worked on as time allows.
- ITS Standalone Signal Grant
 - The revised plans are out for bids and will be opened August 10th at 10AM.



ENGINEERING DEPARTMENT
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
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- Signal complaints
 - 8th St & Pepper Ave – vehicle detection issue on left turn arrow. - 5/24/22
 - No equipment defects have been identified. Gridsmart will be in Rapids the week of July 11th to review camera setup.
 - Lincoln St & Expressway – vehicle detection issue on left turn arrow. - 5/24/22
 - No equipment defects have been identified. Gridsmart will be in Rapids the week of July 11th to review camera setup.
 - Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – We have received the final paperwork from Ameritrack and will issue final payment. Reimbursement requests will be submitted to the DOT immediately thereafter.

Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – There are over 524 joints for grinding. Safestep is scheduling for this work to begin the week of July 18th. Work is anticipated to be complete the week of August 1st. Safestep will be performing the sidewalk cutting this year in the area generally bounded by 8th 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 14th Ave between Chase St and Alton St. Work is currently underway east of Lincoln St and north of the Expressway. Additional work will be complete the week of August 1st to replace curb & gutter in advance of chip seal operations.

2022 Reconstruction Projects

- Design for 2022 Projects – 100% Complete
- Construction for 2022 Projects
 - DOA/Lyon Park Levee – Work surrounding the DOA parking lot is complete. Asphalt patching is done. Reimbursement from the DOA will be requested as soon as work is complete on their property. Lyon Park work is anticipated in late summer.
- 2022 Contracts
 - Sewer Lining Contract (contract awarded to Visu Sewer) – the work is complete; however, there are two items that they will come back for:
 - A spot liner on 19th St in August
 - A more recent lining need on Chestnut St in October.
 - Crushing Contract – Work began March 17th and was completed mid-April.



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- Asphalt Contract –American Asphalt has completed paving work on Smith St, Cherry St, DOA parking lot for the Levee Project, 14th Ave S, Kuhn Ave, Rosecrans St and some miscellaneous patch locations.
- Concrete Contract – SD Ellenbecker is scheduled for concrete work on Fremont St from 13th to 14th Ave. Some final touch-up work is needed on Smith St; otherwise concrete work is complete.

2023 Reconstruction Projects

- Preliminary Survey for 2023/2024 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 40%
 - McKinley St (8th Ave N to 14th Ave N) – 0% (2024 Project)
 - Shorewood Terrance (1st St N to Termini) – 95%
 - Apricot St and Broadway St – 100%
- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 60%
 - 9th St S (Peach St to Chestnut St) – 5%
 - Shorewood Terrance (1st St N to Termini) – 75%
 - Apricot St and Broadway St – 85%; Geotech work was complete by Nov. 15th. Report has been received and reviewed.
 - McKinley St (8th Ave N to 14th Ave N) – 0% - Recommended for 2024

Storm Water Utility

- Soliciting for proposals in August (proposed for a September Public Works Agenda Item) to update the Storm Water Utility database. This work is budgeted in 2022 and is expected to be around \$7500.
- Storm Utility Billing Updates –
- One Mile Cr. – Permits are still being reviewed. Easement signatures are still being secured. Dam permit applications were submitted to DNR the week of April 25th. Permanent Easement documents were updated and will be sent back to owners in May.



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

Other Highlights

- Continuing to search for an engineering technician to fill a vacancy.
- Completed a survey for a right-of-way encroachment requested by Attorney Schill.
- Survey shots are complete for mid-block ped crossing on 32nd St. Material will be ordered so crosswalk pavement marking and ramps can be installed before school starts. LED signs will not be installed until sometime in September.
- W Jackson St Update
 - A pre-pave meeting was held the week of July 25th. Stage 1 will be complete at the end of August. Stage 2 is expected to be complete mid-October.



Public Works Committee

Date of Request: 8/1/2022, Updated from 7/7/2022

Requestor: Joe Eichsteadt, City Engineer

Request/Referral: Review the proposals for the rail feasibility study to address noise and vehicle delays.

Background information: The Committee and Council approved the draft Request for Proposal (RFP) documents in April of 2022 and further reviewed proposals at the 7/14/22 Public Works Committee Meeting. The discussion from that meeting was to see if two of the proposals could be combined as part of a partnership and what those combined costs would be.

A proposal was received from the following firms:

1. LinqThingz
2. Patrick Co.
3. MSA

Options available:

Review and consider the proposals. A combined proposal from firm #1 and #2 results in a fee of \$32,000.

Action you are requesting the committee take: Consider approving a proposal and moving forward with negotiating a contract to begin work.

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



Public Works Committee

Date of Request: 7/19/2022

Requestor: Joe Eichsteadt

Request/Referral:

Review and consider a change order for the 2021 Sewer Lining contract to include lining of an existing 15" clay sanitary sewer segment along Chestnut Street (Lincoln Street – Cliff Street).

Background information:

Earlier this summer, City crews discovered a sinkhole forming in Chestnut Street, just west of Lincoln Street. After investigation of both the sanitary sewer and storm sewer, the City found the likely source of the sinkhole to be some leaking joints in the sanitary sewer. The Engineering Department worked with several contractors to determine multiple feasible options/fixes to the sewer pipe as well as the cost associated with each option. Based on the condition and depth of the existing sewer pipe, as well as the cost of various options, and value of the final product to the City, the Engineering Department is recommending to line the entire segment of 15" clay sanitary sewer along Chestnut Street from Lincoln Street to Cliff Street. Since the City is currently under contract with Visu Sewer, Inc. for sewer lining throughout the City, a change order is required to amend the current contract to include this additional work. Because the cost of the proposed work is more than \$5,000, the Engineering Department is required to obtain Public Works Committee approval.

Options available:

Action you are requesting the committee take:

Approve this change order at a cost of \$95/foot and a length of 270 feet for a cost of \$25,650 to line sanitary sewer along Chestnut Street from Lincoln Street to Cliff Street.

How will the item be financed?

PWCF/Wastewater Utility

ENGINEERING DEPARTMENT POLICIES AND PROCEDURES

SUBJECT:

Policy for Change Order

PURPOSE:

To set a policy for approval on change orders

POLICY:

PROCEDURES:

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

POLICY DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____

REVIEW DATE: _____ SIGNATURE: _____

PUBLIC WORKS COMMITTEE REFERRAL LIST:

2022

1. Request from Alderperson Tom Rayome to discuss the future of 8th St S. (2016)
2. Request by Alderperson Cattnach to reconsider the City's overnight parking ordinance (2021)
3. ~~Request by Alderperson Austin to consider developing a Responsible Bidder Ordinance~~
4. ~~Request by Alderperson Kellogg to study traffic speed along Chestnut from 8th Street to Hill Street and make recommendations (2020)—study was done when there were no school-related activities. Will continue study when school is in session and will report back to committee.~~
5. ~~Request by Alderperson Evanson to review parking ordinance for any inconsistencies between ordinance language and signage throughout the City (2021)~~
6. ~~Request by Alderperson Bemke to perform an intersection analysis and determine sign warrants, if any, for 12th St S and Chestnut St.~~
7. Request by Alderperson Austin to consider a feasibility study for reducing noise and vehicle delays due to railroad tracks along the west side of the City at and between crossing from Gaynor Ave to High St.
8. ~~Request by residents along Smith St and Cherry St to not reinstall sidewalk along these road projects.~~
9. ~~Review and approve the conditions for a street privilege permit for Mead Witter Foundation, Inc.~~
10. Review the bid results for the West Riverview Expressway Traffic Signal Improvement project and consider awarding the contract to the low, qualified bidder.
11. Request from Zacher to consider removing pavers in west boulevard of 2nd Ave S between roundabout and Lyons St and replacing with colored, stamped concrete.
12. Request from Austin to discuss the Biron wastewater agreement at a special PW meeting.
13. Request from Rayome for Quiet Zones for trains on the east side of city. (Referral Attached)

Committee Referral

Name of Committee: Public Works

Date of Request: July 25, 2022

Requestor: Tom Rayome for David Piltz 2740 Amundson ST.

Request/Referral: Quiet zone for trains on east side of city.

Background information: More and more trains blowing their horns in the early morning hours. David will have more input at meeting.

Options available:

Staff recommendation:

Action you are requesting the committee to take:

How item be financed?

Please attach all supporting documentation.



Human Resources Committee Meeting Minutes August 9, 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, August 9, 2022, at 1:30 p.m. All Committee members were present. Also present were Mayor Blaser, City Attorney Schill, Alderperson Polach, Fire Chief Eckes, HR Coordinator Jill Kremer, and HR Manager Ryan Hartman.

Agenda

1. Call to order

The meeting was called to order by Chairperson Bemke at 1:33 p.m.

2. HR Updates

- a. Current Recruiting
 - i. HR
 - ii. Police Chief
 - iii. Crossing Guards
 - iv. Engineering Technician

Updates provided- no action taken.

3. Wage Study Update

Update provided- no action taken.

4. Discuss and consider for approval revisions to the Remote Work Policy.

Motion by Bemke, seconded by Delaney to approve revisions to the Remote Work Policy as presented.
Motion carried 3-0.

5. Adjournment.

Motion by Bemke, seconded by Delaney to adjourn. Motion carried 3-0. The meeting adjourned at 2:10 p.m.



Legislative Committee Meeting Minutes August 11, 2022

Legislative Committee

Jay Bemke, Chair
Ryan Austin, Secretary
Matt Zacher

The Legislative Committee met at 4:00 p.m. on Thursday, August 11, 2022, in the Council Chambers at City Hall. The meeting was LIVE on Wisconsin Rapids Community Media (WRCM) Spectrum Channel 985 and Solarus Channel 3, online at www.wr-cm.org or via WRCM's Roku app and was streamed LIVE on the City of Wisconsin Rapids Facebook page. All members of the Legislative Committee were present. Also in attendance were Alderpersons Polach, Rayome, and Veneman; Mayor Blaser, Sue Schill, Tyler Mickelson, and Jennifer Gossick.

1. Call to Order

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

2. Consider for adoption an ordinance revising the role and responsibilities of the Park and Recreation Commission, as recommended by the Park and Recreation Ad Hoc Committee and the Park and Recreation Commission.

Motion by Austin, seconded by Zacher to adopt an ordinance revising the role and responsibilities of the Park and Recreation Commission. Motion carried, 3-0

3. Consider for adoption an ordinance which would change standing committee Secretary positions to Vice Chairperson positions.

Motion by Zacher, seconded by Bemke to adopt an ordinance changing standing committee Secretary positions to Vice Chairperson positions. Motion carried, 2-1 with Austin voting in the negative

4. Consider for adoption an ordinance which provides for a revocation of a retail alcohol license if the license is not used for a period of four (4) months.

Motion by Austin, seconded by Zacher to adopt an ordinance which provides for a revocation of a retail alcohol license if the license is not used for a period of four (4) months. Motion carried, 3-0

5. Discuss rules of the Common Council, specifically relating to the use of videoconferencing for standing committee, common council, and other committee meetings.

No action was taken.

6. Discuss temporary alcohol licenses and their requirements under state law, as it relates to recent requests for temporary alcohol licenses.

No action was taken.

7. Discuss a referral from Alderperson Evanson regarding department heads providing reports to the Common Council, and department heads reporting to a committee.

No action was taken.

8. Discuss a referral from Alderperson Evanson to create an Aquatics Ad Hoc Committee to focus on all aspects relating to the Aquatics Center.

No action was taken.

Motion by Austin, seconded by Zacher to adjourn. Motion carried, 3-0, and the meeting adjourned at 5:31 p.m.

Respectfully submitted,

Jennifer M. Gossick, City Clerk

ORDINANCE NO. MC

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING SECTION 2.09(17) OF THE MUNICIPAL CODE. SAID SECTION SETS FORTH THE DUTIES OF THE PARK AND RECREATION COMMISSION

Section I Section 2.09(17) of the Wisconsin Rapids Municipal Code is amended to read as follows:

2.09(17) Park and Recreation Commission.

(a) ~~Creation and~~ Membership. There ~~shall be is hereby re-created~~ in the City of Wisconsin Rapids, a ~~P~~ark and ~~R~~ecreation ~~C~~ommission consisting of nine members, six of whom shall be appointed by the mayor subject to confirmation by the common council. The term of office of each member shall be as hereinafter provided and shall expire April 30 of each year, except as otherwise provided. The membership of the commission shall consist of the following:

- (1) Two members of the common council for their terms of office. One common council member shall be appointed by the mayor and the other by the common council.
- (2) Five members who are residents of the City of Wisconsin Rapids, for a term of five years each.
- (3) The mayor and superintendent of schools, who shall be ex officio members.

All members of this commission shall serve without compensation. The majority of the commission shall constitute a quorum for the transaction of business.

(MC#561)

(b) Organization. The commission shall meet annually as soon after May 1 as possible and selections shall be made from its membership a chairperson and a ~~secretary~~ vice-chairperson.

(c) Powers and Duties.

- (1) Except as limited as provided herein, the commission shall have ~~complete general management and control~~ charge, supervision, and management of all public parks, municipal swimming pools and aquatic facilities, athletic fields, municipal zoo, recreational buildings and grounds ~~upon which the same are situated and adjacent to,~~ public playgrounds, public ice rinks, ~~public centers,~~ and similar public property and functions as shall be assigned to said commission by the common council for the development, maintenance, and operation of all public recreational facilities and activities as the common council ~~it~~ shall from time to time determine are for the best interest of the city and its inhabitants. The commission's general management and control is subject to the common council's authority as specifically provided herein.
- (2) The commission shall adopt such rules and regulations to govern the organization and conduct of its work as it shall deem advisable. ~~Whenever possible and practicable, the commission shall utilize city employees, equipment, and facilities. The commission shall make rules and regulations for the government and control of all such places of recreation.~~

(3) The commission shall not be involved in the hiring or supervising of any employees, nor be involved in the daily operations of the Parks and Recreation Department. The Commission shall, however, have a person on the interview committee for the Parks and Building Supervisor position. have the authority to hire the park superintendent and the recreation director and make recommendations concerning their respective salaries to the Human Resources Committee of the Wisconsin Rapids Common Council. The commission may hire temporary help to assist in its recreation programs. The wages of employees working for the park and recreation department who are members of Local Union 1075 shall be determined 7 by the Human Resources Committee of the common council. (MC#920)

(4) The commission shall have sole decision-making and final authority over:

- a. The acceptance of monetary gifts for park purposes to the City in any amount, and the acceptance of personal property for park purposes valued over \$5,000.
- b. All City park and recreation programming, including fees charged; hours of operation of parks and park facilities; and admission fees for all parks and parks facilities.
- c. The formulation of all policies and general regulations for all city parks, aquatics facilities, athletic fields, recreational buildings and playgrounds. However, any regulations which require a change in ordinance shall be referred to the Legislative Committee and common council for approval; the commission's action will only be advisory regarding ordinance modifications.
- d. Strategic planning for all parks and recreation facilities.
- e. The approval of non-construction contracts, professional services contracts, and maintenance or service contracts, for park facilities and park purposed, provided the funds for said contracts have been budgeted.

(5) The commission shall initially discuss but have only advisory or recommending authority to the Finance and Property Committee and common council regarding:

- a. The acceptance of gifts of real estate, or personal property exceeding \$5,000 in value, for park purposes. The commission shall recommend acceptance and the common council may accept said gift by resolution
- b. The purchase or lease of lands in the name of the city for park purposes within or without the city and to sell or exchange property no longer required for its purposes. The city is authorized to acquire by condemnation

in the name of the city such lands within or without its corporate boundaries as it may need for public parks.

c. Leases and licenses for the use of all athletic fields and other public park spaces.

d. The creation of any new park facilities or park areas in the city.

e. Any duty or responsibility that is within the jurisdiction of the Plan Commission pursuant to Chapter 11 of the Municipal Code.

f. Except as provided in (4)e. herein, any contracts for the repair, construction, remodeling, improvement and maintenance of any public facility or public grounds shall be approved by the common council after review and recommendation by the commission.

(6) The Finance and Property Committee shall be responsible for all special events applications/permits (even if the events occur in a park), and 4th of July fireworks activities.

~~(d) Finances.~~

~~(1) All expenditures shall be made by orders of the city clerk, drawn upon the city treasurer to pay bills that have been audited and approved by the commission, and presented to the city clerk. The commission shall not contract any liability in excess of the budget for said commission authorized by the common council and such other income shall be received by the commission.~~

~~(2) All receipts of any kind and all monies that may be received by the commission as donations, gifts, legacies, bequests, etc., shall, unless otherwise provided by the terms of such donations, gifts, legacies, and bequests, be deposited in the treasury of the city and the city treasurer shall act as treasurer of said commission without additional compensation.~~

~~(ed) Finances and Budget and Report to Council.~~

~~(1) At the time outlined by the Finance and Property Committee, but no later than Prior to~~ October 1 each year, the commission shall submit to the council an estimate of the expenditures during the ensuing year. Such amount, as shall be approved by the common council, shall be included in the city budget. (MC#554)

~~(2) The commission may not exceed any monies or contract any liability on the part of the city in excess of the amounts appropriated, budgeted and approved by the common council. The commission shall seek approval from the Finance and Property Committee and the common council to exceed monies for items or projects not budgeted.~~

~~(3) The commission shall have the ability to expend \$25,000 each budget year from Park and Recreation outlay for undesignated projects or improvements, without the need for specific common council approval. This shall be a line item in the commission budget.~~

~~(4) The commission may expend room tax revenue for parks purposes, provided the common council has approved such expenditures in the commission budget.~~

~~(f) Municipal Zoo.~~

~~(1) Establishment and Location. A municipal zoo is hereby established and created for the City of Wisconsin Rapids. The location of the municipal zoo shall be on city-owned property lying north and west of the sewage disposal plant in the City of Wisconsin Rapids, described as follows: "That area located north and west of the disposal plant fence and south of Gaynor Avenue, between the disposal plant driveway and the Chicago and Northwestern right-of-way. The south line of said area shall be a line running due west from the most northerly corner of the sludge bed to the Chicago and Northwestern right-of-way, excepting therefrom the following portion thereof which shall be maintained by and be the responsibility of the park board: beginning at the intersection of the south line of Gaynor Avenue and the westerly line of the disposal plant driveway, running southwesterly along the westerly line of said driveway to the northwesterly fence of the disposal plant, run thence northwesterly along said fence, as extended to a road which lies about 50 feet west of the west line of Government Lot #1, Section 24, Township 22 North, Range 5 East, thence run north along said road to the south line of Gaynor Avenue, thence run east along the south line of Gaynor Avenue to the point of beginning." (141-A)~~

~~(2) The management of the municipal zoo shall be vested in the park and recreation commission of the City of Wisconsin Rapids.~~

~~(3) The erection of pens, buildings, and landscaping of the zoo shall be vested in the park and recreation commission.~~

~~(4) An annual report to the common council of said city, on the operation of the zoo, shall be made by the park and recreation commission at the time of budget requests.~~

~~(5) The mayor and common council shall provide in the annual budget the sum necessary for the management and upkeep of the zoo for the ensuing year.~~

~~(6) The acquisition of birds or animals that are native to Wisconsin by gift, exchange, or purchase, shall be subject to the approval of the park and recreation commission. The acquisition of birds or animals that are not native to Wisconsin shall be subject to the express consent of the common council.~~
~~(MC#49)~~

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS REGARDING THE APPOINTMENT OF VICECHAIRPERSONS TO THE STANDING COMMITTEES OF THE COUNCIL

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

SECTION I Section 2.04(2)(a) of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

(2) Committees of the Common Council.

(a) Standing Committees; Matters Referred. The standing committees of the common council are:

(1) Public Works Committee

(2) Finance and Property Committee

(3) Human Resources Committee

(4) Legislative Committee

Each council member shall be on at least one committee, to be assigned by the mayor at the reorganization meeting. Each committee shall have three members. Each committee shall elect its own chairperson and ~~vice chairperson secretary~~. The Legislative Committee shall be comprised of the chairpersons of the other three standing committees.

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

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

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:

ORDINANCE NO. MC_____

A GENERAL ORDINANCE OF THE CITY OF WISCONSIN RAPIDS AMENDING SECTIONS 22.13 AND 23.11 OF THE MUNICIPAL CODE REGARDING ABANDONMENT OF RETAIL ALCOHOL LICENSES

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

SECTION I Section 22.13 of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

22.13 SUSPENSION, REVOCATION, OR NON-RENEWAL OF LICENSE The common council may at any time suspend, revoke, or refuse to renew any license granted under the provision of this ordinance upon conviction for the violation of any of the rules, regulations, ordinances, or laws governing or applicable to said licensed premises, or upon conviction of the licensee of any qualified felony. Such action shall be governed by the hearing procedures set forth by state statute. Whenever any license shall be revoked, no refund or any unearned portion of the fee paid, shall be made, and at least 12 months from the time of such revocation shall elapse before another license shall be granted for the same premises.

The alcohol beverage license issued for any premises which is abandoned, as defined herein, shall be subject to revocation by the common council as provided in this Code and Wis. Stats. § 125.12. "Abandoned", for the purposes of the section shall mean a continuing refusal or failure of the licensee to use or operate upon the premises for the purpose or purposes for which the license was granted, for a period of four months or more. No license shall be reissued or renewed to a licensee if the business for which the license is issued has been inactive for a period of four months or more immediately prior to the renewal date.

SECTION II Section 23.11 of the Wisconsin Rapids Municipal Code is hereby amended to read as follows:

23.11 SUSPENSION, REVOCATION, OR NON-RENEWAL OF LICENSE Whenever the holder of any license or permit under this ordinance shall violate any portion of the ordinance or any regulation adopted pursuant thereto, proceedings for the suspension, revocation, or non-renewal of said license or permit may be instituted in the manner and under the procedure established by Chapter 125, of the Wisconsin Statutes, and the provision therein relating to the granting of a new license shall likewise be applicable.

The alcohol beverage license issued for any premises which is abandoned, as defined herein, shall be subject to revocation by the common council as provided in this Code and Wis. Stats. § 125.12. "Abandoned", for the purposes of the section shall mean a continuing refusal or failure of the licensee to use or operate upon the premises for

the purpose or purposes for which the license was granted, for a period of four months or more. No license shall be reissued or renewed to a licensee if the business for which the license is issued has been inactive for a period of four months or more immediately prior to the renewal date.

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.

Shane E. Blaser, Mayor

Jennifer M. Gossick, City Clerk

PASSED:
APPROVED:
PUBLISHED:

**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, April 27, 2022 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

1. ROLL CALL:

Present: Jo Ann Grode, Evan Smith, Jean Helmer, David Henke, and Mary Vang

Excused: Cheryl Reith-Kincaid

Also Present: Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the March 30, 2022 meeting. Commissioner Helmer moved to approve the minutes of the March 30, 2022 meeting, seconded by Commissioner Smith. All aye votes.

3. COMMUNICATIONS

- A. Reappointment of Commissioner Henke: Mary reported that the City Common Council approved Commissioner Henke's term renewal on the Housing Authority board of commissioners. She thanked him for his continued interest and commitment in serving on the board.
- B. Update on April 10, 2022 stockbox program: Mary reported that 29 eligible tenants participated in the stockbox program for the April 10, 2022 distribution date.

4. CONSIDERATION OF BILLS

- A. Approve January 2022 financials from fee accountant: Commissioner Grode inquired about the unrecorded utility expenses for the month of January. Mary stated that the utility expenses were accrued with the year end, so the expenses were recorded in December 2021. Commissioner Helmer moved to approve the January 2022 financials from the fee accountant, seconded by Commissioner Smith. All aye votes.
- B. Approve March 2022 bills (Quickbooks register and purchasing card transaction detail): Commissioner Helmer moved to approve the March 2022 bills quickbooks register and purchasing card, seconded by Henke. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are three vacancies at Parkview due to lease violations. Two of the vacancies have been filled off the waiting list with scheduled move-in dates of April 29, 2022. The remaining vacancy will be filled off the waiting list. There are two vacancies at Tenth Avenue, both moving into assisted living. Both vacancies are scheduled to be filled on July 1, 2022. There are no vacancies in the scattered site houses.
- B. Huntington House Redevelopment, LLC Occupancy: There are two vacancies at the Huntington House RAD PBV project. One vacancy is moving to assisted living and the other is moving out of area. The two vacancies have been filled off the waiting list with one scheduled move-in date of May 1, 2022 and the other waiting on confirmation for an official move-in date.
- C. Section 8 program status: Mary reported that as of April 22, 2022 there are 170 families under contract with the current waiting list running approximately around 7 months. There are currently 140 families on the waiting list. The Section 8 voucher activity for the month of April consisted of the following: two new admissions, five VASH voucher holders, three new issued vouchers for a cumulative of seven vouchers on the street, zero portability move-outs and one portability move-in, four vouchers expiring and two end of participations due to purchasing of a home and 180 days of zero HAP payments.
- 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. The 2019 grant has a balance of \$65,714.81 in operations for insurances and miscellaneous operating expenses, \$16,863.91 in general capital activity for appliances and zero in RAD activities. She stated that the following allocations and drawdowns were made from the 2019 operations grant: \$1,600 for painting two Parkview vacancies and \$3,285.36 for the renewal of the Tenth Avenue annual elevator service contract. In addition to a disbursement from the 2019 general capital activity of \$1,744 to Tech Pros for a new desktop computer and printer for the Parkview office. 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.
- E. State Debt Collection (SDC) : Mary reported that three payments totaling \$1,004.81 were received in April of 2022 from two former public housing tenants and one former Section 8 participant.
- F. 2020 audit submission to HUD REAC Financial Assessment Subsystem and Federal Audit Clearinghouse: Mary reported the submission of the 2020 audit on March 28, 2022 to the Federal Audit Clearinghouse and on

March 31, 2022 to the HUD REAC Financial Assessment Subsystem. Audit submissions have an annual deadline submission of September 30th, but due to COVID-19 Housing Authorities were provided an extension through March 31, 2022.

- G. 2020 audit communication with those charged with governance: Commissioners reviewed the completed 2020 audit report from Collins & Associates. Mary reported that there were no material weaknesses or significant deficiencies in the audit.
- H. Kone power unit upgrade proposal for Parkview and Huntington House elevators: Mary reviewed with Commissioners, Kone's proposed power unit upgrade to the elevators located at Parkview and Huntington House apartments. The power units are past their useful lifecycle and requiring replacement. The replacement of these units should reduce the number of service calls being placed. She also inquired about the estimated costs of upgrading the remaining mechanics of the elevator. A full upgrade would require the elevator be down for a month, which would not be feasible for tenants who are unable to utilize stairs and would impose a great deal of hardship on tenants, as the buildings have just one elevator. An assessment of the two buildings could be completed to see the greater impact on tenants who have mobility issues and require use of assistive equipment to get around. Commissioners discussed and agreed that before proceeding forward with any elevator upgrades, an evaluation of tenant concerns and needs would need to be addressed in order to better accommodate these individuals. Commissioner Smith moved to table the decision to approve the proposal from Kone to upgrade the mechanics of the elevator pending an assessment of tenants in the building to better gauge the needs of tenants who would be greatly impacted by the elevator being down for an extended length of time, seconded by Commissioner Henke. All aye votes.

6. RESOLUTIONS

- A. Resolution 2022-1 2022 Section 8 expedited regulatory waiver to allow for establishment of payment standards from 111 – 120 percent of Fair Market Rents: Commissioner Helmer moved to approve resolution 2022-1 2022 Section 8 expedited regulatory waiver to allow for establishment of payment standards from 111-120 percent of the fair market rents, seconded by Commissioner Smith. All aye votes.
- B. Resolution 2022-2 Revision of the Public housing 2020-2024 Five Year Capital Action Plan: Commissioner Smith moved to approve resolution 2022-2 revision of the Public Housing 2020-2024 Five Year Capital Action Plan, seconded by Commissioner Henke. All aye votes.

7. OLD BUSINESS

- A. Parkview and Scattered Site RAD conversion: Mary reported that Kaitlyn from Baker Tilly recently reached out to her regarding the Housing Authority's plans in moving forward with the RAD conversion of Parkview and scattered sites. Commissioner Grode stated that the City has plans in

the works to reduce flooding along the Second Avenue riverbank which would include Parkview. She advised further discussions with the City about this project, as it has potential to mediate funding barriers related to Parkview's current flood zoning. Mary stated she intends to look into also bringing on a Developer to assist in this second larger scaled RAD conversion. Commissioner Grode suggested connecting with Dimension Development, as they are familiar with our project from past tax credit applications.

8. NEW BUSINESS

- A. Required tenant participation in ACH electronic rent collection: Mary stated that she would like to further look into requiring tenant participation in the ACH electronic rent collection. She felt that this would have several benefits which include: increased workflow efficiency, improve internal controls for auditing purposes, alleviate in person tenant rent payments, reduce late rents and would be a much more secured way for tenants to make their rent payments.

9. **PUBLIC INPUT:** Carol Voss inquired about the observation she made with the window cleaning sign up at Huntington House. Mary stated that this was something arranged by tenants and the Housing Authority did not initiate. It was suggested that tenants at Tenth Avenue could certainly look into doing something similar if tenants were interested in having their windows cleaned.

10. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, May 25, 2022, in the community room of the Huntington House Apartments.

11. **ADJOURNMENT:** Commissioner Henke moved to adjourn the meeting at 2:46 p.m., seconded by Commissioner Helmer. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date:_____

Date:_____

**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, May 25, 2022 in the community room of the Huntington House Apartments, 2521 10th Street South, Wisconsin Rapids, WI 54494. Commissioner Grode called the meeting to order at 1:30 p.m.

1. ROLL CALL:

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

Also Present: Carol Voss and Linda Lucht

2. MINUTES REVIEWED:

- A. Commissioners reviewed minutes from the April 27, 2022 meeting. Commissioner Reith-Kincaid moved to approve the minutes of the April 27, 2022 meeting, seconded by Commissioner Helmer. All aye votes.

3. COMMUNICATIONS

- A. Letter from City Community Development Department regarding public hearing request for greenhouse in residential zoning district: Commissioners reviewed the public hearing notice from the City of Wisconsin Rapids. Mary reported that the scattered site home on Piltz would be impacted by this.
- B. Update on May 16, 2022 food stock box drive: Mary reported that there was a total of 26 boxes distributed among Huntington House, Tenth Avenue and Parkview tenants.
- C. Social Committee update: Commissioners reviewed the social committee minutes from the April 26, 2022 meeting. Mary reported on the results of the tenant survey and schedule of events that will be put out in a tenant newsletter. Commissioner Helmer moved to approve the April 26, 2022 social committee meeting minutes, seconded by Commissioner Smith. All aye votes.

4. CONSIDERATION OF BILLS

- A. Approve February and March 2022 financials included in quarterly entity wide report: Commissioners reviewed the first quarter entity wide 2022 financials from the fee accountant. Mary reported that all projects were within 2 to 8 percent of budgeted total revenues and 3 to 9 percent of budgeted total operating expenses. Commissioner Helmer moved to

approve the first quarter entity wide 2022 financials, seconded by Commissioner Reith-Kincaid. All aye votes.

- B. Approve April 2022 bills (QuickBooks register and purchasing card transaction detail): Commissioners reviewed the April 2022 bills. Commissioner Grode inquired about the \$425.68 purchase from State Chemicals. Mary stated that cleaning products are typically purchased in cases or large quantities, with the number of vacancies there has been a need to have these commercial grade cleaning products in stock. Commissioner Reith-Kincaid moved to approve the April 2022 bills, Quickbooks register and purchasing card transaction detail, seconded by Commissioner Helmer. All aye votes.

5. EXECUTIVE DIRECTOR'S REPORT

- A. Public Housing Occupancy: Mary reported that there are four vacancies at Parkview. Two vacancies were due to lease violations, one moving out to combine households, and one moving into another rental unit out of area. One vacancy has been filled off the waiting list with a move in date of May 31, 2022. The remaining three vacancies will be filled off the waiting list with tentative move-in dates of July 1 and 15th, 2022. There are two vacancies at Tenth Avenue with both moving out to skilled living facilities. One vacancy has been filled off the waiting list with a move-in date of June 30, 2022 and the second vacancy to be filled off the waiting list with a tentative move in date for June 2022. There are no vacancies at the scattered sites.
- B. Huntington House Redevelopment, LLC Occupancy: There is one vacancy at the Huntington House RAD PBV project and moving into assisted living. The vacancy has been filled off the waiting list with an undetermined move-in date.
- C. Section 8 program status: Mary reported that as of May 23, 2022 there are 170 families under contract with the current waiting list running approximately around 7 months. There are currently 151 families on the waiting list. The Section 8 voucher activity for the month of May consisted of the following: one new admission, five VASH voucher holders, six new issued vouchers for a cumulative of nine vouchers on the street, zero portability move-outs, one portability move-in, zero vouchers expiring and one end of participation requiring additional living care services.
- 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. The 2019 grant has a balance of \$63,568.33 in operations for insurances and miscellaneous operating expenses, \$16,863.91 in general capital activity for appliances and zero in RAD activities. She stated that an allocation and drawdown of \$996.48 was made to Per Mar Security for the Parkview and 10th Avenue fire panel inspections and \$1,150 to Wil-Kil for Parkview bed bug canine inspection. 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. Commissioner Grode stated that the 2018 grant will need to be fully obligated as the deadline is May 28, 2022.

- E. State Debt Collection (SDC) : Mary reported that four payments totaling \$307.17 were received in May 2022 from one former public housing tenants and one former Section 8 participant.
- F. Update on discussion with Kaitlyn from Baker Tilly regarding RAD conversion of Parkview and scattered sites: Mary reported that she discussed the importance of securing a Developer to assist with this conversion as it would be much more extensive and additional funding options would need to be considered due to the scale of building upgrades. Request for Proposals (RFP) would need to be requested for this, in addition to continuing research on the flood barrier project being initiated by the City to see if this would reach Parkview.
- G. Update on tenant required participation in ACH electronic rent collection: Mary reported that after reaching out to district housing authorities regarding their current approach to tenant rent methods and implementation of tenant ACH payments, she is no longer pursuing requiring tenant ACH rent payments. Housing Authorities (HA) do not currently require one method of rent payment and of the HA's within the district, only two currently offer ACH. One HA offered multiple methods of accepting rent, one of which is through with a card through a vendor that offers low fees. Mary will also investigate the possibility of Quickbooks offering card payment options at a reduced cost as an existing customer.
- H. Update on Parkview and Huntington House elevator power unit upgrade: Mary reported that she distributed a survey to tenants regarding their concerns with the elevator being down while the elevator is being upgraded. Of the 133 surveys distributed, 74 respondents were received. Sixty-six percent of tenants can use the stairs with little to great difficulty and 38% are unable to use stairs. When asked about how much notice should be given to prepare tenants; 54% responded 1 week, 40% responded two weeks, 2% responded 3 weeks, and 16% responded one month. Common concerns were as follows: access to food, purchasing/carrying groceries, access to laundry facility, disposal of garbage, getting assistive walking devices up or down stairs, getting to medical or other appointments, visitors getting around, carrying heavy items up and down stairs, and not having anyone to help. Mary reported that the work is anticipated to occur at the end of August or early September with plenty of notice provided to tenants. Mary requested board approval of the proposal provided by Kone for the power unit upgrade. Commissioner Reith-Kincaid moved to approve the power unit upgrade proposal for Huntington House and Parkview apartments as provided by Kone Elevators, seconded by Commissioner Henke. All aye votes.

- I. CARES Act funding report submission: Mary reported that HUD form 2860 for reporting HUD CARES Act operating subsidy was prepared and submitted by the fee accountant.
- J. Renewal of certificate of deposit investment: Mary reported on the renewal of two certificates of deposit.
- K. Update on Huntington House shopping carts: Mary reported that the two new shopping carts arrived. Commissioner Reith-Kincaid questioned where the remaining carts were, as the hopes were to have additional carts added onto what was already existing. Mary reported that due to the large capacity of the carts the ability to add the carts in the recycling room would be difficult without removing other items or having carts extending into the walking path. One of the carts was brought over to Parkview and one cart placed downstairs.

- 6. **PUBLIC INPUT:** Commissioner Reith-Kincaid inquired about the two office shredders overheating when in continuous use and suggested purchasing a commercial grade shredder. Mary stated shredding is only required when purging files and the purchase of a commercial grade shredder would be expensive. Commissioner Grode suggested contacting United Way about their free community shred day. Commissioner Smith also suggested a travelling shredding service. Mary stated that in the past the bags were brought to the papermill and placed in the incinerator, but shredding is now done in house as time permits. She will further investigate the suggestions provided by Commissioners to see which would be the most cost effective. Carol Voss requested a smaller or lower profile shopping cart for Tenth Avenue. Mary will further look into this.
- 7. **NEXT MEETING:** The next monthly meeting is scheduled for 1:30 p.m. on Wednesday, June 29, 2022, in the community room of the Huntington House Apartments.
- 8. **ADJOURNMENT:** Commissioner Smith moved to adjourn the meeting at 2:37 p.m., seconded by Commissioner Henke. All aye votes.

Submitted for approval by:

Approved by:

Mary Vang
Executive Director

Jo Ann Grode
Chair

Date: _____

Date: _____

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

7/7/22

The South Wood County Airport Commission met on Thursday July 7, 2022 at 8:00 AM at the South Wood County Airport, Alexander Field. Members present were Shane Blaser, Jeremy Eichstad, Brad Hamilton and Joe Zurfluh. Also in attendance were Arne Nystrom, Dennis Polach, Merry Mackenzie, Randy Gustafson, Ryan Falch, Kaci Nowicki, Paul Tranel, Tom Becker, and Jeremy Sickler.

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

2. Approval of previous month's minutes (6-9-22):

Commissioner Zurfluh noted the adjournment time was wrong and recommended an amendment. Motion by Commissioner Hamilton, 2nd by Commissioner Eichorn to approve the minutes as amended. Motion carried.

3. Airport Manager's Report:

Airport Manager Sickler presented the monthly report and updated the Commission on the progress of the ongoing and future projects. The fuel system project has most recently suffered a serious delay due to poor planning for electrical service. The delay may be until September or October. Fuel inventory management has been difficult as a result of the delays.

Appraisals have been sent to property owners affected by the first phase of the obstruction clearing project. Generally the appraisals have been received well. So far there haven't been any reported objections or requests for second appraisals.

Sickler reported that the activity in June was about half of historical averages. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the Airport Managers Report. Motion carried.

4. New Business

a. Discuss and consider action regarding Assumption HS use of Airport property: Last year Assumption HS hosted a cross country event at Tri City golf course. Parking was on airport property across rangeline Rd. A request was received asking permission to use the property again. The area will need to be mowed a couple times to prepare it for the event. Motion by Commissioner Zurfluh, 2nd by Commissioner Hamilton to approve the purchase of a suggestion box. Motion carried.

b. Master Plan presentation by Ryan Falch: Ryan Falch and Kaci Nowicki from SEH Engineering provided a summary of the Master Planning process, funding, timeline, expectations, and necessity. The WI BOA will work with the Commission to get the process underway once the petition is complete. No action taken.

5. Review of Financial Statements

Financial statements were presented and reviewed. Motion by Commissioner Hamilton, 2nd by Commissioner Zurfluh to approve the financial statements as presented. Motion carried.

6. Future agenda items:

None

7. Public Comment

EAA members reported on attendance of the community pancake breakfast and upcoming events; Hamburger Social on August 10 and Young Eagles on August 27.

8. Correspondence received: None

9. Set next meeting date:

Thursday August 4 at 8:00 AM.

10. Adjourn: Motion made by Commissioner Hamilton, 2nd by Commissioner Blaser to adjourn at 0903. Motion carried.

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



SOUTH WOOD COUNTY AIRPORT
Jeremy Sickler, Airport Manager

July 2022

Airport Development:

Fuel System Construction: Still no word on expected resumption or completion of the project.

Obstruction Removal/Easement Acquisition: Nothing new to update.

Fuel Type	Previous month	Current month	This month last year	2022 year to date	2021 year to date	Year over Year
100 LL	630.63	2389.12	2884.77	6719.73	8961.52	74%
Jet A	8280.00	12803.00	10718.57	36000.34	33147.34	109%
TOTAL	8910.63	15192.12	13603.34	42720.07	42108.76	101%

Airport Monthly Revenues:

Sales

Fuel:	\$90611.41
Ramp Fee:	\$3742.86
Lav Fee:	\$225.00
GPU:	\$622.86
Call Out Fee:	\$1200.00
Transient Hangar:	\$1764.89
Catering:	\$85.00

Year over year total fuel gallon sales comparison through July:

2020 - 29229.17 gallons
2019 - 39799.44 gallons

Airport Maintenance Issues

The entry gate at Two Mile and Third street seems to finally have been fixed.

Information has been submitted for an insurance claim for the roof damage on the old hangar.

Regular Meeting of the Water Works and Lighting Commission
Wednesday, July 13, 2022

There were present:

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

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

1. Call to Order

Chairman Tom Nowak called the meeting to order at 1:00 PM. Commissioner John Bergin was excused from today's meeting.

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

2.1 Regular Commission Meeting held June 8, 2022

There was a motion made by John Harper, seconded by Jay Bemke, and carried to approve the minutes of the Regular Commission Meeting held on June 8, 2022, and to place them on file. There were no nay votes recorded.

3. Action items

3.1 Filter Plant Electrical Equipment

Todd Weiler explained that part of a 2023 filter plant project would be to relocate some of the more sensitive electrical equipment into a new electrical room to protect it from chlorine. Todd stated that he is requesting that the Commission approve a portion of the funding for this project early since some of the equipment has a delivery time of 55-70 weeks.

After discussion, there is a motion made by John Harper, seconded by Jay Bemke and carried to approve \$55,000 for the purchase/order of the filter plant electrical equipment. No nay votes were recorded.

3.2 Well #3 Cleaning

Dale Scheunemann explained that while operating the large pump at Well#3 we noticed the pump showed a reduced flow. After investigating it appears that the 5-foot tailpipe has come off the pump bowls causing a loss of 5 feet of water level. This requires us to no longer use the large pump in this well and the need to pull the large pump to assess the possible damage if any and to replace the tail piece. With the demand that will be required of this well during the raw water relining project it would be advantageous to clean the well prior. This is unexpected and was not in the 2022 budget. Two of the companies we contacted were not able to fit this cleaning into their schedule and declined to bid. Water Well Solutions who were already scheduled to clean Well 2 stated that they would be able to clean Well 3 prior to cleaning Well 2. The additional cost is \$180,000.

There is a motion made by John Harper, seconded by Rick Merdan, and carried to approve \$180,000 for Water Well Solutions to clean Well 3. No nay votes were recorded.

3.3 Discuss commission meeting schedule

After discussion, there was a motion made by John Harper, seconded by Jay Bemke, and carried to hold the regular monthly commission meetings at 2:00PM on the second Wednesday of each month. No nay votes were recorded.

4.0 Department updates

4.1 Safety Committee Report

The commissioners reviewed the safety coordinator's monthly report. Sean Wall stated that during the summer months he conducts onsite visits to ensure that all safety practices are followed and that all safety trainings are being implemented.

4.2 Line Superintendent's Report

This report was reviewed and discussed. Josh Elliott answered questions regarding the number of trouble slips, work orders and call-ins for June. The commissioners stated that they heard several comments on the great work done by our electric crews restoring power after the storm that went through last month.

4.3 Water Department Operations Report

This report was reviewed and June water projects were discussed. WW&LC

received PSC and WDNR approval concerning the Raw Water Lining Project over the past 2 weeks. The construction schedule is approximately 45 days and should begin in September. A high usage concern at the Aquatics Center was discussed and answered by the Customer Service Manager. Dale also addressed questions regarding the recent issues with the high iron content in the City's drinking water.

4.4 Customer Support Supervisor's Report

This report was reviewed and current electric disconnections were discussed. Lynn Schroer stated that a considerable amount of time has been spent in preparation for the upcoming Transportation Utility Charge that WW&LC will be billing for the City with an implementation date of July 27th.

4.5 Director of Finance's Report

This report was reviewed and discussed. Jeff Kuhn stated that lead times are increasing on delivery of essential utility materials and the need to order items sooner than expected.

4.6 Information System's Administrator's Report

This report was reviewed and cyber security was discussed.

4.7 Conservation Manager's Report

This report was reviewed and discussed. Shawn Reimer stated that this is an extremely busy time of the year for Focus on Energy with increased air conditioning demands and costs.

4.8 Electrical Engineer's Report

This report was reviewed and discussed. Tyler Sneen stated that we are continuing to investigate the cause of the problems we are having with the filter plant high service pump 7.

4.9 Director of Engineering & Electric Operations

This report was reviewed and Todd Weiler stated that we reached a new summer peak of 55.83MW's on June 21st at 5PM and stated that the electrical system handled this additional load well with very little problems. Todd also stated that our line crews did an exceptional job restoring power to approximately 900 customers after the June 15th storm.

4.10 General Manager's Report

This report was reviewed and was discussed. Jem Brown stated that GLU will be negotiating exclusively on the development of a 75-100 mW solar project.

5. Review of accounts payables

A listing of all invoices and checks covering June was provided to the commission for review.

6. Adjourn

There was a motion made by Jay Bemke, seconded by Rick Merdan, and carried to adjourn at 1:35 PM. No nay votes were recorded.

Respectfully submitted,

Rick Merdan, Secretary



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

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:25 a.m.

2. Roll call.

Present in person at City Hall were Commissioners Albrecht, Grode, King and Yonkovich; and Interim Police Chief Mike Potocki, Fire Chief Todd Eckes, Mayor Shane Blaser, Alderperson Dennis Polach, Ryan Hartman, Kelly Warrington, Steven Ross and Steven Rinzel.

3. Election of Officers.

A motion was made by Commissioner Yonkovich, seconded by Commissioner Grode, that Commissioner King be nominated as President, Commissioner Yonkovich be nominated as Vice President, and Commissioner Albrecht be nominated as Secretary; that nominations be closed; and a that unanimous ballot be cast for these three (3) officers. Motion carried.

4. Approve the June 15, 2022 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the June 15, 2022 meeting minutes. Motion carried.

5. Consider approval of receipt in the amount of \$17.78 from Walmart for snacks and drinks provided to Entry-Level Police Officers taking physical agility and written tests in June.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the receipt in the amount of \$17.78 from Walmart. Motion carried.

6. 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 Grode, to approve the monthly report and activities of the Police Department. Motion carried.

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

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

8. The Commission may vote 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.



In closed session, the Commission will:

- a. Discuss placement of one (1) Police Officer on permanent status.
- b. Chief Eckes may provide introductory comments regarding the Entry-Level Firefighter/Paramedic candidate.
- c. Interview Entry-Level Firefighter/Paramedic candidate.
- d. Establish Entry-Level Firefighter/Paramedic eligibility list.

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

Present in the closed session were Commissioners Albrecht, Grode, King and Yonkovich; and Fire Chief Eckes, Ryan Hartman and Kelly Warrington.

In closed session, the Commission discussed placement of one (1) Police Officer on permanent status and interviewed one (1) Entry-Level Firefighter/Paramedic candidate.

9. The Commission will return to open session.

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

Re Item 8a: A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to place Gunnar Drew on permanent status. Motion carried.

Re Item 8d: A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to place one (1) candidate who was interviewed on the Entry-Level Firefighter/Paramedic eligibility list. Motion carried.

10. The Commission may 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 Commission has jurisdiction or exercises responsibility"; and pursuant to Section 19.85(1)(e) of the Wisconsin Statutes, which reads: "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session".
In closed session, the Commission will discuss the Police Chief recruitment process with the recruitment consultant, Community Security Solutions.

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,



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

compensation or performance evaluation data of any public employee over which the Commission has jurisdiction or exercises responsibility. Roll call vote taken. All members voted in the affirmative. Motion carried.

Present in the closed session were Commissioners Albrecht, Grode, King and Yonkovich; and Mayor Shane Blaser, Ryan Hartman, Kelly Warrington, Steven Ross and Steven Rinzel.

In closed session, the Commission discussed the Police Chief recruitment process with the recruitment consultant, Community Security Solutions.

11. The Commission will return to OPEN SESSION and may take any necessary action or make any recommendations needed as a result of the discussion of item 10 in closed session.

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

Re Item 10: A motion was made by Commissioner Albrecht, seconded by Commissioner Grode, to approve the process to hire a police chief, as discussed in closed session. Motion carried.

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

The next meeting will be held on July 26th at 7:30 a.m.

The next monthly meeting will be held on August 10th at 7:30 a.m.

13. Adjourn.

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

Respectfully Submitted,
Lee Albrecht, Secretary



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
July 26, 2022
7:30 A.M.

1. Call the meeting to order.

Commissioner King called the meeting to order at 7:37 a.m.

2. Roll call.

Present in person at City Hall were Commissioners Grode, King and Yonkovich; and Interim Police Chief Mike Potocki and Ryan Hartman.

3. Approve the July 13, 2022 meeting minutes.

A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to approve the July 13, 2022 meeting minutes. Motion carried.

4. The Commission may vote 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.

In closed session, the Commission will:

- a. Interim Police Chief Potocki may provide introductory comments regarding the Entry-Level Police Officer candidates.
- b. Interview Entry-Level Police Officer candidates.
- c. Establish Entry-Level Police Officer eligibility list.

A motion was made by Commissioner Grode, 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 Grode, King and Yonkovich; and Interim Police Chief Mike Potocki and Ryan Hartman.

In closed session, the Commission interviewed four (4) Entry-Level Police Officer candidates.

5. The Commission will return to OPEN SESSION and take any necessary action or make any recommendations needed as a result of the discussion of item 4c in closed session.

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

Re Item 4c: A motion was made by Commissioner Grode, seconded by Commissioner Yonkovich, to



CITY OF WISCONSIN RAPIDS POLICE & FIRE COMMISSION
MEETING MINUTES
July 26, 2022
7:30 A.M.

place four (4) candidates who were interviewed on the Entry-Level Police Officer eligibility list. Motion carried.

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

The next monthly meeting will be held on August 10th at 7:30 a.m.

7. Adjourn.

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

Respectfully Submitted,
David Yonkovich, Acting Secretary



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

ENGINEERING DEPARTMENT Monthly Activity Report

July 2022

Transportation Utility

- WWLC began billing July 27th for customers on billing cycle 2 and will bill again August 15th for customers on billing cycle 1.
- Account data is continually being worked on.

Capital Improvement Planning

- A staff meeting was held on July 21st (Paul V, Joe E, Tyler M and Justin C were in attendance) to review Janesville's database application.
- An additional meeting is scheduled August 2nd with the Mayor to ascertain CIP direction with the new database.

Permits & Degradation

- 36 Permits/Applications (35 in June) for asphalt paving (4), driveway grades/concrete pour inspections (8), storm water (0), excavating (19), Street Privilege (0), storm connection (0), permit parking (0), banner (2), environmental testing well (0), contractor licenses (3)
- 220 Diggers Locates for Storm Sewer & Sanitary Sewer (276 in May)
 - 2 Emergency locates during work hours
 - 2 Emergency locates after hours
- Degradation fees - this year = \$63,500.04
 - This month = \$3,254.40 (4,061.50 in June)

Traffic

- Vision Triangle Complaints
 - E Grand Ave and 16th St S – A letter was sent and obstruction was removed.
 - Engineering Dpt staff measured the height and location and have determined that the obstruction is in the vision triangle.
 - 4th Ave N and W Grand Ave – Southbound left – review is ongoing
- Stop Sign / Yield Sign Requests
 - 13th St & Peach St – 4/22 – Traffic Counts are complete. Reports should be complete by August 4th.
 - 2nd St S and Davis Ave – 4/28/22
 - 11th & Apple St, 11th & Peach St, 10th St & Peach St – 5/24/22
 - All counts are complete. Reports should be complete by August 4th.
 - 14th Ave N and McKinley St – review is being worked on as time allows.
- ITS Standalone Signal Grant
 - The revised plans are out for bids and will be opened August 10th at 10AM.



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Wisconsin Rapids, WI 54495-2780
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- Signal complaints
 - 8th St & Pepper Ave – vehicle detection issue on left turn arrow. - 5/24/22
 - No equipment defects have been identified. Gridsmart will be in Rapids the week of July 11th to review camera setup.
 - Lincoln St & Expressway – vehicle detection issue on left turn arrow. - 5/24/22
 - No equipment defects have been identified. Gridsmart will be in Rapids the week of July 11th to review camera setup.
 - Nov. 2021 - Griffith and 8th St queuing lengths. Review is ongoing.

Project Designs/Construction underway:

2021 Projects

- RECC Rail Spur – We have received the final paperwork from Ameritrack and will issue final payment. Reimbursement requests will be submitted to the DOT immediately thereafter.

Maintenance Projects

- Sidewalk Concrete Cutting (Safe Step) – There are over 524 joints for grinding. Safestep is scheduling for this work to begin the week of July 18th. Work is anticipated to be complete the week of August 1st. Safestep will be performing the sidewalk cutting this year in the area generally bounded by 8th 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 14th Ave between Chase St and Alton St. Work is currently underway east of Lincoln St and north of the Expressway. Additional work will be complete the week of August 1st to replace curb & gutter in advance of chip seal operations.

2022 Reconstruction Projects

- Design for 2022 Projects – 100% Complete
- Construction for 2022 Projects
 - DOA/Lyon Park Levee – Work surrounding the DOA parking lot is complete. Asphalt patching is done. Reimbursement from the DOA will be requested as soon as work is complete on their property. Lyon Park work is anticipated in late summer.
- 2022 Contracts
 - Sewer Lining Contract (contract awarded to Visu Sewer) – the work is complete; however, there are two items that they will come back for:
 - A spot liner on 19th St in August
 - A more recent lining need on Chestnut St in October.
 - Crushing Contract – Work began March 17th and was completed mid-April.



ENGINEERING DEPARTMENT

444 West Grand Avenue

Wisconsin Rapids, WI 54495-2780

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

- Asphalt Contract – American Asphalt has completed paving work on Smith St, Cherry St, DOA parking lot for the Levee Project, 14th Ave S, Kuhn Ave, Rosecrans St and some miscellaneous patch locations.
- Concrete Contract – SD Ellenbecker is scheduled for concrete work on Fremont St from 13th to 14th Ave. Some final touch-up work is needed on Smith St; otherwise concrete work is complete.

2023 Reconstruction Projects

- Preliminary Survey for 2023/2024 Projects
 - Oak St (E Jackson St to 16th St) – 100%
 - 9th St S (Peach St to Chestnut St) – 40%
 - McKinley St (8th Ave N to 14th Ave N) – 0% (2024 Project)
 - Shorewood Terrance (1st St N to Termini) – 95%
 - Apricot St and Broadway St – 100%
- Design for 2023 Projects
 - Oak St (E Jackson St to 16th St) – 60%
 - 9th St S (Peach St to Chestnut St) – 5%
 - Shorewood Terrance (1st St N to Termini) – 75%
 - Apricot St and Broadway St – 85%; Geotech work was complete by Nov. 15th. Report has been received and reviewed.
 - McKinley St (8th Ave N to 14th Ave N) – 0% - Recommended for 2024

Storm Water Utility

- Soliciting for proposals in August (proposed for a September Public Works Agenda Item) to update the Storm Water Utility database. This work is budgeted in 2022 and is expected to be around \$7500.
- Storm Utility Billing Updates –
- One Mile Cr. – Permits are still being reviewed. Easement signatures are still being secured. Dam permit applications were submitted to DNR the week of April 25th. Permanent Easement documents were updated and will be sent back to owners in May.



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Other Highlights

- Continuing to search for an engineering technician to fill a vacancy.
- Completed a survey for a right-of-way encroachment requested by Attorney Schill.
- Survey shots are complete for mid-block ped crossing on 32nd St. Material will be ordered so crosswalk pavement marking and ramps can be installed before school starts. LED signs will not be installed until sometime in September.
- W Jackson St Update
 - A pre-pave meeting was held the week of July 25th. Stage 1 will be complete at the end of August. Stage 2 is expected to be complete mid-October.



PUBLIC WORKS DEPARTMENT

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

July 2022

Refuse and Recycling

- Garbage Collection estimated 462.14 tons (2021 455.91 tons)
- Recycling Collection estimated 105.15 tons (2021 102.56 tons)

Construction

Cherry Street (Riverview Drive – 1st St North, Smith St (Railroad St – Riverview Drive)

- Finished preparation of roadways for Asphalt pavement
- Backfilled curb and gutter on Smith Street from Cherry to Riverview Drive
- Asphalt pavement completed week of July 25th

Rosecrans Street (9th Ave – Dead End)

- Project completed

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

- Asphalt paving completed
- DOT phase of project completed

18th Ave South (Russel Street – West Grand Ave)

- Project completed

West Jackson Street (West Riverview Expressway – Wisconsin River)

- City portion of phase I completed, phase II estimated to start September 6th

Freemont Street (14th Street – 13th Street)

- Underground Utilities complete, waiting for curb and gutter installation after Utility Companies move to new poles and pole removal

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

- Removed pavement, curb and gutter and black dirt from West Grand Ave – Harrison Street
- Installed 300' of Sanitary, one service and one manhole
- Installed 280' of Storm, one manhole and two catch basins
- Installed 150' of Water main and a fire hydrant

17th Ave North (Rosecrans Ave – Jefferson Street)

- Emergency installation of 400' of 12" C900 water main
- Shape for pavement

Street Maintenance

- City wide brush pickup
- Prepare Eastside Compost site for National BMX race
- Installed asphalt driveways on construction projects
- Completed site restoration at Fire Station 1 remodel/addition
- Assisted WWLC on paver patches
- Removed asphalt and finish graded for Asphalt patches
- Replaced manhole castings on 14th Ave South
- Cut grass in city maintained properties and street Right of Way
- Saw cut asphalt patches
- Work with Kafka Construction with brush and stump grinding
- Worked with Wood County Highway doing paver patches throughout the city
- Did curb and gutter removals for Curb and Gutter maintenance contractor
- Completed preparation of streets for sealcoating
- Swept area to be seal coated
- Setup barricades and snow fence for July 4th Celebration

Paint and Signs

- Set out “No Blanket” signs for July 4th Celebration
- Replaced Pedestrian crossing sign on 8th and Peterson
- Removed signs from West Jackson Street Construction Project and WWLC Pole maintenance
- Painted Yellow center line, 3rd St S, Lincoln St, Chestnut St, 24th St S, 16th Street, Baker St., 1st St North,
- Installed new poles and signs on Smith and Cherry Street
- Installed Highway banners for Waterski weekend, and National BMX Event
- Changed seasonal banners in downtown area
- Completed walk behind painter maintenance
- Painted Crosswalks and intersections of 3rd and East Riverview Expressway, Dewey St, 3rd St S, Chestnut, Mead St, Lincoln St and East Riverview Expressway
- Painted white lane divider dashes on Expressway, 2nd Ave S, West Grand
- Fixed signs that were damaged due to accidents
- Removed signs from Construction project on Freemont St 9th Ave N
- Repaired signs damaged due to wind
- Completed Sign update of six railroad crossings

Shop and Repairs

- Replacement of Hydraulic cylinder of quad axle dump truck
- Movement of hitch on quad axle dump truck
- Multiple vehicle services on Public Works fleet
- Transmission shift solenoid replacement on garbage truck
- Chase down wire harness issues on garbage truck
- Replace wheel bearings on rubber tire roller
- Replace bushings on garbage truck arm
- Multiple fire department vehicle service or repairs
- Service Excavator on Construction project
- Tire repairs on lawn movers
- Replace Hydraulic hose and exhaust on single axle
- Replace cab mounts on Dozer

- Repair brakes on #39 Loader

TO: Mayor Shane Blaser
FROM: Derek Budsberg
SUBJECT: Monthly Supervisory Report
DATE: July 2022

Report:

Collections

- The collections crew televised 8000 ft of sanitary and storm sewers.
- The crew flushed 1900 ft of sewer and cleaned out 33 catch basins for the storm utility.
- Collections responded to 1 sewer call and assisted in cleaning lift stations this month.

Operations/Maintenance

- All effluent parameters were in complete permit compliance in July.
- Staff has coordinated working with Badger labs to perform new permit application testing. This is a series of samples that need to be sent out for about a month. Quarterly effluent and sludge sampling was coordinated as well.
- Interviews have started for the open wastewater operator position. There have been very few applicants for the position, but there are some very qualified candidates.
- Clark energy has been at the plant performing a 20,000 hour service on the biogas generator. This has been an extensive overhaul that will ensure that the engine will run effectively.
- Due to the heavy rains on July 15th, the sanitary sewer was overtaken on the westside of the river. This caused a sanitary sewer overflow, and it has been reported to the DNR. This further concludes the need for more sewer lining on the westside of the river. This also jumpstarted the initiative to get illegal sump pump hookups out of the sanitary sewer. WWTP staff is working with community development to create a plan to coordinate home inspections.
- Operators switched primary clarifiers to clean, inspect, and rotate pumps on the clarifier that has been in operation for about a year.



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: August 1, 2022
RE: Monthly Summary for July 2022

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

- Police and Fire Commission meeting
- Common Council meeting
- Finance & Property Meeting
- HR. committee Meeting
- Fire Vision committee meeting
- Labor Management Meeting
- Officers Meeting
- Attended the Wood County Arson Taskforce meeting
- WRFD Hosted the Wood County Fire Chiefs quarterly meeting
- Attended meeting on the Highway 73 project between Industrial Street and Highway 186
- All crews toured the Microwave asphalt plant and Milestone quarry
- EMS training for the month was Airway
- Attended both Bi-weekly Building addition meetings
- Stand by at the BMX Bike track for State Qualifiers and the nationals event
- Continued the planning for the Open House/Ribbon cutting ceremony for the Station Addition

July Anniversaries: Sean Murphy 22 Years, Andrew Saxer 3 Years

Notable Responses:

- Assist in the recovery of Skeletal remains 6/18/- 6/21
- Cooking Fire – 7/23
- Suspicious Odor - 7/1, 7/10, 7/12, 7/21
- Motor Vehicle Crashes – 7/8, 7/12, 7/17, 7/18, 7/23, 7/27, 7/27,
- Motor Vehicle Fire – 7/12
- Possible Hazardous Materials release - 7/25
- Large Mutual Aid Structure Fire in Nekoosa



Wisconsin Rapids Fire Department

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

"Commitment to Excellence"



WRFD Notes:

July 18th the new Station Addition/Renovation was turned over to the department. The members have been diligently working moving into the new space and cleaning so we can prepare for the Ribbon Cutting and Open House being held on August 13th from 1:00 P.M – 4:00 P.M We hope that everyone can make at least a portion of the day and walk through the new addition and renovated Station I. Senator Testin and Representative Krug are scheduled to attend and say a few words. There will be a short ceremony to start the event and the doors will open for all to tour. We are excited to show everyone the investment the city has made into the future sustaining a central station that allows for a Gender-neutral workplace, and improves the department operationally, while improving the safety of the members. As a department, we thank the Citizens, Mayor Blaser, and the City governing body for that investment. Every organization needs a strong foundation to operate. That foundation needs to come from Leadership and members, but that also means a strong Muster point that members can decompress when faced with the adversity they see on a day-to-day basis, so they can prepare to face it again with the next call.

WRFD assisted Wood County Sheriff's department for 4 days with the recovery of skeletal remains that were found when the Wisconsin River was drained down for maintenance work on the dams. While the level was low, the remains were reported and a taskforce of Sheriff's department, WRFD, and the State Crime lab as well as other rescue entities collaborated to complete the task of recovery. This four-day operation showed the ability of many entities in central Wisconsin to collaborate to accomplish any task that is presented to them.

As we enter August, we finally are beginning to see some normalcy within the organization. All our Officer staff are now in place and have one month under their belt settling into their new positions and starting to develop the systems needed to complete the tasks assigned to them. The fire inspections that had fallen by the wayside due to limited staff to complete are now on schedule to be completed by the yearend deadline. On August 22, 2022, we will also have all our line staff positions filled with the final candidate beginning their orientation period. That means by end of September all positions in the department will be filled. It has been more than a year since we were at full staff and it is a welcomed addition.



Wisconsin Rapids Fire Department

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

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WRFD July 2022 MONTHLY RESPONSE REPORT

Type of Emergency	July 2022 Responses	Total # of 2022 Responses	July 2021 Responses	Total # of 2021 Responses
EMS 911	397	2,504	389	2176
EMS IFT	7	40	25	149
COMMUNITY PARAMEDICINE	1	10	1	10
FIRE	4	25	6	35
EXPLOSION (No Fire)	0	0	0	0
HAZARDOUS CONDITION	1	17	4	33
SERVICE CALLS	10	35	20	73
GOOD INTENT	7	49	0	0
FALSE ALARMS/WEATHER	9	46	13	59
TOTAL CALLS FOR SERVICE	436	2,726	458	2535

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	July 2022	2022 Totals	July 2021	2021 Totals
Wisconsin Rapids	330	2004	372	2167
Saratoga	24	179	30	150
Village Port Edwards	16	90	17	72
Village Biron	16	67	14	65
Town of Port Edwards	5	46	0	0
Nekoosa	22	168	0	0
Cranmoor	0	6	0	0
Mutual Aid Given	7	61	23	68
Mutual Aid Received	16	105	2	13
TOTALS	436	2,726	458	2535

Confined Space Stand-by	July 2022	Total # 2022	August 2021	Total # 2021
TOTALS	37	248	44	191

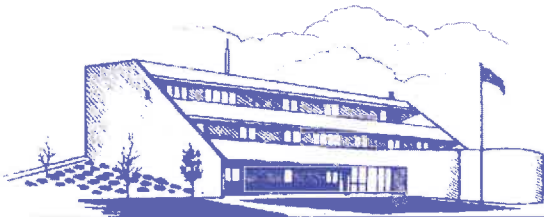


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Police Department City of Wisconsin Rapids

444 West Grand Avenue • Wisconsin Rapids, Wisconsin 54495

(715) 423-4444

Date: August 10, 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 July 2022

Departmental Activity/Training:

Took part in the joint Wood County Speed Grant.

Conducted department oral interviews for new department candidates.

Detectives Wetterau and Bailey began background investigations on two candidates in the police department hiring process.

WRPD detectives assisted the Wood County Sheriff's Department in searching the river bottom in Port Edwards for human remains.

School Resource Officer Dan Pelot celebrated 20 years of service with the Wisconsin Rapids Police Department.

Interim Deputy Chief Scott Dewitt attended the Northcentral Chiefs of Police Association meeting.

Interim Chief Potocki and Interim Deputy Chief Dewitt attended the ribbon cutting ceremony for the new ODC Opportunity for Hope, outpatient mental health clinic.

Detective Daven attended the Wood County Fire Investigation meeting.

All officers completed their 24 hours of recertification training that was reported to the State of Wisconsin Training and Standards Bureau.

Conducted Department Staff meeting.

Year to date statistics and previous year comparison:

WRPD responded to **1339** incidents and calls for service in July 2022.

July 2021: **1663**

Total incidents and calls for service to date in 2022: **9662**

Total for 2021: **10438**

For month of July 2022 vs 2021:

- OWI - 2022: **5** 2021: **8**
- Traffic Crash Investigations - 2022: **29** 2021: **39**
- Traffic / Municipal Citations – 2022: **164** 2021: **308**
- Written Warnings – 2022: **181** 2021: **263**
- Restricted Parking Tickets – 2022: **71** 2021: **136**

Controlled Substance Arrests

Wisconsin Rapids Police Officers and Detectives made **24 arrests** for Controlled Substance offenses in July 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:

WRPD 22-10474: Detectives Richter, Wetterau, the Central Wisconsin Drug Task Force, and Stevens Point PD executed a search warrant at a Wisconsin Rapids residence as a result of a multi-jurisdictional investigation. Detective Richter conducted surveillance on the residence for drug trafficking while Stevens Point developed probable cause for a warrant for a Reckless Homicide investigation. As a result of the warrant, one male subject was taken into custody and charges were referred to the DA's office for Possession w/ intent – Fentanyl, Possession w/ Intent – Methamphetamine, Possession w/ Intent Cocaine, Maintain a drug trafficking place, and Felony bail jumping. 26.7 grams of fentanyl, 37.18 grams of cocaine, and 34.71 grams of methamphetamine were confiscated. One female was also charged with the above charges, as well as Neglecting a Child. The juvenile was removed from the home by Wood Co Human Services and placed elsewhere.

See attached email reference Officer Krier.

Special Operations: Have been suspended because of personnel shortages.

June 29, 2022

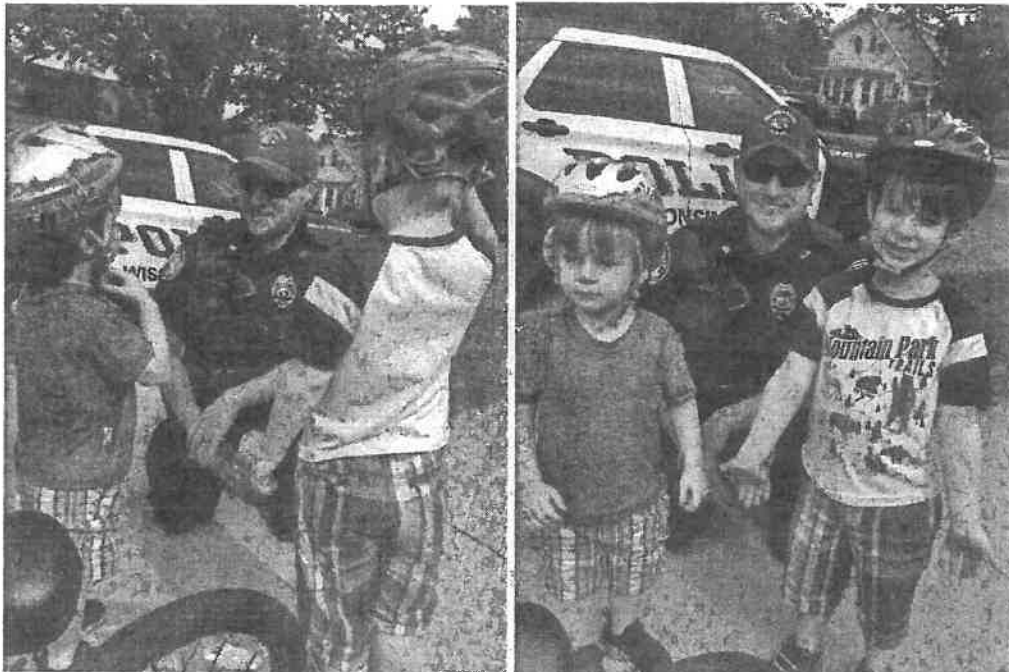
Dear Wisconsin Rapids Police Department,

Last Friday, we were very blessed in a time of need by one of your officers, Officer Krier! We had gone for a bike ride and Tristan's bike broke down. It literally wouldn't pedal because the training wheels were stuck. But, not even 5 minutes later, Officer Krier arrived to help us fix his bike! 🙏

We were very blessed by this experience and spread the news quickly to our family and friends of how awesome and kind our "guardian angel" was and how he even let our boys explore the trunk of his vehicle for tools to fix the bike! This simple act of kindness has blessed our hearts and our boys are even more excited when they see a police vehicle because they remember when they were saved by a police officer on a warm, summer day! God is good and we feel blessed. Please keep up the AMAZING work and know we are very thankful for all you do to keep our community safe!

God bless you all,

Mike, Chelsea, Tristan & Caspian Srnka



CITY OF WISCONSIN RAPIDS
PARKS / RECREATION / BUILDINGS
444 West Grand Avenue, Wisconsin Rapids, WI 54495-2780, (715) 421-8240

Parks & Recreation Commission Minutes

August 8, 2022

A regular meeting of the Wisconsin Rapids Parks & Recreation Commission was held in the Council Chambers and via remote videoconferencing on Monday, August 8, 2022, at 4 p.m. The public was invited to listen to the audio of the meeting. The meeting was also streamed LIVE on the City of Wisconsin Rapids Facebook page.

1. Call to order.

Commissioner Veneman called the meeting to order at 4:00 p.m.

Commissioners present in the City Hall Council Chambers were Kris Barteck, Mayor Blaser, Craig Broeren, Tom Ekelin, Tom Rayome, Lee Thao, and Dean Veneman. Kris Barteck and Carolynn Martin appeared via videoconference. Patrick Gatterman was excused. Staff present in the Council Chambers were Dawn Desorcy, Carrie Edmondson, Kyle Kearns, Jake Klingforth, and Tyler Mickelson. Sue Schill appeared via videoconference. Also attending in the Council Chambers was Jeff Penzkover, Alderperson Dennis Polach, and Rob Schill.

2. Approve June 13, 2022, meeting minutes.

A motion was made by Mayor Blaser, seconded by Commissioner Ekelin, to approve the minutes of June 13, 2022. Motion carried.

3. Consider approval of proposed public art project for Ben Hansen Park.

A motion by was made by Commissioner Thao, seconded by Commissioner Veneman, to move the project forward. The motion was withdrawn with no objection.

A motion was made by Commissioner Broeren, seconded by Mayor Blaser, to table discussion to the next meeting. Motion carried.

4. Consider a request from Assumption Catholic Schools (ACS) for approval for ACS to upgrade/replace the infield at the Robinson Park South softball field, at ACS expense.

A motion to approve the request from Assumption Catholic Schools to upgrade/replace the infield at Robinson Park South softball field, at ACH expense, was made by Mayor Blaser, seconded by Commissioner Broeren. Motion carried.

5. Update on Aquatics Center.

The Aquatics Center has been closed several more days this summer compared to last summer due to rain/cool weather. Overall admissions have been down, likely due to weather and other facilities in the area. Party packages have been very successful.

6. Bills.

A motion to approve the bills was made by Mayor Blaser, seconded by Commissioner Rayome. Motion carried.

7. Staff reports.

Jake and Dawn presented staff reports.

8. Adjourn.

A motion to adjourn was made by Commissioner Thao, seconded by Commissioner Rayome. Motion carried.

Dawn Desorcy, Recording Secretary